



TRAUMA PATIENT REGISTRY DATA IMPORT STEPS

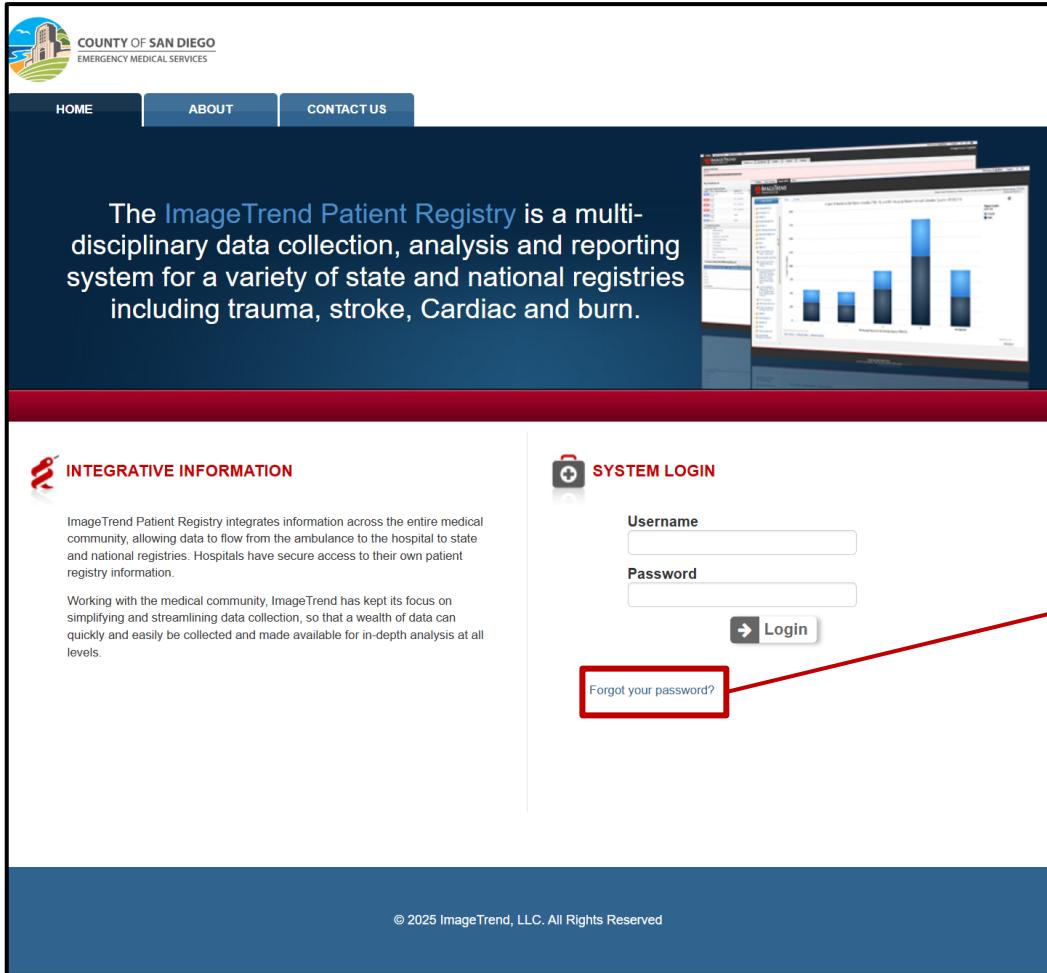
June 2025

The image shows a screenshot of the County of San Diego Emergency Medical Services website. The header features the county's logo and the text "COUNTY OF SAN DIEGO" and "EMERGENCY MEDICAL SERVICES". Below the header is a navigation bar with three buttons: "HOME", "ABOUT", and "CONTACT US". The main content area contains a paragraph of text and a screenshot of a software interface. The text reads: "The ImageTrend Patient Registry is a multi-disciplinary data collection, analysis and reporting system for a variety of state and national registries including trauma, stroke, Cardiac and burn." To the right of the text is a screenshot of a computer monitor displaying a software application with a bar chart and various data tables.

