



**ERA VE**

# **Primary Care Physician Training Guide**

Revised May 19, 2015



## **ERAVE Primary Care Physicians (PCP) Refresher Course Outline**

- ERAVE introduction**
- Working with PCP Queues**
- Queue definitions**
- Searching for Infant Hearing records in ERAVE**
- ERAVE Test Types**
- ERAVE Password Reset Instructions**
- Reports**



The Electronic Registration of Arkansas Vital Records (ERAVE) system is provided by the Arkansas Department of Health. The ERAVE system provides authorized users a secure, online method for submitting and managing reports of vital events including deaths, infant hearing screenings, births, and fetal deaths.

ERAVE is web based and can be accessed from anywhere in the world where there is internet access. It was designed for personal computers using Internet Explorer but it can run under other browsers such as Firefox and Chrome and is capable of running on a Mac using the Apple Safari browser.

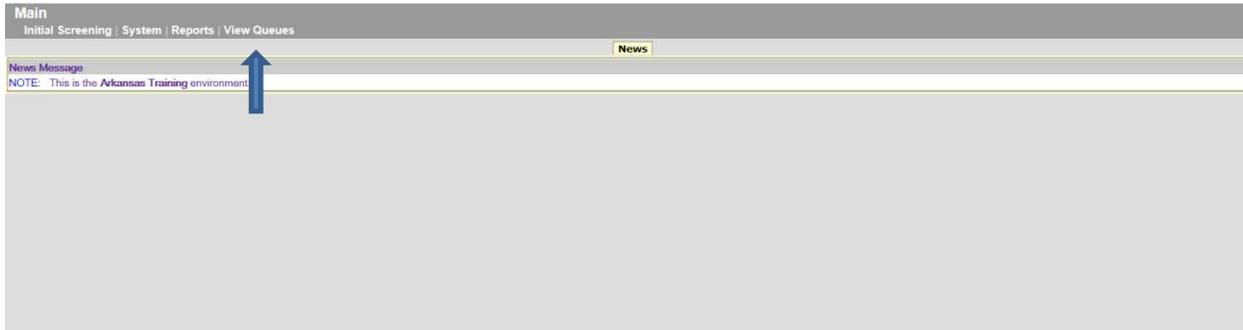
The Arkansas Infant Hearing Program utilizes ERAVE for reporting infant hearing screening results and tracking infants with known or suspected hearing loss (follow up). The Infant Hearing module went into production use on July 1, 2013. It allows nurses and hospital staff, audiologists, Primary Care Physicians (PCP), Early Intervention Specialists, and Infant Hearing Program (IHP) staff to better ensure that babies with hearing loss receive the follow-up referrals, evaluations, and specialized care they need—quickly.

ERAVE has many available reports plus an Ad Hoc reporting tool that allows a user to design their own reports. The ERAVE database also contains birth and death records which allows programmatic linkage to the infant hearing record.

## Working with PCP queues

Each time you logon to ERAVE, click on the **View Queues** tab to load your facilities queues. (Figure 1)

Figure 1

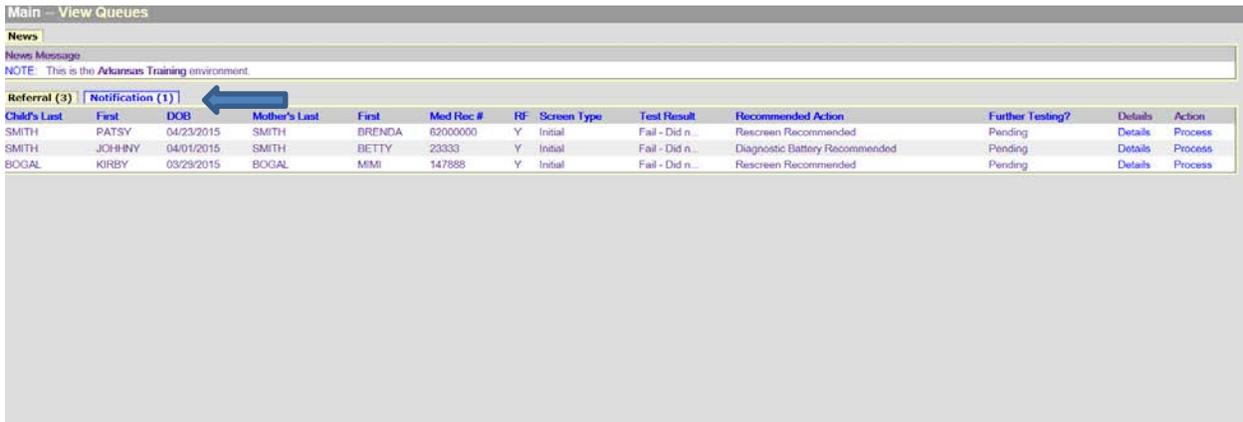


The **Referral and Notification queues display**. These are the only queues available to PCP Groups. Select a queue by clicking on the particular tab. The tab will turn yellow and the records within the queue will be displayed in the window. (Figure 2)

To move from queue to queue, simply click on the different tabs. To sort records within a queue, click on the column header (**bold blue title**) of the field you wish to use for your sort.

**NOTE: If there are no records that meet the queue criteria, the tab for that queue will not be displayed.**

Figure 2



## Queue definitions

**Referral queue:** This queue notifies the PCP when additional testing related to hearing is recommended or needed for one of their patients.

These records will appear in the State **Notification** queue if they remain in the PCP **Referral** queue for 14 days or if the referral is denied.

**Notification queue:** This queue notifies the PCP when one of their patients meets the criteria of any of the following categories:

- Did not test - Parent refusal
- Pass with risk factors
- Initial fail/rescreen pass
- Passed diagnostic
- Confirmed hearing loss

Records will remain in the queue for 30 days, then drop out automatically. A PCP group member can manually remove records by checking the **Remove Notification** box located on the **Child Info** window once they have completed their review.

## Working records in the Referral queue

After opening the **Referral** queue, work records one at a time by clicking on **Process** located under the **Action** column for the selected record. (Figure 3)

Figure 3



The screenshot shows a web application interface with a table of referral records. The table has columns for Child's Last, First, DOB, Mother's Last, First, Med Rec #, RF, Screen Type, Test Result, Recommended Action, Further Testing?, Details, and Action. The first row is highlighted, and a blue arrow points to the 'Process' link in the 'Action' column.

