

Library Maintenance Tables

Adding Attendants (Doctors)

- Removing Attendants or Certifiers

Adding Certifiers

Assigning PIN numbers

Adding on the Fly (AOF)

Library Maintenance Tables

Library Maintenance Tables provide the capability for users to maintain library tables used during data entry. Library tables are used to provide a ‘pick list’ of choices for related items and to validate data entries. In addition, the library tables serve to reduce data entry time by automatically filling in associated information. A facility’s location, for instance, will automatically be entered on a birth record when a specific facility is selected from the Facility library table.

Display in Lists

Each Library Maintenance Table has a ‘Display in Lists’ toggle. This toggle provides the option to have the table entry displayed as a choice in the pick list as an available option during data entry. The ‘Display in Lists’ toggle is useful in those cases when a record added to a library table may only apply to a single vital event record.

If the toggle is checked (ON), the entry will appear in the associated pick lists.

If the toggle is NOT checked (OFF), the entry will not appear in the associated pick lists.

Attendant/Certifier/Infant Attendant Library Table

The Attendant/Certifier/Infant Attendant Library Table will initially be blank. This allows each individual facility to create a table containing only the Certifier/Attendants at that facility. Once the Library Table information is entered, the Certifier/Attendant information will populate the Attendant drop- down lists within the Registration window.

The drop-down pick lists of Certifier/Attendant choices at each facility will include only Certifiers/Attendants that are added to the library table by a user who is logged in as a user for that facility location. If a single Certifier/Attendant should appear in the pick lists for multiple facilities, the individual would have to be added to the Library Table multiple times.

Functions in the Attendant/Certifier/Infant Attendant Library Table

Within the Attendant Library Table Maintenance window, the following functions can be preformed:

- Add a New Attendant to the Library Table
- Update an Attendant’s Properties in the Library Table

Within Registration, the following function may be performed:

- Add an Attendant via the Add-on-the-Fly (AOF) process

How to Add an Entry to the Library Tables:

1. From the *Birth Menu*, click *Library Maintenance*.
2. On *Library Table*, select the library table you would like to enter.
3. Add a new record by one of the following methods:
 - ▶ Click the New icon, .
 - ▶ Right click in the Maintenance window, and select *New*.
 - ▶ Press **Ctrl + N**.
4. Enter the appropriate information into the record.
5. To display in lists, check *Display in Lists*.
6. Save the record by one of the following methods:
 - ▶ Click the Save icon, .
 - ▶ Press the *Save* button.
 - ▶ Right click in the *Maintenance* window, and select *Save*.
 - ▶ Press **Ctrl + S**.
7. Exit the *Maintenance* window.

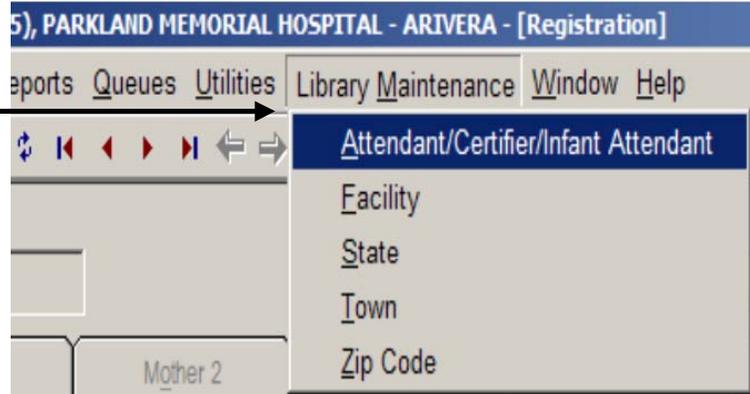
How to Edit a Record in the Library Tables

1. From the *Main Menu*, click *Library Maintenance*.
2. On *Library Table*, select the desired library table.
 - ▶ Locate the existing record in the grid at the bottom of the window and select the desired record.
3. Modify the appropriate information.
4. Save the record by one of the following methods:
 - ▶ Click the Save icon, .
 - ▶ Press the *Save* button.
 - ▶ Right click in the Maintenance window, and select *Save*.
 - ▶ Press **Ctrl + S**.
5. Exit the *Maintenance* window.