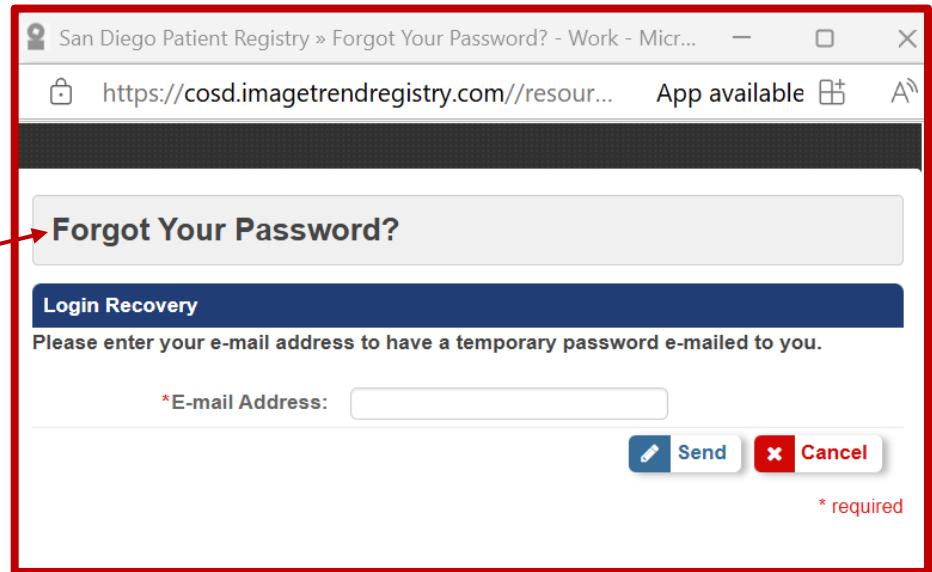


LOG IN

<https://cosd.imagetrendregistry.com/>

A screenshot of the ImageTrend Patient Registry login page. The top navigation bar includes links for HOME, ABOUT, and CONTACT US. The main content area features a banner with the text: "The ImageTrend Patient Registry is a multi-disciplinary data collection, analysis and reporting system for a variety of state and national registries including trauma, stroke, Cardiac and burn." Below this is a section titled "INTEGRATIVE INFORMATION" with a description of the system's purpose and a "Forgot your password?" link. The central part of the page is a "SYSTEM LOGIN" form with fields for "Username" and "Password" and a "Login" button. A red arrow points from the "Forgot your password?" link on the left to the "Forgot Your Password?" link on the right of the password recovery dialog.

- Password must be updated every 90 days. The system will prompt you and provide criteria to meet password security requirements
- If you forget your password, click the “Forgot your password?” link and follow the prompts

A screenshot of a "Forgot Your Password?" dialog box. The title bar says "San Diego Patient Registry » Forgot Your Password? - Work - Micr...". The URL in the address bar is "https://cosd.imagetrendregistry.com//resour...". The dialog has a "Forgot Your Password?" button at the top. Below it is a "Login Recovery" section with the text "Please enter your e-mail address to have a temporary password e-mailed to you." A red box surrounds this section. A red arrow points from the "Forgot your password?" link on the left to this red box. At the bottom, there is an "E-mail Address:" input field with a red asterisk, a "Send" button, and a "Cancel" button. A note at the bottom right says "* required".



IMPORTING DATA – DATA EXCHANGE

ImageTrend Patient Registry™

Dashboard Incidents Report Writer **Data Exchange** Community Tools

Welcome to the ImageTrend Data Exchange!

This portion of the Patient Registry gives you the ability to **add information** into the Patient Registry by using one of the import options. It also give you the ability to **export the information** within the system in a variety of formats.

To import or export, you will need to select the Data Exchange option that matches your objectives.

Import

2025 ITDX (circled in red)

AHA - CAD

AHA Stroke - NEW

Basic Stroke Import

NCDR Chest Pain - MI Import

NTDB Import

Importing Data

Trauma

NTDB Import

This import option will accept an XML file that was formatted to meet the NTDB submission requirements.