Child's Last	First	DOB	Mother's Last	First	Med Rec #	RF	Screen Type	Test Result	Recommended Action	Further Testing?	Details	Action
SMITH	PATSY	04/23/2015	SMITH	BRENDA	62000000	Y	Initial	Fail - Did n...	Rescreen Recommended	Pending	Details	Process
SMITH	JOHNNY	04/01/2015	SMITH	BETTY	23333	Y	Initial	Fail - Did n...	Diagnostic Battery Recommended	Pending	Details	Process
BOGAL	KIRBY	03/29/2015	BOGAL	MIMI	147888	Y	Initial	Fail - Did n...	Rescreen Recommended	Pending	Details	Process

After clicking on **Process** the **Child Info** window displays (Figure 4)

Figure 4

Arkansas -- EHD: Name: SMITH, PATSY DOB: 04/23/2015

Child Info | Mother/Second Contact Info | Notes | Rollup

**Child**

Last name: SMITH  
First name: PATSY

**Legal Name**

Last name:   
First name:

**Date of Birth**

Date of Birth: 04/23/2015  
Time of Birth:   
Time Indicator: Select

**PCP**

PCP Group: ALL FOR KIDS - LITTLE ROCK  
Physician List: Select  
Physician name:   
 Not my patient  
 Remove notification

**Sex / Weight / Gestational Age**

Sex: FEMALE  
Weight (grams):   
Gestational age (weeks):   
Plurality: SINGLE  
Birth order: FIRST

**Birth Facility**

Birth Facility County: PULASKI  
Select by Name: Select  
Birth Facility Code: 08 H  
Birth Facility Name: BAPTIST HEALTH MEDICAL CENTER - NLR  
Transferred: Select

**Reference Info**

Mother Medical number: 02000000  
Child Medical number: 02111111

Previous Next Finish Cancel

The first step to working the selected record is to determine if this child is in fact a patient of your group. This is accomplished by checking your own medical records. Before making this determination you will need to also view the Mothers information by clicking on the **Next** button at the bottom of the page since baby names often change.

If the child is not your patient, return to the **Child Info** window by clicking on the **Previous** button and click on the **Not my Patient** check box. This action removes your groups name from the **PCP Group** field and also removes the record from your **Referral queue**. Please leave a note on the (general) **Notes** window any time you select this box for historical purposes. Access this window by clicking on the **Notes** tab or the **Next** button until you reach the window. (Figure 5)

**NOTE:** If the child is a newborn, ages birth to 2 weeks, it may be too early to determine if the child will be your patient. In those cases, you need to select **Pending** from the **Further Testing?** drop down list box on the **Appointment Scheduling** window and continue to monitor the record until the baby reaches 2 weeks of age. At that point if there has been no contact you will check the record as **Not My Patient**.

Figure 5

Arkansas -- EHD: Name: SMITH, PATSY DOB: 04/23/2015

Child Info | Mother/Second Contact Info | **Notes** | Rollup

**Instructions**  
Please enter any notes below to append them to the historical notes.

**New Note**  
Record appeared in our PCP referral queue and I have verified this is not our patient.

**Note History**

Previous Next Finish Cancel

If the child is your patient, proceed to the next window by clicking on the **Next** button. This action takes you to the **Mother/Second Contact Info** window. (Figure 6)

Figure 6

Arkansas -- EHD: Name: SMITH, PATSY DOB: 04/23/2015

Child Info | **Mother/Second Contact Info** | Notes | Rollup

**Mother**  
Last name: SMITH  
First name: EREANDA  
Primary language: English  
Guardianship:   
Pending Adoption:   
Maiden Name: [field]

**Mother's Mailing Address**  
 Enter/Update mailing address  
Address line 1: 8800 W 10TH ST  
Address line 2: STE 809  
State: ARKANSAS  
County list: Select  
County: PULASKI  
City list: Select  
City: LITTLE ROCK  
Zip code: 72204-1791  
Validate address: Validate  
Mailing address status: Address found  
 Accept address

**Mother's Physical Address**  
 Copy mailing address  
 Enter/Update physical address  
Address line 1: 8800 W 10TH ST  
Address line 2: STE 809  
State: ARKANSAS  
County list: Select  
County: PULASKI  
City list: Select  
City: LITTLE ROCK  
Zip code: 72204-1791  
Validate address: Validate  
Physical address status: Address found  
 Accept address

**Mother's Phone Number**  
 Update phone number?  
Primary phone: 501-311-1111  
Alternate Phone: [field]  
 Accept phone number

**Second Contact**  
 Update second contact?

Please verify the address, phone number and second contact information in ERAVE matches the information you have on file. If not, update the information by checking the boxes labeled **Enter/Update mailing address**, **Enter/Update physical address**, **Update phone number** or **Update second contact**. Checking the box will enable the fields and allow updates. After updating an address, you must always validate the address by clicking the **Validate** button after your entry. You must also ensure each of the **Accept** boxes is checked, 4 boxes total.

If you make any changes on this window be sure to leave a note indicating the type change that was made. Click on the **Next** button and the **Notes** window will display. (Figure 5)

Click on the **Next** button located on the **Notes** window to display the **Rollup** window. The **Rollup** window will display summary information for all hearing screening and testing and any follow up the State has done. (Figure 7)

Figure 7

Arkansas -- EHDI: Name: SMITH, PATSY DOB: 04/23/2015

Child Info | Mother/Second Contact Info | Notes | **Rollup**

Screen Tests Results

Date	Facility	Screen Type	Method	Left Ear	Right Ear	Tympanometry	Left Ear	Right Ear	# of RF	View Details	Remove
04/24/2015	BAPTIST HEALTH MEDICAL CENTER - NLR	Initial	AABR	Fail - Did not Pass	Pass				1	<b>View</b>	<b>Remove</b>

Add Test  
**Add Test**

Diagnostic Tests Results

Follow-Up Results  
**Add Action**

**Previous** **Next** **Finish** **Cancel**

Click on the **View** button for the latest test results listed on the window to display the test results details. (Figure 8)

Figure 8

Arkansas -- EHDI: Name: SMITH, PATSY DOB: 04/23/2015

**Test Results** | Risk Factors | Notes | Appointment Scheduling

Instructions  
Please enter the Initial/Rescreen test Results in the form below, then click "Next" to proceed to the next step.

