

Welcome to the

**BSSH**

The British Society for  
Surgery of the Hand

## HOW TO GET STARTED

Help documents for BSSH

Version 3, January 2023

*If you need extra help, advice or guidance go to our knowledge base  
[amplitude-clinical.com/amplitude-clinical-knowledge-base/](https://amplitude-clinical.com/amplitude-clinical-knowledge-base/)  
or contact [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) 0333 014 6363*

## Getting My Login Details

To get login details for the Registry contact Sharon Ross; [sharon.ross@bssh.ac.uk](mailto:sharon.ross@bssh.ac.uk) or Amplitude Customer Support [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) quoting the BSSH Registry, your full name, email address, hospital working at and GMC Number.

URL to access the registry:

[ukhr.net](http://ukhr.net)

## Two Factor Authentication while Logging In

The following are instruction to help you through the process of enabling Multi/Two Factor Authentication on your mobile device.

1. Choose a mobile device that you want to run your authentication app on.
2. Go to the app store of that device.

For Android

For Apple OS

For Windows



3. Download the authenticator app you would like to use.

The most commonly used one is Google Authenticator but you can use any of these listed below: Please note that Microsoft Authenticator does not work with the UK Hand Registry.

- [Google Authenticator](#)
- [Duo Mobile](#)
- [Authy](#)
- [LastPass Authenticator](#)

4. Once downloaded, login as you would normally to the registry. You will now be presented with a screen that looks like this:

This system requires two factor authentication, which must be setup below in order to continue

Use the QR Code or Key below to configure your authenticator application. Amplitude has been tested with a number of authenticator applications, including:

- [Google Authenticator](#)
- [Microsoft Authenticator](#)
- [Duo Mobile](#)
- [Authy](#)
- [LastPass Authenticator](#)

**Key & QR Code**

IN4DQWKONJTW05TCONGVIZSFJJ4FGQKVN5AXCMDVPA4UUMKQK5FQ



ConfirmationCode

Verify and Configure MFA

Do not setup MFA

5. You will now need to scan the QR code. Point your mobile device's camera at the QR code while inside the authenticator app or type in the Key above the pixel image, add the account when prompted in your authenticator app.

This will give you a code. A BLUE code is usable, while a RED code will require you to wait a couple of seconds for a new code to generate, the new code will appear BLUE.

6. Select the Verify and Configure Multi Factor Authentication (MFA).

WARNING If you choose "Do not setup Multi Factor Authentication (MFA)" this will close the registry and you will not be able to login.

## One-Off Set up:

### 1. Activating Pathways I want to use

Once logged in select the cog (settings) and toggle on any pathway(s) you will use.

Note: You have the ability to select one pathway as a default. This would be your most commonly used pathway. It will be offered as the top pathway when setting up a new patient, but any other pathway can be selected using a drop-down option as long as it is toggled "on" here.

The screenshot shows the 'User Settings' interface. On the left is a navigation menu with 'PATHWAY TYPES' selected. The main area is titled 'PATHWAY TYPES' and shows a list of pathways. A dropdown menu is open for 'Hands Surgery', showing options: 'All Active', 'Trauma & Orthopaedics', and 'Hands Surgery'. Below the list, there are two pathway entries: 'Dupuytren's Pathway' (OFF) and 'Elective Hands Pathway' (ON). A 'SET DEFAULT' button is visible next to the 'Elective Hands Pathway' entry. In the top right corner, a settings cog icon is highlighted with a green arrow. Another green arrow points to the 'ON' toggle for 'Elective Hands Pathway'.

## 2. Populating Custom Lists

To set up your custom lists for fields in your operation form, click on the cog (settings) icon and pick the Custom Lists tile, then select Surgeon, Hospital and Funders and populate them. If the Surgeon or Hospital you wish for is not available, then please contact Amplitude. Customer Support.

The screenshot displays the 'User Settings' interface. On the left, a sidebar contains several menu items: 'PATHWAY TYPES' (1 ITEM SELECTED), 'CUSTOM LISTS' (highlighted in green with a green arrow pointing to it), 'DELEGATES', 'PROFILE', 'SECURITY', 'SYSTEM SETTINGS', and 'NATIONAL IDS'. The main content area is titled 'CONSULTANT SURGEON' and includes the instruction: 'Select yourself in this list as well as any other surgeons you work with who may carry out surgery with you.' Below this is a search input field with a green arrow pointing to it, containing the placeholder text 'Please enter 1 or more characters to start searching'. At the top right of the interface, a navigation bar contains icons for home, list, add, search, bar chart, calendar, settings (cog icon with a green arrow pointing to it), tools, and help.

