

# NTRACS Burn v5: Web Training



Digital Innovation's NTRACS Burn Version 5 web training sessions provide small class sizes and direct interaction with experienced and knowledgeable instructors at an affordable cost.

- Convenience - you can even train from your home!
- Economy - no travel costs and allows for multiple participants
- Experience - DI instructors are skilled in web-based teaching techniques
- Easy access - all you will need is Internet access to view the training and a telephone for the audio portion

## Training Topics to Meet Your Needs:

### Administrative Module (\$175 / 1.5 hrs.):

- User Account management
  - Custom Data Element configuration
  - Local menu configuration
  - Role-based security
- (Prerequisites: None)

### Registry Module (\$225 / 2 hrs.):

- Data entry navigation
  - Data entry keystrokes
  - Logic rules
  - Record management:
    - Add/edit
    - Search
    - Readmissions
  - Zip Code Management
  - Registry Setup
- (Prerequisites: None)

### DI Report Writer Modules (\$175 / 1.5 hrs. each):

Five modules provide flexibility of training topics for most daily or monthly reports needs.

#### Module 1: *Analyzing Data Requests*

1. Identify steps used to analyze a data request.
2. Identify objects in the DI Report Writer that can be used to fulfill data requests.
3. Create additional objects needed to fulfill data requests.

*Prerequisites:* None

#### Module 2: *Running Your First Reports*

1. Access the DI Report Writer software and navigate through the DI Report Writer software.
3. Access and run standard reports.
4. Create a data table report.
5. Create a single criteria search.
6. Use a single criteria search embedded within a data table report.
7. Create and use data completeness queries.
8. Create and use range queries.

*Prerequisites:* - A familiarity of how to analyze data requests.

#### Module 3: *Creating Powerful Queries*

1. Create <Each> queries, used to determine a data subset, where all criteria must be met.
2. Create <One or More> queries, used to determine a data subset, where at least one of the criteria must be met.
3. Create queries using repeating fields (such as procedures).
4. Create <Building Block> queries where the user is able to combine <Each> queries with <One or More> queries.
5. Create <Not> queries to negate positive statements to determine a subset of the data.
6. Create <Not Equal To> queries to determine a subset of the data.
7. Create <True / False> queries for use in a data table report to further analyze data, rather than create a data subset (example: determining if patients had an injury in a specified body region).

*Prerequisites:* - A familiarity of how to analyze data requests.  
- A basic understanding of single criteria searches.

#### Module 4: *Statistical Reports*

1. Create a statistical report.
2. Use functions such as average, minimum, maximum and percentages within a statistical report.

*Prerequisites:* - A familiarity of how to analyze data requests.  
- A basic understanding of single criteria searches.

#### Module 5: *Gathers and Coded Variables (advanced features)*

1. Create and using the Coded Variable function
2. Using various calculation functions
3. Using multi-level Gathers with Coded Variables

*Prerequisites:* - Skills as listed for Modules 1-4 above

## Registration Information:

Training session costs include one web connection for viewing and one toll-free call for audio. Training dates and times are posted on the Digital Innovation web site: [www.dicorp.com](http://www.dicorp.com). Please contact [customerservice@dicorp.com](mailto:customerservice@dicorp.com) or call 800-344-3668 ext. 227 for more details or to register for one of the above NTRACS v5 Burn training sessions.