Screening Date/Time  
Test Date: 04/24/2015  
Test Time: 13:00  
Time Indicator: Military

Screening Information  
NICU admission of more than 5 days:   
Has this baby been discharged once since birth?: No  
Screening Type: Initial  
Screening Result: Fail - Did not Pass  
Tester Title: RN - Registered Nurse  
Tester: JANA HARPOLE  
Basic Insurance Type: PUBLIC

**Previous** **Next** **Finish** **Cancel**

Click on the **Next** button to view the **Risk Factors** known at the time of the testing. (Figure 9)

Figure 9

Arkansas -- EHDI: Name: SMITH, PATSY DOB: 04/23/2015

Test Results | Risk Factors | Notes | Appointment Scheduling

**Immediate Neonatal Period**  
Please check off risk factors that apply and then click 'Finish' to submit the screening information.

- Family history of permanent childhood hearing loss
- NICU admission of more than 5 days
- ECMO
- Assisted ventilation
- Ototoxic medications
- Loop diuretics
- Hyperbilirubinemia requiring exchange transfusion
- Suspected In Utero infections (e.g. CMV, herpes, rubella, syphilis, toxoplasmosis)
- Craniofacial anomalies including involvement of the pinna, ear canal, ear tags, ear pits, and temporal bone anomalies

**After Immediate Neonatal Period**

- Caregiver concerns about hearing, speech, language, or developmental delay
- Physical findings associated with a syndrome involving hearing loss (e.g. white forelock)
- Neurodegenerative disorder
- Post-natal infections (e.g. herpes, varicella, meningitis)
- Head trauma
- Diagnosed Cytomegalovirus
- Chemotherapy

**No Risk Factors Identified**

- No risk factors for hearing loss were identified today.

**Release to State**

- I hereby submit this record to the State office as complete and accurate to the best of my knowledge.

Submitted by: PATSY Bennewise

Previous Next Finish Cancel

Click on the **Next** button to view any notes associated to the particular test. (Figure 10) Remember, there are 2 different types of notes in ERAVE, general notes described earlier in this document and notes for each test. (Figure 10)

Figure 10

Arkansas -- EHDI: Name: SMITH, PATSY DOB: 04/23/2015

Test Results | Risk Factors | Notes | Appointment Scheduling

**Instructions**  
Please enter any notes below and click "Finish" to save the data or "Cancel" to cancel changes and return to the main menu.

**Notes**

New entry

**Note History**

- <<05/12/2015 13:42:25: PATSY Bennewise>>  
Child also has Cleft Palate.
- <<04/24/2015 14:31:38: PATSY Bennewise>>  
ear tags

History

Previous Next Finish Cancel

After reviewing the test note, click on the **Next** button to display the **Appointment Scheduling** window. (Figure 11)

Figure 11

Arkansas -- EHDI: Name: SMITH, PATSY DOB: 04/23/2015

Test Results | Risk Factors | Notes | Appointment Scheduling

**Make an appointment?**

- Post-Discharge (Outpatient) Initial
- Rescreen
- Diagnostic Test Battery
- Reschedule Appointment?

**Appointment Date and Time**

Date: [Calendar] Further Testing?: [Select] Time: [Time] Indicator: [Select]

**Post-Discharge (Outpatient) Initial Screen or Rescreen Appointment**

Hospital: [Select] Clinic: [Select] PCP Referral: SHERWOOD FAMILY MEDICAL CENTER - SHERWOOD

**Diagnostic Test Battery Appointment**

Clinic: [Select] PCP Referral: [Select]

**Release to State**

- I hereby submit this record to the State office as complete and accurate to the best of my knowledge.

Submitted by: PATSY Bennewise

Previous Next Finish Cancel

The final step to working a child's record in the **Referral** queue is to select 'YES' from the **Further Testing?** drop down list box. Yes indicates you acknowledge this baby needs further testing and you will take the appropriate actions based on your group's procedures. Now click on the **Finish** button to save your change and exit the test record. (Figure 12)

Remember, if you have not yet confirmed this is or is not your patient you need to select **Pending** from the drop down list box. You will *never* select **No** or **Not Applicable** from the drop down.

Figure 12

Date	Facility	Screen Type	Method	Left Ear	Right Ear	Tympanometry	Left Ear	Right Ear	# of RF	View Details	Remove
04/24/2015	BAPTIST HEALTH MEDICAL CENTER - NLR	Initial	AABR	Fail - Did not Pass	Pass				1	<input type="button" value="View"/>	<input type="button" value="Remove"/>

You must click on the **Finish** button on the **Rollup** window to complete the entire transaction and remove the record from the **Referral** queue. When you click on the **Finish** button the **Successful Transaction** window displays. (Figure 13)

Figure 13

**Successful Transaction**  
Your transaction has been saved successfully.

**Print Confirmation**  
Your actions have triggered the following documents to be printed.  
Please select all documents you wish to print.

Print Test Results:

**Other Options**  
Following options are available:

Click on the **Repeat Task** button to return to the queues.

## Working records in the Notification queue

After displaying the records in the **Notification** queue, work them one at a time by clicking on the word **Process** located under the **Action** column. *Before proceeding, make note of the reason listed under the Notification column.* (Figure 14)

Figure 14

Child's Last	First	DOB	Mother's Last	First	Med Rec #	RF	Screen Type	Test Result	Notification	Details	Action
BROWN	JACKSON	05/10/2015	BROWN	CINDY	147888	Y	Initial	Pass	Pass with Risk Factors	Details	Process

After clicking on **Process** the **Child Info** window displays (Figure 15)

Figure 15

Arkansas -- EHD: Name: BROWN, JACKSON DOB: 05/10/2015

**Child Info** | Mother/Second Contact Info | Notes | Rollup

Last name: BROWN  
First name: JACKSON

**Legal Name**  
Last name:   
First name:

**Date of Birth**  
Date of Birth: 05/10/2015  
Time of Birth: 04:15  
Time Indicator: AM

**PCP**  
PCP Group: ALL FOR KIDS - LITTLE ROCK  
Physician List: Select  
Physician name:   
 Not my patient  
 Remove notification

**Sex / Weight / Gestational Age**  
Sex: MALE  
Weight (grams):   
Gestational age (weeks):   
Plurality: 1 - SINGLE  
Birth order: 1 - FIRST

**Birth Facility**  
Birth Facility County: PULASKI  
Select by Name: Select  
Birth Facility Code: 0411  
Birth Facility Name: BAPTIST MEDICAL CENTER - LITTLE ROCK  
Transferred: Select

**Reference Info**  
Mother Medical number: 147888  
Child Medical number: 511233

Previous Next Finish Cancel

The first step to working the selected record is to determine if this child is in fact a patient of your group. Do so by checking your own medical records. Before making this determination you will need to also view the Mothers information by clicking on the **Next** button at the bottom of the page since baby names often change.