You are now ready to use the system.

## Getting Started:

### User Dashboard

The first screen once logged in is the User Dashboard:

My Dashboard



**WORKLIST**  
1 ITEMS FOR 26 SEP 2018 - 26 SEP 2018

**TASKS**  
29 CLINICIAN 30 PATIENT

**ADD PATIENT**

**FIND PATIENT**

WORKLIST ◀ 26 SEP 2018 - 26 SEP 2018 ▶

OR / OPERATING THEATRE LIST (1)

| Patient     | Pathway              | Time              | C | P                                   |
|-------------|----------------------|-------------------|---|-------------------------------------|
| HANDS, Jazz | Hand Pathway (Right) | 26 Sep 2018 14:45 |   | <input checked="" type="checkbox"/> |

**WORKLIST** - a list of the patients in clinic or theatre today. The screenshot above shows a patient on a theatre list. You do not need to use this feature in order to collect outcomes. It is available for your convenience.

**TASKS** – Outstanding patient or clinical tasks



OR



**ADD PATIENT** - click here to add a patient record



OR



**FIND PATIENT** - click here to search for a patient record



**REPORTS** - clicking here will open the reporting dashboard



**NOTICES** - click here to view a list of any system notifications



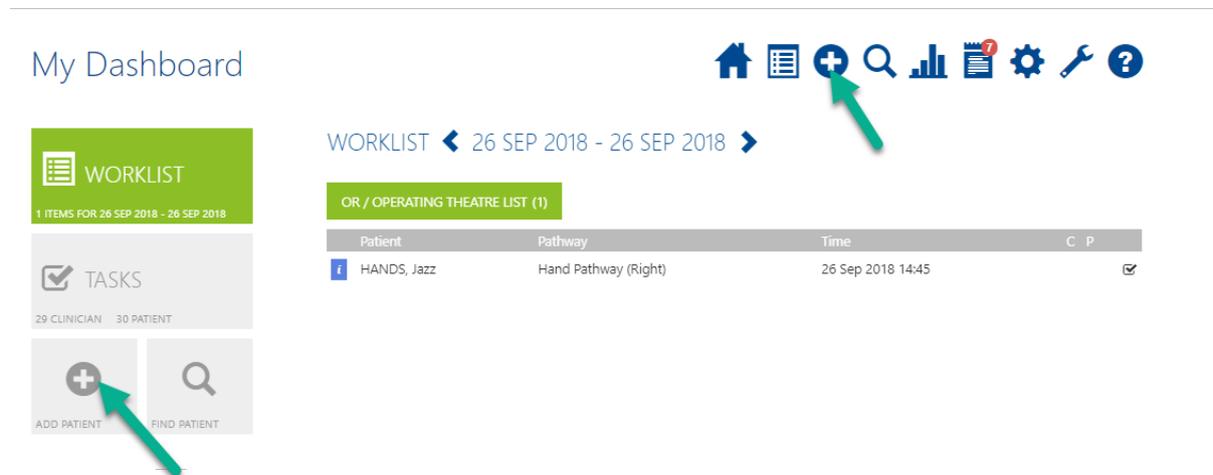
**TODAY'S WORKLIST** – click here for a quick link to your list of patients for today



You can return to the User Dashboard at any time by clicking the **HOME BUTTON**

## Adding a patient

You can add a new patient by pressing either **ADD PATIENT** button on the Dashboard:



Fill in the basic relevant details and then select **Add Patient**

When adding a patient, you have to add a valid NHS number.

The UK Hand Registry will collect the patient's consent when they respond to the first email and log into the 'Patient Portal'.

The date of birth can be typed in the format DDMMYYYY or selected from the calendar, if you click on the Month and Year in bold at the top twice this will give you a decade view.

The system will only contact the patient by email, so the postal address is not mandatory. THE EMAIL ADDRESS IS MANDATORY.

To reduce potential duplicate records, the registry will automatically search to see if a patient with identical criteria already exists. If so you will be notified and will be able to add another pathway for this patient.

*N.B. Please note we cannot automate the collection of outcome data without an email address.*

### Consent Explanation/Extra Information

The default consent status on the patient's record will be "consent not yet recorded". **DO NOT** populate or change this field. The UK Hand Registry will seek electronic consent from the patient via email. When the patient consents (or does not consent) their record will be updated accordingly. Please note that if a patient does not consent or withdraws their consent then their record will be anonymised. This is in line with GDPR requirements.