Notes:

- Make sure the facility ID in the XML matches the ID in the Patient Registry.
- Remember to select the correct channel and form when importing.

- Click the **Data Exchange** tab on the top of the screen
- Navigate to the **Import** section on the left-hand side of the screen
- Click **2025 ITDX**

ImageTrend Patient Registry™

Dashboard Incidents Report Writer Data Exchange Community Tools

2025 ITDX (highlighted in blue)

Import

2025 ITDX (highlighted in blue)

AHA - CAD

AHA Stroke - NEW

Basic Stroke Import

NCDR Chest Pain - MI Import

NTDB Import

Export

Import (green button circled in red)

Search GO CLEAR

- View All Imports -

An import is editable while status is "Not Started", but once the status is "Finalized" (import has been started), it is viewable for reference only.

Imports

Name	Import Date	Import File	Total Records	Status
No Records				

Records 0-0 of 0 | First | Previous | Next | Last | Per Page 10

Green checkmark = Completed, Red X = Failed, Yellow exclamation mark = Completed w/ Error(s), Blue circular arrow = Pending Import (Please check back at a later time.)

To download the file, right click on the file link and select 'Save As'.

- Then click the **green Import** button on the right-hand side of the screen

Please note: Before proceeding with the data upload, ensure the data has been converted into an XML file by your vendor. If you're unsure how to convert your registry system's data into an XML file, please reach out to your system vendor's contact for more information as this happens outside of the ImageTrend Patient Registry platform.



IMPORTING DATA – UPLOAD

Import Details - Import 05/22/25

[Back to Import List](#)

1. Upload **2. Review** **3. Results**

Upload an 2025 ITDX file by choosing a file and filling out the form below.

1. **Name** your file something easy to remember. We've defaulted a description with today's date, but you may find "X Quarter YYYY" would make more sense.
2. From the drop-down, **Select a Facility** to record the import for.
3. Click the button to the right of the **Upload** label to browse to the file on your computer.
4. Choosing **Form type to import** will determine which system validation rules will run on data after it's imported.
5. After you have verified that the destination and file path are correct, click the **Upload and Validate** button.

After your file has been uploaded, you will have a chance to review results of file validation before the import is processed.

Upload

Name:

Select Facility:

*Upload: No file chosen

Notification Preference: Email [?](#)

Channel: 2025 Submissions + TQIP
determines which schema to validate the file against

*Form Type to Import:

Upload and Validate

Name	Enter the name for the import. Use a descriptive name that will make this import easy to identify later if you need to reference it.
Select Facility	The facility that the incidents should be imported into.
Upload	Click <i>Choose File</i> . Locate and select the file to upload and click <i>Open</i> .
Notification Preference	If a Notification Preference of "Email" is selected, you will be notified via email when your import is complete. The email account that will receive the notification is the one that is registered with your account. You must have an email account associated with your profile to receive email notifications.
Channel	The schema for this import. Pick the year you're importing for along with TQIP. For 2025 data, select <i>2025 Submissions + TQIP (it may automatically be selected as shown in this example)</i> .
Form Type to Import	This should default to Trauma + TQIP (ICD-10). If not, select the option called Trauma + TQIP (ICD-10).

- Once the file is selected, and the rest of the steps are completed, click the **green Upload and Validate** button



IMPORTING DATA – REVIEW

The Review page appears with a list of any schema errors within the import file.

- **NOTE:** Schema errors do not necessarily mean that your file will not process; however, missing or invalid elements could be an indication of data from your registry not making it to your file as expected. Any errors at this point should be addressed with the registry vendor that created your file.

As needed, make updates to the import file to address any errors and repeat steps 2 – 3 until you are satisfied with the import.

- **HINT:** You can export the list of schema errors by clicking the Export icon in the Schema Errors section on the Review page. This can be an easy way to refer to the list of errors to fix them.

When ready to perform the import, click the **green Import** button. The import begins.