If the child IS NOT your patient, return to the **Child Info** window and click on the **Not my Patient** check box. This action removes your group's name from the **PCP Group field** and also removes the record from

your **Notification queue**. Please leave a note on the (general) **Notes** window any time you select this box for historical purposes. Access this window by clicking on the **Notes** tab or the **Next** button until you reach the window. (Figure 16)

**NOTE:** If the child is a newborn, ages birth to 2 weeks, it may be too early to determine if the child will be your patient. In those cases, you need to select **Pending** from the **Further Testing?** drop down list box on the **Appointment Scheduling** window and continue to monitor the record until the baby reaches 2 weeks of age. At that point if there has been no contact you will check the record as **Not My Patient**.

Figure 16

Arkansas -- EHD: Name: BROWN, JACKSON DOB: 05/10/2015

[Child Info] [Mother/Second Contact Info] [Notes] [Rollup]

**Instructions**  
Please enter any notes below to append them to the historical notes.

**New Note**  
Record appeared in our Notification queue but this is not our patient.

**Note History**  
<<05/12/2015 11:35:04: PATSY Bennewise>>  
next note

Previous Next Finish Cancel

If the child is your patient proceed to the next window by clicking on the **Next** button on the **Child Info** window. This action takes you to the **Mother/Second Contact Info** window. (Figure 17)

Figure 17

Arkansas -- EHD: Name: BROWN, JACKSON DOB: 05/10/2015

[Child Info] [Mother/Second Contact Info] [Notes] [Rollup]

**Mother**  
Last name: BROWN  
First name: CINDY  
Primary language: English  
Guardianship:   
Pending Adoption:   
Maiden Name:

**Mother's Mailing Address**  
 Enter/Update mailing address  
Address line 1: 5800 W 10TH ST  
Address line 2: STE 808  
State: ARKANSAS  
County list: Select  
County: PULASKI  
City list: Select  
City: LITTLE ROCK  
Zip code: 72204-1791  
Validate address: Validate  
Mailing address status: Address found.  
 Accept address

**Mother's Physical Address**  
 Copy mailing address  
 Enter/Update physical address  
Address line 1: 5800 W 10TH ST  
Address line 2: STE 808  
State: ARKANSAS  
County list: Select  
County: PULASKI  
City list: Select  
City: LITTLE ROCK  
Zip code: 72204-1791  
Validate address: Validate  
Physical address status: Address found.  
 Accept address

**Mother's Phone Number**  
 Update phone number?  
Primary phone: 147-852-3688  
Alternate Phone:   
 Accept phone number

**Second Contact**  
 Update second contact?  
Last name: BROWN

Please verify the address, phone number and second contact information in ERAVE matches the information you have on file. If not, you may update the information by checking the boxes labeled **Enter/Update mailing address, Enter/Update physical address, Update phone number** or **Update second contact**. Checking the box will enable the fields and allow updates. You must always validate the address by clicking the **Validate** button after your entry. You must also ensure each of the **Accept** boxes is checked, 4 boxes total. (Figure 17)

If you do make any changes on this window be sure to leave a note indicating the type change that was made. Click on the **Next** button and the **Notes** window will display. (Figure 16)

Click on the **Next** button located on the **Notes** window to display the **Rollup** window. The **Rollup** window will display summary information for all hearing screening and testing and any follow up the State may have done. (Figure 18)

Figure 18

Date	Facility	Screen Type	Method	Left Ear	Right Ear	Tympanometry	Left Ear	Right Ear	# of RF	View Details	Remove
05/11/2015	BAPTIST MEDICAL CENTER - LITTLE ROCK	Initial	AABR	Pass	Pass				2	View	Remove

Click on the **View** button for the latest test results listed on the window to display the test results details. (Figure 19)

Figure 19

**Instructions**  
Please enter the Initial/Rescreen test Results in the form below, then click 'Next' to proceed to the next step.

**Screening Date/Time**  
Test Date: 05/11/2015  
Test Time: 03:10  
Time indicator: PM

**Screening Information**  
NICU admission of more than 5 days:   
Has this baby been discharged once since birth?: No  
Screening Type: Initial  
Screening Result: Pass  
Tester Title: RN - Registered Nurse  
Tester: JESSY BLACKLAW  
Basic Insurance Type: PRIVATE

Click on the **Next** button to review the **Risk Factors** known when the test was completed. (Figure 20)

Figure 20

Arkansas -- EHD: Name: BROWN, JACKSON DOB: 05/10/2015

Test Results | Risk Factors | Notes | Appointment Scheduling

**Immediate Neonatal Period**  
Please check off risk factors that apply and then click 'Finish' to submit the screening information.

- Family history of permanent childhood hearing loss
- NICU admission of more than 5 days
- ECMO
- Assisted ventilation
- Otitotoxic medications
- Loop diuretics
- Hyperbilirubinemia requiring exchange transfusion
- Suspected In Utero infections (e.g. CMV, herpes, rubella, syphilis, toxoplasmosis)
- Craniofacial anomalies including involvement of the pinna, ear canal, ear tags, ear pits, and temporal bone anomalies

**After Immediate Neonatal Period**

- Caregiver concerns about hearing, speech, language, or developmental delay
- Physical findings associated with a syndrome involving hearing loss (e.g. white forelock)
- Neurodegenerative disorder
- Post-natal infections (e.g. herpes, varicella, meningitis)
- Head trauma
- Diagnosed Cytomegalovirus
- Chemotherapy

**No Risk Factors Identified**

- No risk factors for hearing loss were identified today.

**Release to State**

- I hereby submit this record to the State office as complete and accurate to the best of my knowledge.

Submitted by: PATSY Bennetwise

Previous Next Finish Cancel

Click on the **Next** button to view any notes associated to the particular test. (Figure 20) Remember, there are 2 different types of notes in ERAVE, general notes described earlier in this document and notes for each test. (Figure 21)

Figure 21

Arkansas -- EHD: Name: BROWN, JACKSON DOB: 05/10/2015

Test Results | Risk Factors | Notes | Appointment Scheduling

**Instructions**  
Please enter any notes below and click "Finish" to save the data or "Cancel" to cancel changes and return to the main menu.