Adding an Attendant/Certifier

- The names of individuals who either deliver babies or certify the birth record can be added directly through Library Maintenance.

To add or remove an attendant or certifier, select Library Maintenance from the Birth Menu. Then select Attendant/Certifier/Infant Attendant.



A Certifier who was entered through the AOF process will have to have the PIN entered through this process
 -NOTE: It is not possible to certify a record without a PIN

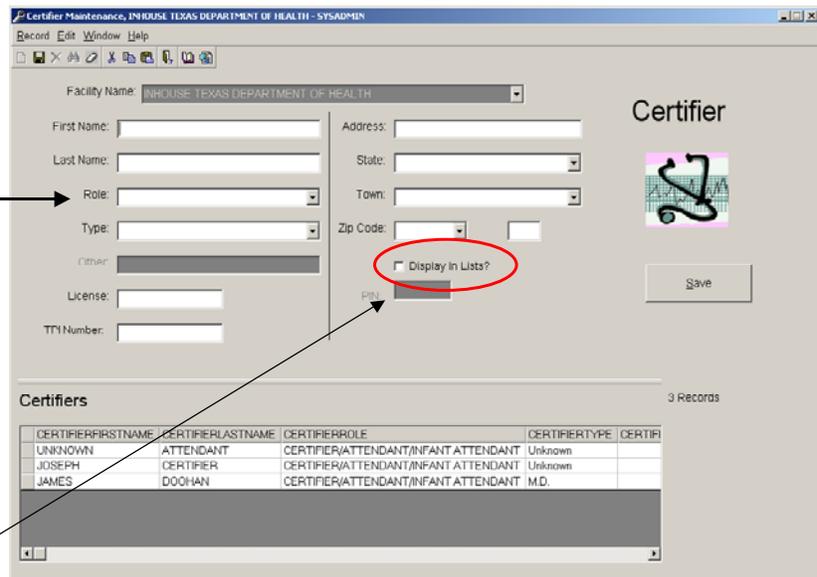
Adding an Attendant

When entering an individual into Attendant/Certifier Maintenance, a role & type must be chosen:

To add an Attendant, select:

- Role** – Attendant
- Type** – MD, DO, CNM, etc.
- License** – enter #
- TPI** – “?” or # if known
- Address** – enter info

Save



Display in Lists is an option which when checked allows the name to be displayed in drop-down lists.

Adding a Certifier

When entering an individual into Attendant/Certifier Maintenance, a role & type must be chosen:

To add a Certifier, select:

Role – Certifier

Type – Facility Administrator, MD, DO, CNM, etc.

License – enter “?”

TPI – enter “?”

Address – enter info

PIN – Assign temp #

Save 

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFI
UNKNOWN	ATTENDANT	CERTIFIER/ATTENDANT/INFANT ATTENDANT	Unknown	
JOSEPH	CERTIFIER	CERTIFIER/ATTENDANT/INFANT ATTENDANT	Unknown	
JAMES	DOOHAN	CERTIFIER/ATTENDANT/INFANT ATTENDANT	M.D.	

Display in Lists is an option which when checked allows the name to be displayed in drop-down lists.

Removing an Attendant/Certifier

Once an attendant or certifier has been successfully entered into TER, the name **cannot** be deleted.

To remove an attendant or certifier from appearing in your drop-down screen:

-Select attendant or certifier.

-Uncheck the “Display in List” box

-Save 

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFI
UNKNOWN	ATTENDANT	CERTIFIER/ATTENDANT/INFANT ATTENDANT	Unknown	
JOSEPH	CERTIFIER	CERTIFIER/ATTENDANT/INFANT ATTENDANT	Unknown	
JAMES	DOOHAN	CERTIFIER/ATTENDANT/INFANT ATTENDANT	M.D.	

AOF Entries

(Add On the Fly)

- AOF deals with the possibility that the option needed is not found in the available “pick list” and allows the user to add it while working on a record.
- Examples where AOFs can occur include:
 - Attendant/Certifier
 - Facilities
 - Towns
 - State/Foreign Country
 - Zip Codes
- The user will begin an AOF by either choosing (Add New) from the drop down list or by typing Shift + 9.

