



## FREQUENTLY ASKED QUESTIONS

### BRANZ database

**What does the symbol  mean on the BRANZ database?**

On the right side of each field is this symbol- . Hovering the mouse over the symbol will provide more information about each field.

**Why are some questions disabled on the BRANZ database?**

Previous responses to questions determine which sections need to be entered as you continue through the database.

### Logging in

**I don't have a BRANZ login or password, how do I obtain this?**

If you do not have a login, click *Need a Login?* on the home page of the BRANZ database (<https://bi-nbr.registry.org.au/Application/home.aspx>). An email application (addressed to BRANZ IT staff) will appear and you can request a login.

**I have forgotten my BRANZ database password, what do I do?**

If you have a BRANZ login, but have forgotten your password, click *Forget your Password?* on the home page of the BRANZ database (<https://bi-nbr.registry.org.au/Application/home.aspx>). You will be re-directed to the Password Recovery Process. Follow these steps, click *Log In* and the Home screen is displayed.

### Adding a new case

**The patient has a previous BRANZ ID, how do I enter the patient's injury?**

If it is a new burn injury for the patient it is added as a new case, the patient will receive another BRANZ ID. The cases cannot be linked in the registry because data is in a de-identified format (i.e. patient name, address and hospital number are excluded) and the data cannot be validated.

**What do I do if the patient is readmitted due to a complication of their initial burn injury?**

If the injury is a complication of their initial burn injury but the readmission was less than 28 days after their initial admission, the admission is entered as a readmission under the initial patient BRANZ ID. If the injury is a complication of their initial burn injury but the readmission was greater than 28 days after their initial admission you cannot enter this injury using the existing BRANZ ID. This injury does not get entered onto the BRANZ database.



**The patient was readmitted due to a complication of their initial burn injury but I can't enter the readmission information, why not?**

If the initial admission does not meet BRANZ criteria then the readmission cannot be entered onto the database.

## Entering a new case

**How do I get a BRANZ ID number?**

BRANZ Identifier unique number is automatically assigned to the case when it is created. For new cases, do not enter a value in the BRANZ Identifier on the home page.

**What does it mean if the patient is a duplicate?**

If by chance the patient has the same date of birth and same date of injury as a patient who already exists in the registry (for that particular hospital) but it is not the same patient, the system will not allow the patient to be added as a new case because it is considered a duplicate. The occurrence of this scenario is extremely unlikely however if you do encounter this issue, the BRANZ project staff should be contacted.

**What do I enter if the postcode of the patient is unknown?**

If the postcode is unknown, enter 9999. If the patient is from overseas enter 8888.

## Registration

**If the patient was admitted via ambulance, how many days post injury can the admission be for the patient to be included in BRANZ?**

If the Admission Type is *Acute Admission* and the *Referral Source* is *Scene of injury via ambulance*, the admission date must not be greater than 28 days from the date of injury.

**If the patient was admitted by transfer from another hospital, how many days post injury can the admission be for the patient to be included in BRANZ?**

If the patient has been transferred from a BRANZ hospital or non BRANZ hospital, the 28-day rule does not apply because all transfers are included in the registry.

**If the patient is readmitted, how many days post injury can the admission be for the patient to be included in BRANZ?**

If the Admission type is 'Readmission', the admission date must not be greater than 28 days from the date of discharge of the first admission.

## Burn wound assessment

**What do I enter if the burn size (+/- % burn depth) was not documented in the history?**

If the burn size was not documented in the history, you would select 'no'.



### **What do I enter if the burn size (+/- % burn depth) is not known?**

If the % burn depth is not known, select 'no' from the drop down list and the depth values are skipped so only a total burn size is entered.

### **Why does the total burn size automatically appear?**

The total burn size is automatically displayed in the % Total Burn Size box if all values are entered. The system adds up the values in the % superficial, mid-dermal, deep dermal and full thickness burn depth fields. If % burn depth values are entered, you cannot edit the total burn size value because the individual burn depths must add up to the total.

## **Discharge section**

### **When is palliative selected?**

Treatment Decision - palliative is selected if active treatment never started and the patient was made palliative.

### **When is 'initial treatment subsequently changed to palliative' selected?**

'Initial treatment subsequently changed to palliative' is selected if active treatment had commenced, but it was stopped.

## **Weight quality indicators**

### **We do not routinely weigh patients at our facility?**

If patients are not routinely weighed at your facility, then select 'not collected at site'.

## **Editing admissions**

### **I edited a patient's details on the database but they didn't change, what happened?**

If you edit the screen, you need to ensure you click *Save*. A message is displayed to confirm the data has been saved. Clicking *Next* will not save changes made.

## **Adding multiple admissions**

### **I have entered a patient's readmission information onto the database but I can't save it, why?**

When adding multiple admissions to a case, you can only save the new admission if a discharge date has been entered for the previous admission. This ensures new admissions comply with the inclusion criteria and the admission/discharges dates do not conflict with previously entered admissions. Also, the admission date must not be greater than 28 days from the discharge date of the first admission.

## **Using BRANZ data**

### **Do I need to submit a data request to use information from the annual report?**

The annual reports are public domain so you are free to use the information as long as you acknowledge the source of the information