**Notes**

New entry

**Note History**

- <<05/12/2015 15:17:27: PATSY Bennetwise>> Test notes

History

Previous Next Finish Cancel

After reviewing the test note, click on the **Next** button to display the **Appointment Scheduling** window to determine if future appointments are scheduled for the child. (Figure 22)

Figure 22

Arkansas -- EHD: Name: BROWN, JACKSON DOB: 05/10/2015

Test Results | Risk Factors | Notes | Appointment Scheduling

**Make an appointment?**

- Post-Discharge (Outpatient) Initial
- Rescreen
- Diagnostic Test Battery
- Reschedule Appointment?

**Appointment Date and Time**

Date: [Calendar icon] Further Testing?: [Select]

Time: [Time input]

Indicator: [Select]

**Post-Discharge (Outpatient) Initial Screen or Rescreen Appointment**

Hospital: [Select]

Clinic: [Select]

PCP Referral: [Select]

**Diagnostic Test Battery Appointment**

Clinic: [Select]

PCP Referral: [Select]

**Release to State**

- I hereby submit this record to the State office as complete and accurate to the best of my knowledge.

Submitted by: PATSY Bennetwise

Previous Next Finish Cancel

Since you have made no changes to the test record and this is a notification only, DO NOT populate the **Further Testing?** field and DO NOT click on the **Finish** button. You will click on the **Cancel** button to exit the test record and return to the **Rollup** window.

Once you have returned to the **Rollup** window click on the **Child Info** tab located at the top of the window. (Figure 23)

Figure 23

Arkansas -- EHDI: Name: BROWN, JACKSON DOB: 05/10/2015

Child Info | Mother/Second Contact Info | Notes | Rollup

Screen Tests Results

Date	Facility	Screen Type	Method	Left Ear	Right Ear	Tympanometry	Left Ear	Right Ear	# of RF	View Details	Remove
05/11/2015	BAPTIST MEDICAL CENTER - LITTLE ROCK	Initial	AABR	Pass	Pass				2	View	Remove

Add Test  
Add Test

Diagnostic Tests Results

Follow-Up Results  
Add Action

Previous Next Finish Cancel

The last step to working a record in the **Notification** queue is to check the **Remove Notification** box located on the **Child Info** window. This action removes the record from your **Notification** queue. Click on the **Child Info** tab to return to that window. (Figure 24)

Figure 24

Arkansas -- EHDI: Name: BROWN, JACKSON DOB: 05/10/2015

Child Info | Mother/Second Contact Info | Notes | Rollup

Last name: BROWN  
First name: JACKSON

Legal Name  
Last name: [Yellow]  
First name: [Yellow]

Date of Birth  
Date of Birth: 05/10/2015  
Time of Birth: 04:15  
Time Indicator: AM

PCP  
PCP Group: ALL FOR KIDS - LITTLE ROCK  
Physician List: Select  
Physician name: [Yellow]

Sex / Weight / Gestational Age  
Sex: MALE  
Weight (grams): [Yellow]  
Gestational age (weeks): [Yellow]  
Plurality: 1 - SINGLE  
Birth order: 1 - FIRST

Birth Facility  
Birth Facility County: PULASKI  
Select by Name: Select  
Birth Facility Code: 04-H  
Birth Facility Name: BAPTIST MEDICAL CENTER - LITTLE ROCK  
Transferred: Select

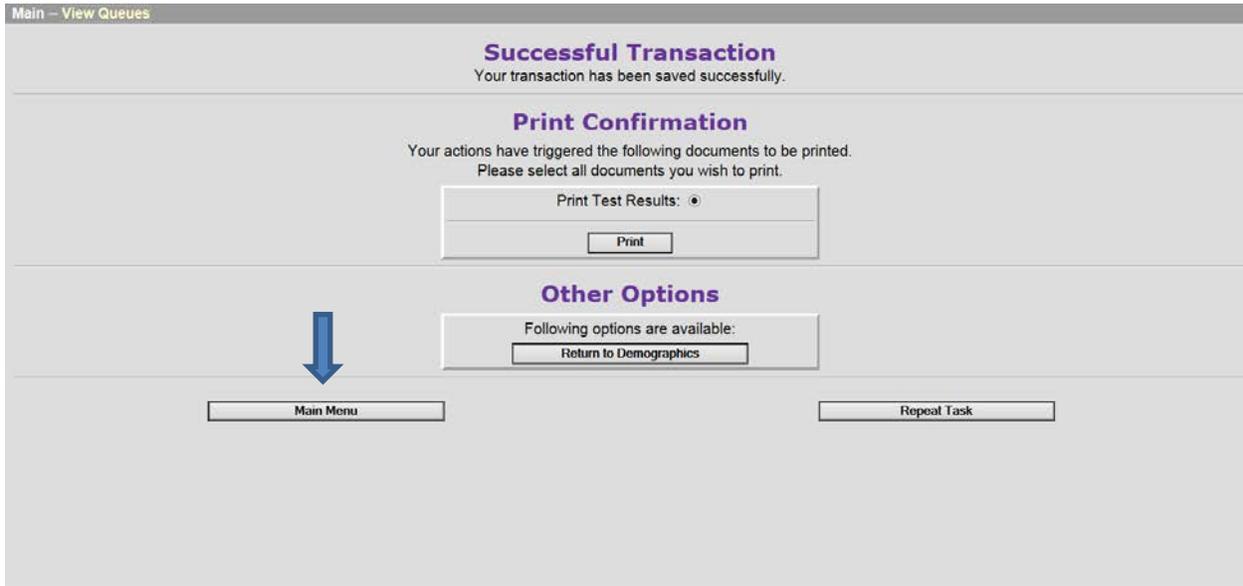
Reference Info  
Mother medical number: 147888  
Child medical number: 511233

Not my patient  
 Remove notification

Previous Next Finish Cancel

To complete your transaction you must click on the **Finish** button. The **Successful Transaction** window displays. From this window you can choose **Main Menu**, **Return to Demographics** (puts you back inside the child's record) or **Repeat Task**. (Figure 25)

Figure 25



### Searching for Infant Hearing records

On the **Main Menu** click on **Initial Screening**. (Figure 26) This action will display the **Search** window. (Figure 27)

