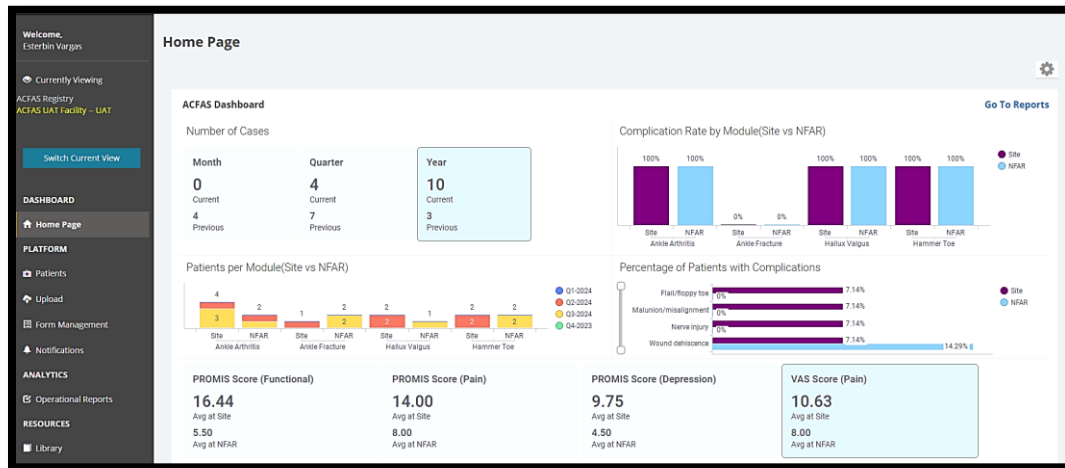


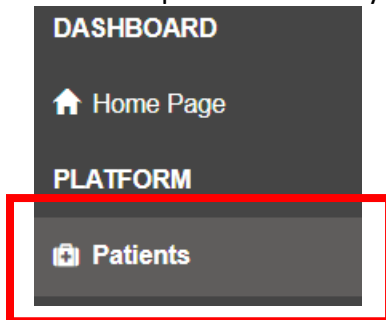


ENTERING A PATIENT INTO NFAR

1. Log in using your NFAR credentials at: <https://acfasregistry.irp.iqvia.com/login>
2. After logging in, the **NFAR-DASHBOARD** will open, and the “**Home Page**” is the first page the user sees. The Home page gives quick access links to the most commonly accessed areas of the application and may also provide a dashboard view of your data as well.



3. From the DASHBOARD, click “**Patients**” to open the **Patient Case Grid**. The Case Grid is a tabular representation of your facility’s patient records.



4. To create a new patient record, enter a unique **Patient ID** and click “**Add New**” (If the Patient ID already exists an “Existing Patient” warning will display)

The form shows a 'Patient ID' label above a text input field containing 'A1234'. Below the input field is a blue button labeled 'Add New'.

The new patient record will open with appropriate data elements available.



5. Select the **level of data entry** for data elements available on the form:
- “Basic Entry”** = Only the required fields to save the form as “Complete” will display.
 - “Extended Entry”** = All available fields on the form will display.

Please select the level of data entry ☒ Basic Entry ☐ Extended Entry

6. Enter the patient information on the form. Required data elements are highlighted in **Red**:

Date of birth / /
MM DD YYYY
Date of birth is required. Please enter a value.

7. Check the **“Complete”** box located at the bottom of the form.

☒ Complete

Note: Form cannot be marked as complete until all **Validation Alerts** have been resolved. Validation alerts are used to control the quality of data entered into forms and become visible underneath the **“My Tasks”** sidebar located on the right of the page:

My Tasks

- Date of Initial Encounter**
✖ Date of Initial Encounter is required. Please enter a value.
casefrm-diagnosisdt_reqi
- Diagnosis by ICD-10**
✖ Diagnosis by ICD-10 is required. Please enter a value.
casefrm-icddiagnosis_reqc
- Etiology**
✖ Etiology is required. Please enter a value.
casefrm-causeinjury_reqc

8. To proceed directly to the **Case form**, select **SAVE** and then from the drop-down for Forms at the top, select **“Add New Case Form.”**

☒ Complete ☐ Show Comments

Patient ID: 02
DOB: 05/05/1982
Forms:

Created Date: 01/02/2025 13:36 CST
Date Last Updated: 01/02/2025 14:17 CST

Saved Success



Note: Selecting the **'Save and Exit'** action will save the form as well as return the user to the Home Page. *When the 'Save' action is performed successfully a ribbon alert will display stating 'save successfully'.*

New Case forms can also be added to an existing patient from the **Action** menu in the Patient Case Grid

Action	Unique Patient ID	Form Title	Module	Birth Sex	Birth Year	Initial Encounter Date	Followup Date	Case Status	Record Creation Date
Action ▾	02	Demographics		Male	1982			Complete	01/02/2025
Open Form Print Form View Audit Trail Delete Add New Case Form									

9. Once the new Case form opens, select a module to open the relevant form and **repeat Steps 5 -7 from above**. After the Case form has been completed, choose the 'Save' or 'Save and Exit' option to save and create the new form.

Forms: Add New Case Form ▾

Diagnosis Information

Module ☐ Ankle Arthritis ☒ Ankle Fracture ☐ Hammer Toe ☐ Hallux Valgus

Note: You must select the primary attending surgeon associated with the case. Attending surgeon(s) approved for site appear underneath the "Physician/surgeon" data field.

10. After a Case form has been saved, the option to **Add New Followup** form will become visible from the drop-down for Forms and from the Action menu in the Patient Case Grid. Once the new Followup form opens, **repeat Steps 5 -7 from above**. After the Followup form has been completed, choose the 'Save' or 'Save and Exit' option to save and create the new form.

Action	Unique Patient ID	Form Title	Module	Birth Sex	Birth Year	Initial Encounter Date	Followup Date	Case Status	Record Creation Date
Action ▾	02	Case Form	Ankle Arthritis			01/01/2025		Incomplete	01/03/2025
Open Form Print Form View Audit Trail Delete Add New Case Form Add New Followup									
		Demographics		Male	1982			Complete	01/02/2025