A screenshot of a web page titled "Validation - Test Import 05/22/25". The page has a navigation bar with "1. Upload", "2. Review" (which is the current step), and "3. Results". Below the navigation, there is a message: "Please review any schema errors in the summary below. Press Import in the bottom right to proceed to the next step. Schema errors do not necessarily mean that your file will not process, however missing or invalid elements could be an indication of data from your registry not making it to your file as expected. Any errors at this point should be addressed with the registry vendor that created your file." A box on the right says "Click here to download a list of schema errors (if any)". At the bottom, there is a section titled "Schema Errors" with a table showing "Line Position Message" and "No Schema Errors found". A red arrow points from this section to a red circle around the "Import" button, which is located at the bottom right of the page. The "Import" button has a green background and white text.

NOTE: Depending on the number of records being imported, this may take some time. You can navigate away from this page and return later if needed.



IMPORTING DATA – RESULTS

Reviewing Error Messages

After importing your file, the *Results* page will display any error messages related to the file you imported, including validation errors based on the system validation or schema errors.



Results - Test Import 05/22/25

Back to Import List 1. Upload 2. Review 3. Results

Your Import is finished.

2025 ITDX Detailed Report

Facility: *ImageTrend/CoSD Demo Hospital	Average Validity: 0 %
Import Started: Thu 5/22/25 17:41	Pending: 0
Import Finished: Thu 5/22/25 17:41	Pending Validation: 2
Utility: 2025 ITDX	Running: 0
Associated Form: Trauma + TQIP (ICD-10)	Failed: 0
Channel: 2025 Submissions + TQIP	Finished: 2
Import File: Export 05222025.xml	

Delete Imported Incidents

From the Import list page, click the ***View and Edit*** icon for the import you want to view errors for.

2025 ITDX

Import

Search GO CLEAR

An import is editable while status is "Not Started", but once the status is "Finalized" (import has been started), it is viewable for reference only.

Name	Import Date	Import File	Total Records	Status
Test Import 05/22/25	Thu 5/22/25 17:38	Export 05222025.xml	2	
Test Import 05/22/25	Thu 5/22/25 17:09	Test1.xml		

Records 1-2 of 2 | First | Previous | Next | Last | Per Page 10

= Completed = Failed = Completed w/ Error(s) = Pending Import (Please check back at a later time.)
To download the file, right click on the file link and select 'Save As'.



IMPORTING DATA – VALIDATION

There are two types of possible errors:

- **System Validation** – these are based on the validation rules built on Trauma + TQIP Form
- **System Errors** – something in the import file “broke”. This is more critical than a system validation error, depending on the error and level of the error an individual record or the entire file might not import
- To view the details of any error, including which incident(s) trigger the error, click the error message.
- To download a CSV file with the details of any of these types of errors, click the Export icon for that section

Results - Test Import 05/22/25

[Back to Import List](#)

1. Upload 2. Review 3. Results

Your Import is finished.

2025 ITDX Detailed Report

Facility:	*ImageTrend/CoSD Demo Hospital	Average Validity:	91 %
Import Started:	Thu 5/22/25 17:41	Pending:	0
Import Finished:	Thu 5/22/25 17:41	Pending Validation:	0
Utility:	2025 ITDX	Running:	0
Associated Form:	Trauma + TQIP (ICD-10)	Failed:	0
Channel:	2025 Submissions + TQIP	Finished:	2
Import File:	Export 05222025.xml		

[Delete Imported Incidents](#)

The below validation messages are based on data quality rules set up by the system administrator for this site. If you have questions about these requirements, please contact this site's system administrator.

System Validation Messages

Error Message	Grouped By:	Validation Message	Occurrences
Trauma Team Activation Level is required (Rule 30)			2
The Surgery for hemorrhage control cannot be N/A when blood has been administered.			2
The angiography field cannot be N/A when the transfusion of blood field is greater than 0			2
Injury Description is required (Rule 157)			2
The VTE Prophylaxis date is required (Rule 197)			1
ICD-10 Cause of Injury is required (Rule 181)			1
City is required (Rule 149)			1
County is required (Rule 150)			1
State is required.			1
State is required (Rule 151)			1
County is required.			1
ICD-10 Location is required (Rule 180)			1
City is required.			1

Records 1-13 of 13

System Errors

No System errors exist.

Records 0-0 of 0