Figure 26

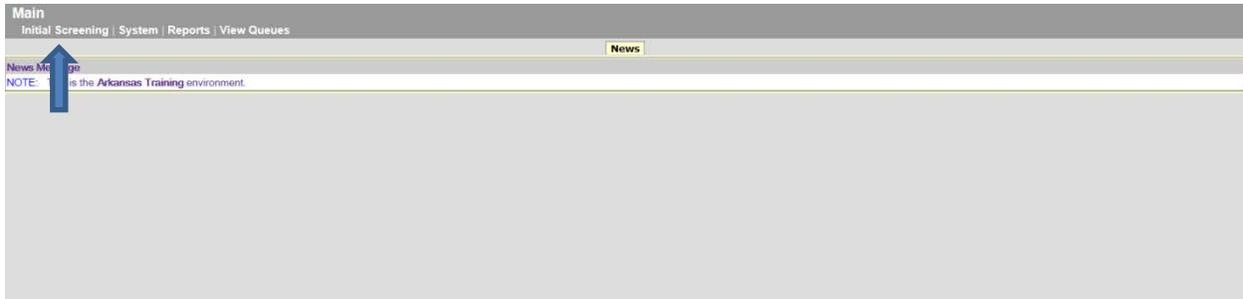


Figure 27



There are many options available when searching for records in ERAVE. Try to keep the searches simple. For your first search, type in the **Child's Last name** and **Date of Birth** then click on the **Search** button. (Figure 27) This action will display the **Record's List** window and the record if it is found. (Figure 28)

Other search suggestions if first search fails:

- Mother Last Name, First name, Child's DOB (This search is helpful when baby's name has changed)
- Child's DOB and Birth hospital (This search will return a list of all babies born at the facility on a particular day. The returned list can be sorted by clicking on the blue headers)
- Child's DOB (This search will return a list of all babies born in the state of Arkansas on a particular day. The returned list can be sorted by clicking on the blue headers)

Figure 28

First	Last Name	Gender	DOB	County	Status	Test Facility	Action	Details
KIRBY	BOGAL	M	03/29/2015	PULASKI	Pending	ST. VINCENT MEDICAL CENTE...	<a href="#">Continue</a>	

Buttons: Create New Case, Exit

Click on **Continue** in the **Action** column. This action will display the **Record Details** window. (Figure 29)

Figure 29

Child  
Last name: BOGAL  
First name: KIRBY

Date of Birth  
Date of Birth: 03/29/2015  
Date of birth numeric: 20150329  
Time of Birth:  
Time Indicator:

Sex / Weight / Gestational Age  
Sex: M  
Weight (grams):  
Gestational age (weeks):  
Plurality: 1  
Birth order: 1

Mother's Mailing Address  
Address line 1: 5800 W 10TH ST

Scroll to the bottom of this window and click on the **Continue** button or you may click on the **Enter** button on your keyboard. Either action will display the **Child Info** window. (Figure 30)

Figure 30

Arkansas -- EHD: Name: **BOGAL, KIRBY** DOB: 03/29/2015

**Child Info** | Mother/Second Contact Info | Notes | Rollup

**Child**  
Last name: BOGAL  
First name: KIRBY

**Legal Name**  
Last name:   
First name:

**Date of Birth**  
Date of Birth: 03/29/2015  
Time of Birth:   
Time Indicator:

**PCP**  
PCP Group: ALL FOR KIDS - LITTLE ROCK  
Physician List:   
Physician name:   
 Not my patient  
 Remove notification

**Sex / Weight / Gestational Age**  
Sex: MALE  
Weight (grams):   
Gestational age (weeks):   
Plurality: 1 - SINGLE  
Birth order: 1 - FIRST

**Birth Facility**  
Birth Facility County: PULASKI  
Select by Name:   
Birth Facility Code: 49-H  
Birth Facility Name: ST. VINCENT MEDICAL CENTER  
Transferred:

**Reference Info**  
Mother Medical number: 147688  
Child Medical number: 15777

Previous Next Finish Cancel

You can now navigate through the child's record as you did when you were working a record in your queues.

In the event your search returns no records the **Records List** will display (0 Records found). You will need to click on the **Exit** button to return to the **Search** window and enter different search criteria for the child, keep in mind names often change. (Figure 31)

NOTE: You should never click the **Create New Case** button. You will always work with records that already exist. If a child's record it is not found after several attempts, please contact the **ERAVE Helpdesk** at 501-280-4765 or 501-280-4740 for assistance.

Figure 31

Main -- Initial Screening

**Records List ( 0 Records found )**

First	Last Name	Gender	DOB	County	Status	Test Facility	Action	Details
There were no results that matched your search.								

Create New Case  
Exit

## Scheduling screening and diagnostic appointments

Access the **Search** window by clicking on **Initial Screening** located on the **Main Menu**. Locate the baby's record in ERAVE by using search criteria described in the previous section. Once you have located the child's record go to the **Child Info** window and verify you are working with the correct record. Once verified, click on the **Rollup** tab. (Figure 32)

Figure 32

Arkansas -- EHDI: Name: SMITH, JOHHNY DOB: 04/01/2015

Child Info | Mother/Second Contact Info | Notes | Rollup

**Child**  
Last name: SMITH  
First name: JOHHNY

**Legal Name**  
Last name:   
First name:

**Date of Birth**  
Date of Birth: 04/01/2015  
Time of Birth:   
Time Indicator: Select

**PCP**  
PCP Group: ALL FOR KIDS - LITTLE ROCK  
Physician List: Select  
Physician name:   
 Not my patient  
 Remove notification

**Sex / Weight / Gestational Age**  
Sex: MALE  
Weight (grams):   
Gestational age (weeks):   
Plurality: 1 - SINGLE  
Birth order: 1 - FIRST

**Birth Facility**  
Birth Facility County: ST. FRANCIS  
Select by Name: Select  
Birth Facility Code: 0741  
Birth Facility Name: FORREST CITY MEDICAL CENTER  
Transferred: Select

**Reference Info**  
Mother Medical number: 23333  
Child Medical number: 123444

Previous Next Finish Cancel

On the **Rollup** window click on the **View** button for the last test record displayed on the window. (Figure 33)

Figure 33

Arkansas -- EHDI: Name: SMITH, JOHHNY DOB: 04/01/2015

Child Info | Mother/Second Contact Info | Notes | Rollup

**Screen Tests Results**

Date	Facility	Screen Type	Method	Left Ear	Right Ear	Tympanometry	Left Ear	Right Ear	# of RF	View Details	Remove
04/07/2015	FORREST CITY MEDICAL CENTER	Initial	AABR	Fail - Did not Pass	Pass				3	View	Remove

**Add Test**  
Add Test

**Diagnostic Tests Results**

**Follow-Up Results**

Date	Status	Description	View Details
04/23/2015	Completed	Phone call and letter to Parent (baby needs screening) - NICU	View

Add Action

Previous Next Finish Cancel

When the **Test Results** window displays, click on the **Appointment Scheduling** tab. (Figure 34)

Figure 34

The screenshot shows the 'Test Results' window for patient SMITH, JOHHNY, DOB: 04/01/2015. The 'Appointment Scheduling' tab is active. The 'Screening Information' section on the right contains several dropdown menus: 'Screening Type' (Initial), 'Screening Result' (Fail - Did not Pass), 'Tester Title' (RN - Registered Nurse), 'Tester' (JAN HOOD), and 'Basic Insurance Type' (PRIVATE). The 'Instructions' section on the left says 'Please enter the Initial/Rescreen test Results in the form below, then click "Next" to proceed to the next step.' A blue arrow points to the 'Next' button.

