

# Hemovigilance Module: Customizing forms

Facilities can add custom fields to collect additional facility-specific information. Custom fields can only be added to the Adverse Reaction, Monthly Reporting Denominator and Incident forms.

1

A user with **Administrator Rights** selects Facility then **Customize Forms**.

2

Read the instructions on the **Custom Options** screen.

**NHSN Home**

- Alerts
- Reporting Plan
- Patient
- Incident
- Reaction
- Denominator
- Import/Export
- Surveys
- Analysis
- Users
- Facility**
- Group
- Logout

**Custom Options**

**Instructions**

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

**Custom Form**

- To create a custom form, select one of the Custom choices from the Form Type drop down list.
- Enter a code and description for the custom form type into the Form and Description fields, respectively.
- Enter labels for any custom fields you wish to have displayed on the screen.

**Custom Field Labels**

- To label custom fields for any existing form, select the Form Type and Form from the drop down lists.
- If one of the Summary Data forms is selected, it may be customized by location by selecting a value from the Your Location Code drop down list.
- Enter labels for any custom fields you wish to have displayed on the screen. To reorder labels on the screen, click on a row in the Mandatory fields to "Add" or "Edit" a record marked with \*

Form Type \*: CDC-Defined - BV - Incident

Form \*: Incident

Description \*: INCIDENT

Status \*: Active

3

Complete all mandatory fields.

**Form Type** – Select the form that will be customized.

**Form** – This field is auto-filled.

**Description** – This field is auto-filled but can be edited.

**Status** – This field should be set as **Active.** Setting a customized field to **Inactive** will not allow data to be entered in the custom field on the form.

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Enter a Label for the new custom field that will be added.

5

Select the **Type**. The options are Alphanumeric, Numeric or Date.

6

Select the **Status**.

**Active** indicates a custom field will be available for use.

**Inactive** indicates a custom field will be visible but no data can be entered.

Define Custom Fields			
Add Row			
Delete	Label	Type	Status
<input type="checkbox"/>	SPECIMEN ID #	Alphanumeric	Active
<input type="checkbox"/>	PATIENT ROOM #	Numeric	Active
<input type="checkbox"/>	ADMIT DATE	Date	Active
<input type="checkbox"/>			

Find

Save

Clear

7

Select the **Type**. The options are Alphanumeric, Numeric or Date.

## Important Tips

- Up to 50 custom fields can be added to each customizable form.
- Custom fields can be deleted from the **Define Custom Fields** table by selecting the corresponding box and clicking **Delete Row(s)**.
- Custom fields may only be deleted if data have never been entered.