If you do add the patient as consent given, then we trust that you have obtained the appropriate consent from the patient.

'Contact consent' refers to whether the patient is happy to receive emails and 'Data collection consent' is whether they are happy to be on the registry. Contact consent will always be on unless the patient explicitly changes this within their patient portal.

## Adding a patient to a Pathway and Worklist

When the patient record is saved, you will see a screen prompting you to add the patient onto a pathway.

The start date is the day the patient starts on the pathway and is generally the day the patient is added onto the UK Hand Registry. As soon as the patient is added to a pathway they will get the pre-operative questionnaires by email.

If you know when you will operate on the patient you can add them to a worklist now.

If you do not know when you will operate on the patient then leave "Do not create a worklist entry".

You then 'Add and Open Pathway' to continue entering surgical information about the patient.

Once you complete this screen the patient will be sent their first email inviting them to join the system and asking the pre-operative questions.

NOTE: Emails are sent the evening the patient is added. If you need to send an email immediately then open the patient's record and press the "Send Email" tile located on the bottom left within the patient's record.

### My Dashboard



**WORKLIST**  
1 ITEMS FOR 24 SEP 2018 - 24 SEP 2018

**TASKS**  
13 CLINICIAN 6 PATIENT

**ADD PATIENT** **FIND PATIENT**

TEST, Amplitude (M, 18y) SERIAL NO.: CR00002305 NHS: Unknown HOSP: Unknown

**Pathway**  
Hand Pathway

**Side**  
Nothing selected

**Start Date**  
24 Sep 2018

**Add to Worklist**  
Add to OR / Operating Theatre List

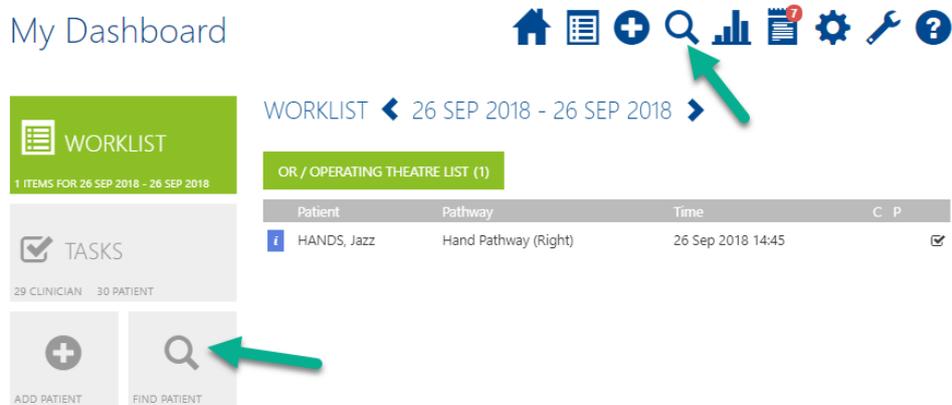
**Date**  
24 Sep 2018

**Time**  
15:30

**Add Pathway** **Add & Open Pathway** **Cancel**

## How to find a patient

You can find a patient by pressing either **FIND PATIENT** button on the Dashboard:



Fill in the basic details and then select **Search**. You only need to complete a single demographic field in order to search.

## Recording Procedures and Clinical Data

After the patient's operation is complete the operative data needs to be put into the system.

**NO POST-OP SCORES WILL BE SENT WITHOUT ADDING A PROCEDURE/OPERATIVE FORM.**

Select the patient by searching for them or selecting them from your theatre list for the day (if you have populated them to a worklist) and open their Pathway Dashboard.

Select "Treatment", then 'Surgical Treatment' as shown on the screenshot below and you will be able to enter operative data:



Complete the boxes marked with an asterisk as this is the minimum requirement to proceed.

Note: When entering 'Date of Procedure' it is imperative that you click the 'Date Confirmed' box to confirm the procedure has taken place.

If you do not wish to enter more detail, select "No more detail" and the "no post-op instructions". Then choose "trigger post-op outcome measures" and click on 'Save'. If this is what you commonly do for patients on this pathway click on "Save as default" and name the operation something meaningful for you e.g. Standard Digital Fasciotomy. Then select "Save".