When the **Appointment Scheduling** window displays, you will notice many fields display in yellow and are disabled. To enable these fields, click on the **Reschedule Appointment** check box. (Figure 35 and 36)

Figure 35

The screenshot shows the 'Appointment Scheduling' window. The 'Reschedule Appointment?' checkbox is checked. The 'Appointment Date and Time' section has 'Date' and 'Time' fields in yellow. The 'Post-Discharge (Outpatient) Initial Screen or Rescreen Appointment' section has 'Hospital', 'Clinic', and 'PCP Referral' dropdowns in yellow. The 'Release to State' section has a checked checkbox and a 'Submitted By' field with 'PATSY Bennetwisp'. A blue arrow points to the 'Reschedule Appointment?' checkbox.

Figure 36

The screenshot shows the 'Appointment Scheduling' window. The 'Reschedule Appointment?' checkbox is checked. The 'Appointment Date and Time' section has 'Date' and 'Time' fields filled in. The 'Post-Discharge (Outpatient) Initial Screen or Rescreen Appointment' section has 'Hospital', 'Clinic', and 'PCP Referral' dropdowns filled in. The 'Release to State' section has a checked checkbox and a 'Submitted By' field with 'PATSY Bennetwisp'. A blue arrow points to the 'Reschedule Appointment?' checkbox.

Select the screening type the appointment is for, **Rescreen** or **Diagnostic Test Battery**, by clicking on the appropriate box. Add the **Appointment Date** and **Time** (time is not required), select YES in the **Further Testing?** field and select the location for the appointment. Click the **Finish** button to save the information. (Figure 37)

Figure 37

Arkansas -- EHDJ: SMITH, JOHHNY DOB: 04/01/2015

Test Results | NICU Screening Method | Risk Factors | Notes | Appointment Scheduling

**Make an appointment?**

Post-Discharge (Outpatient) Initial

Rescreen

Diagnostic Test Battery

Reschedule Appointment?

**Appointment Date and Time**

Date: 06/02/2015 Further Testing? Yes

Time: 02:15

Indicator: PM

**Post-Discharge (Outpatient) Initial Screen or Rescreen Appointment**

Hospital: Select

Clinic: ARKANSAS CHILDRENS HOSPITAL CLINIC

PCP Referral: ALL FOR KIDS - LITTLE ROCK

**Diagnostic Test Battery Appointment**

Clinic: Select

PCP Referral: Select

**Release to State**

I hereby submit this record to the State office as complete and accurate to the best of my knowledge.

Submitted by: ATSY, Bennewise

Previous Next Finish Cancel

You will be returned to the **Rollup** window where you must click on the **Finish** button to complete your entry. (Figure 38)

Figure 38

Arkansas -- EHDJ: Name: SMITH, JOHHNY DOB: 04/01/2015

Child Info | Mother/Second Contact Info | Notes | Rollup

**Screen Tests Results**

Date	Facility	Screen Type	Method	Left Ear	Right Ear	Tympanometry	Left Ear	Right Ear	# of RF	View Details	Remove
04/07/2015	FORREST CITY MEDICAL CENTER	Initial	AABR	Fail - Did not Pass	Pass				3	View	Remove

**Add Test**

Add Test

**Diagnostic Tests Results**

**Follow-Up Results**

Date	Status	Description	View Details
04/23/2015	Completed	Phone call and letter to Parent (baby needs screening) - NICU	View

Add Action

Previous Next Finish Cancel

You will be taken to the **Successful Transaction** window where you have an option to print the test results and the appointment reminder. (Figure 39)

Figure 39

Main – Initial Screening

**Successful Transaction**  
Your transaction has been saved successfully.

**Print Confirmation**  
Your actions have triggered the following documents to be printed.  
Please select all documents you wish to print.

Print Test Results:   
Skip this print option:

Scheduled Appointment Form:   
Skip this print option:

Print

**Other Options**  
Following options are available:  
Return to Demographics

Main Menu Repeal Task

Click on the appropriate *radio button* for your print choice then click on the **Print** button. (Figure 39)  
When the **Report – Confirm** window displays, click on the **Generate Document** button. (Figure 40)

Figure 40

Main – Initial Screening

**Report - Confirm**

Print Appointment Reminder Form

Generate Document

Continue

NOTE: Adobe Reader is required to print test results and appointment reminders.

The document will display on your window for you to print. After printing, click on the **X** to return to the previous window to return to the **Main Menu**. (Figure 41)

(Figure 41)

f81f4105a9d547dd96f5fe2396193558.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 75.7% [Icons]

Tools Fill & Sign Comments

Sign In

▼ Export PDF

Adobe ExportPDF  
Convert PDF files to Word or Excel online.

Select PDF File:  
f81f4105a9d547dd96f5fe239...  
1 file / 284 KB

Convert To:  
Microsoft Word (\*.docx)

Recognize Text in English(U.S.)  
[Change](#)

Convert

► Create PDF  
► Edit PDF  
► Send Files  
► Store Files

Child Name: SMITH, JOHNNY  
Child Med Record #: 123444  
Date of Birth: 04/01/2015  
Screening Type: Initial

Mother's Name: SMITH, BETTY  
Mother's Med Record #: 23333  
PCP: ALL FOR KIDS  
Screening Date: 04/07/2015

FORREST CITY MEDICAL CENTER

Dear Mom,  
I have an  
appointment  
for a  
hearing test!

