1. Go to <u>https://nhscr.dartmouth.edu</u> and log in.

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2. Welcome Page. Click New Abstract to enter a new rapid report.



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3. Abstracting screen comes up. *Hospital Number* and *Abstractor* are pre-filled.

4. Complete the abstract.

\*Data fields with asterisks (\*) are required to be complete.

- Provides a definition and codes for each data item.
- Provides a drop-down list with a list to choose from for that field.
- Click to look-up a code or term.

5. Once the case is complete, click *Save* at the bottom of the screen.

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NOTE: If the case contains errors, you will not be able to save the case.

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To search for a case (i.e. to see if a case was already reported), click the *Find/Open Abstract* tab.

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Click *Open* to view the case.

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If you did not release the case at time of abstraction, you can release it by clicking *Release Abstracts*, checking the *Release box*, and choosing *Release Selected Abstracts* at the bottom of the screen.

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You can get a list of cases submitted by clicking on the *Reports* tab.

Here is a sample list of case(s) released to NHSCR. Click *Printable Form* to print a list.

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