ELLIS, David (M, 22y) SERIAL NO: CR00001857 NHS: Unknown HOSP: Unknown  
Hand Pathway [Right] - Procedure

Date of Procedure  
26 Sep 2018  Date Confirmed

Hand and Wrist Procedure  
(Select Green + to add New Procedure, Red x to delete and Blue Up and Down Arrow to Re-Order)

Primary Closed  
Dupuytren's Fasciotomy Ring MCPJ

More Detail  
No More Detail Complete More Detail

The post-op outcome scores will be sent out automatically you save this procedure form.  
If you do not want to create a set of post-op scores then turn the switch off below.  
(If you want to modify the scores that are sent out, either by changing the timings or changing the scores or questionnaires then this can be done in your settings)

Save as Default [Feedback about this form?](#) Cancel Save

New Default  
New Default Name  
Standard Digital Fasciotomy  
Create Default Cancel  
Not Trigger Post-op Outcome Measures

This means that next time you complete an operation on this pathway you will be able to use the default you set up previously or start a blank one. You can set up an unlimited number of defaults and we recommend you set up as many as you can.

From this point onwards the system will generate post-operative emails automatically and you do not need to do anything more.

**NOTE:** You do NOT have to complete the indication for treatment task in order for the post-operative evaluations to be sent to the patient.

**NOTE:** Any form on the pathway dashboard shown in red has not been completed. For the patient these will appear under a banner stating the stage they are at within their pathway. If this is a clinical form that is to be completed by the surgeon, these are just shown by their form title.

Hand Trauma Pathway [LEFT] | PATHWAY ACTIVE

Clinical Assessments | Treatment | Complications | Outcomes | Future Task

Lock All | Unlock All

**Patient's Post-Op Tasks (Generated Automatically on Completing Procedure) (4 items)**

- 08 Jan 2019 **Diagnosis / Indications for Treatment**
- 08 Jan 2019 **Surgical Treatment**  
Primary, Open, ORIF Middle Phalanx

PATIENT HISTORY (3 items)  
OUTCOME SCORES (3 items)  
FUTURE TASKS (11 items)

## Collecting Outcome Scores

The system will automatically trigger the collection of specific outcome scores at pre-defined time periods after the 'Surgical Treatment' Form has been entered into the system.

The patient will receive their scores via email. If a patient does not respond to a score, the system will send reminder emails for each patient **twice**.

On the patients record you may notice that some scores are in red, some in black and some in grey. Black means the score has been completed. Red indicates that the patient needs to complete the score. Grey shows scores which will be completed in the future.

You can view any patients who do not fill in their outcomes scores on your 'Task List'. From here you can send manual email reminders or call the patient according to your own process.

## My Dashboard



WORKLIST  
1 ITEMS FOR 26 SEP 2018 - 26 SEP 2018

TASKS  
29 CLINICIAN 30 PATIENT

ADD PATIENT FIND PATIENT

MY TASKS PATIENT TASKS

- 3 Month Follow Up Visit (1 item)
- Complexity Factors (1 item)
- Complications (1 item)
- Diagnosis / Indications for Treatment (13 items)
- Diagnosis/Indications for Treatment (1 item)
- Indication for Primary Arthroplasty (1 item)
- Patient Discharge from Treatment (5 items)
- Patient's Discharge from Treatment (1 item)
- Pre Op Radiographic Assessment (1 item)

## FAQ's/Troubleshooting:

- Browsers such as IE and Google Chrome remember your passwords for some sites. However as Amplitude has a password and a secret question, often it is the answer to the secret question that the browser remembers, and so populates the password field incorrectly the next time you login. This is something to be wary of.
- If your account is locked this is because you have entered your password incorrectly more than 3 times. Please contact Sharon Ross [Sharon.ross@bssh.ac.uk](mailto:Sharon.ross@bssh.ac.uk) or Customer Support 0333 014 6363 / [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) and we can unlock your account and/or reset your password.

For more Troubleshooting and FAQs please view the Knowledge Base:

[amplitude-clinical.com/amplitude-clinical-knowledge-base/](http://amplitude-clinical.com/amplitude-clinical-knowledge-base/)

This guide is designed to be a “Quick Start” to get you going on the system. There is more functionality and help available. We recommend starting with the Knowledge Base and if you need anything clarifying contact Sharon Ross or Customer Support.

Sharon Ross: [Sharon.ross@bssh.ac.uk](mailto:Sharon.ross@bssh.ac.uk) Available Monday – Thursday 9am-5pm excluding Bank Holidays

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