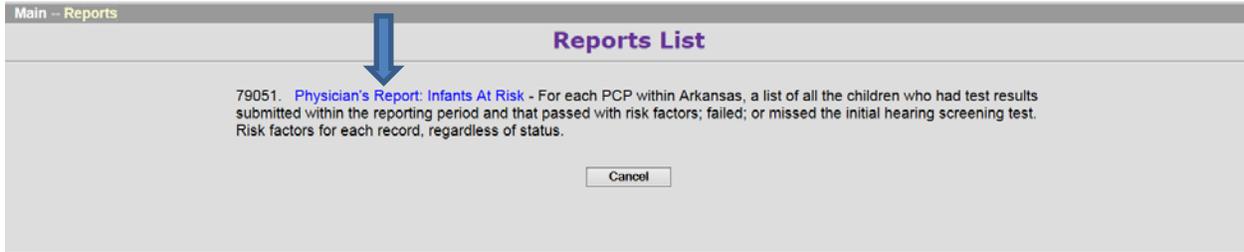


JOHNNY SMITH has a Rescreen Appointment:  
06/02/2015 at 02:15  
at ARKANSAS CHILDRENS HOSPITAL CLINIC  
1 CHILDREN'S WAY LITTLE ROCK AR 72202

If you are unable to keep this appointment, please call 501-365-4319 to reschedule.

## Available Reports

Figure 42

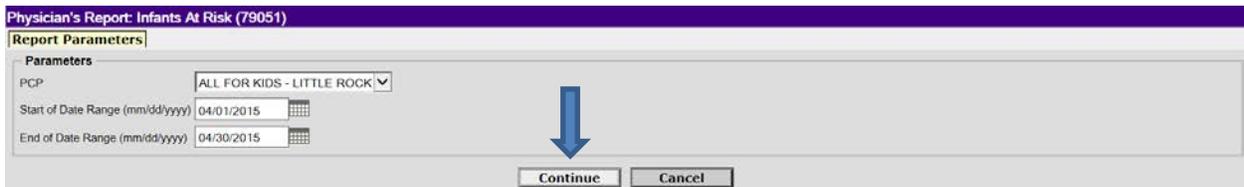


The **Physician's Report: Infants at Risk** report was previously mailed monthly to the PCP groups by the Infant Hearing Program office. As an ERAVE user, this report should be run monthly by the PCP group. This report is no longer mailed by the Infant Hearing Program office. A description of the report is listed above.

Each baby listed on the report should have appeared in your **Referral** or **Notification** queue at one point. This report should be used for quality assurance to ensure you are aware of hearing concerns impacting your patients birth through 3 years of age.

Select the report by clicking on the name of the report displayed in blue. On the **Report Parameters** window select your PCP Group name and a reporting date range, then click the **Continue** button. (Figure 42)

Figure 43



When you are taken to the next window, click the **Generate Document** button and the report will display on your screen. You can view online or print the report for your records at any time (Figure 43, 44 and 45)

Figure 44

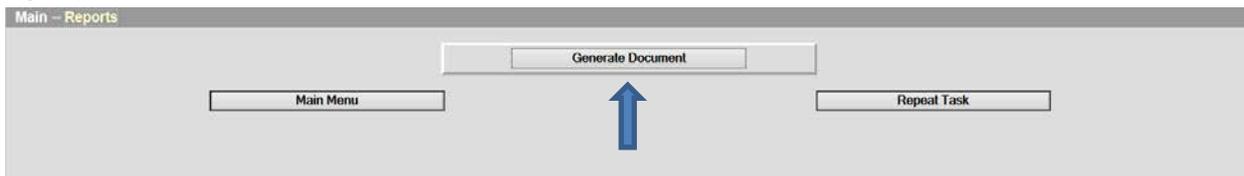
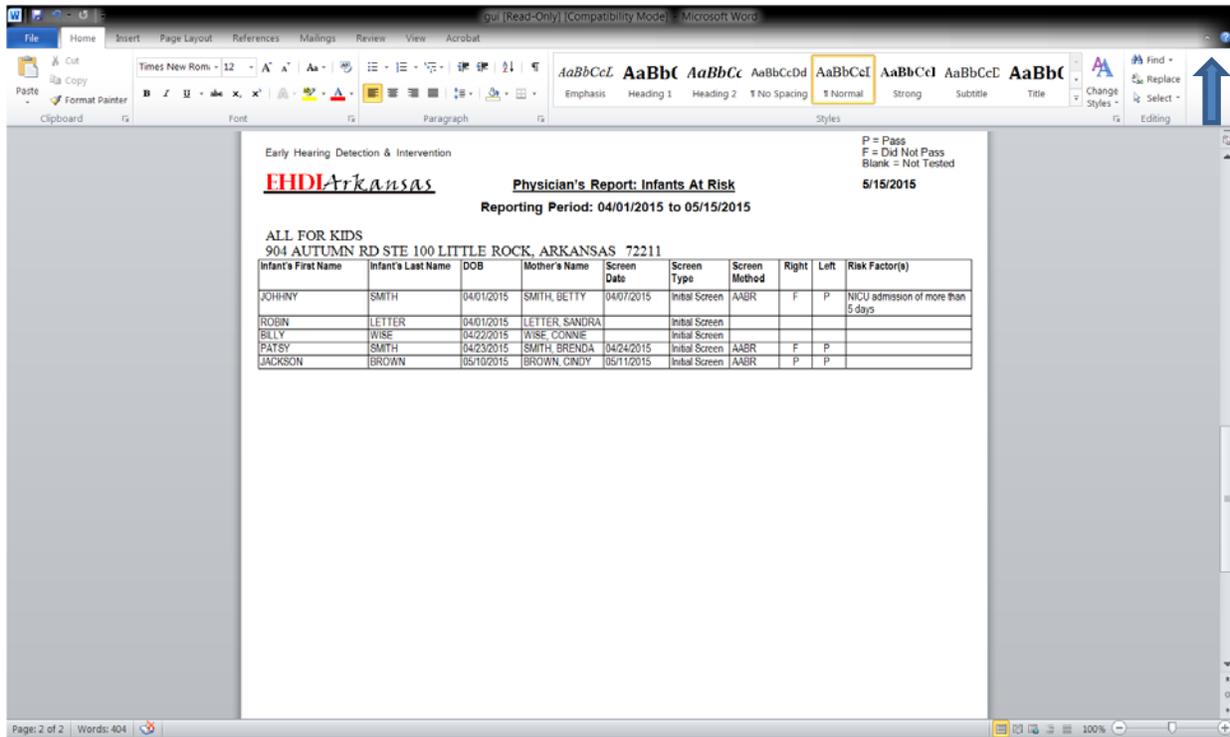


Figure 45



Click on the **X** to exit the report after printing and exit to the Main Menu.