

Arkansas Trauma Registry Submittal Guidelines:

NTRACS HOSPITALS

1. After logging into the NTRACS registry, at the top of the window, click **'Setup'**. Then select **'State Submission Menu Map'**.
2. Once the **'State Submission Menu Map'** is open, click **'Analyze'** at the top right hand corner.
 - a. Analyze should be performed in case you have created any user defined criteria in the registry.
 - b. If you have created user defined criteria, you will need to map those items so that we will receive that criterion in your upload.
3. Close the **'State Submission Menu Map'** and then proceed to click **'File'** located at the top left hand corner.
4. Under file, scroll down and select **'Transfer'**
5. After clicking transfer, an **"I Send"** screen will appear.
6. Select **'Send'**.
7. After selecting send a screen will appear that reads **"This may take awhile, continue?"** Click **'Yes'**
8. After a successful transfer is indicated, you will receive a message that says, **'The encrypted message has been sent successfully.'**
 - a. It will give you a path showing where the file will be located which will be on the drive that your registry is mapped to. Files are saved in **\NV4TRAUMA\SERVER\ARCHIVE\ISEND**
9. If a transfer is not successful, you will receive an error message saying: **"Error sending file. File has been queued for later transfer."**
 - a. When you receive this error that may mean that there are some menu choices that have not been mapped in the state submission menu mapper.
 - b. Once you have mapped these items, run checks on the record(s) that had the issue.
10. After the errors have been completed, checks have been made, and a successful transfer is indicated, you can proceed further in the submission process.

11. Log into the Arkansas Central Site [DI Portal](#) using the username, password, and facility ID given to you by the ATR Staff.
 - a. If you have not received your username, password, and facility ID, contact an ATR staff member.
12. On the left hand side, click '**Data Submission**'
 - a. You will not have to select a target facility because it should already be defaulted to your specific facility.
13. Select the '**Browse**' button
14. An upload screen will appear
 - a. Make sure the folder selected is the '**ISEND**' folder to find your transfers.
 - b. If the folder selected is not the '**ISEND**' folder, use the pathway provided previously in the guidelines to find it.
15. Select the file you want to upload and click '**Open**'.
16. Click '**Upload**'
17. Then you will receive a message that appears indicating that the file has been received by ATR.

After this process is completed, you will receive a call or email confirming the amount of records received from one of the ATR staff members.

If you have any questions or concerns regarding the submittal process for NTRACS hospitals, please feel free to contact any one of the ATR staff members.

Contact information is listed below:

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