

Registration Process



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3. *Registration Process*

The registration process involves nominating the agency, network or region that the Agency Module is to be registered for. It also involves agencies completing a registration return. This process must be completed immediately following the installation of AIMS 2000.

The agency module must be registered as an agency/network or region to allow agency codes to be selected from the drop-down menus in the data entry screens. The registration return (A1) is used to report up-to-date information on the details of the registered agency or network. This information includes details on the address, chief executive officer, president of the board and number of beds. Further information on the Registration Return can be found in section 7.4.4, *Quarterly Returns* of this Guide.

3.1 Registration

The first time AIMS 2000 is opened after installation, the registration screen will automatically appear. Agencies must identify themselves as either an agency/network or region

AIMS 2000 includes edits to recognise current and non-current agency status. Hospitals must initially register their agency as *Currently Active*.

During the year the status of an agency may change as a result of an amalgamation, disaggregation or name change. When this occurs, the Management Information Unit will update system reference tables to reflect these changes and distribute update files to the agency and region. The agency must re-register on AIMS 2000 as *Currently Active* to reflect the new changes on the system.

The information entered into the Agency Module for the months prior to the change can be accessed by registering the system as *Currently Inactive*. This may be necessary to view, enter or modify data entered into the returns for the months prior to the change.

When the system is registered as *Currently Inactive* only agencies that are no longer active will be displayed. After the data for an inactive agency has been viewed, entered or modified it is important to re-register AIMS 2000 as *Currently Active* for that agency/region.

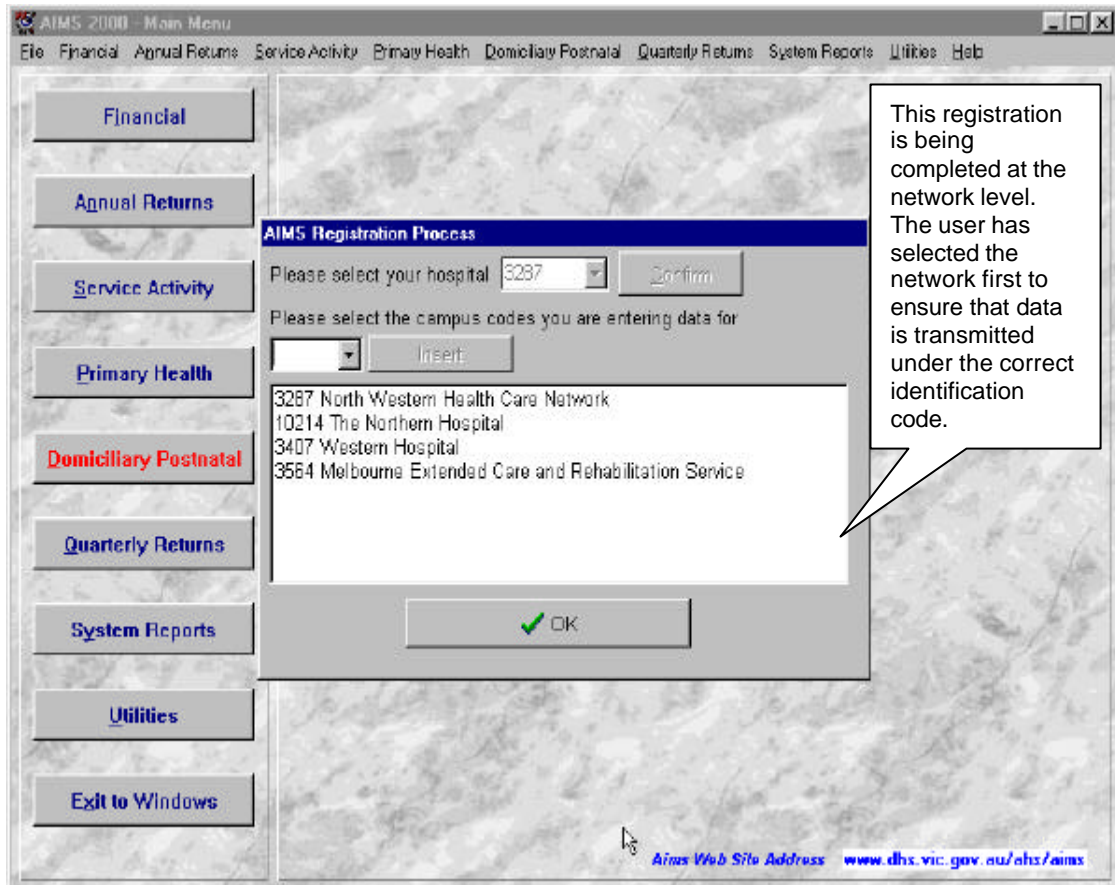
3.1.1 Hospital / Network Registration

Registration Process for *Currently Active* Agencies

1. Whilst in the main menu, press **CNTRL+F11** (This function is automatically performed when AIMS 2000 is opened for the first time after installation).
2. Select the **Currently Active** option.
3. Select the **Select Hospital** button. This will open the [AIMS Registration Process] window.
4. Use the drop-down arrow to view the list of agencies/networks. Alternatively, enter your agency's 4 or 5 digit AIMS code. If your agency is part of a network, you will need to select the network code rather than the agency code.
5. When you have located your agency/network code, select it once. The Auspice ID of the selected agency/network will now appear in the data entry box.
6. Select the **Confirm** button to accept your selection.
7. Use the drop-down arrow to register the transmitting agency/network component agency from the "Please select the campus codes you are entering data for" box.

When a campus of a healthcare network is registering (eg. The Northern Hospital), only that campus should be selected; not all the campuses that form the network.

When a healthcare network is registering, please ensure the network (eg. North Western Health Care Network) is selected first, followed by all the agencies that comprise that network (see diagram overleaf).



1. Select the **Insert** button to accept your selection.
2. Repeat steps 8 and 9 until all relevant campuses have been selected (only those that you are entering date for).
3. Select the **OK (✓)** button.

After the Agency Module has been registered, it is necessary to complete the Registration return (A1) which contains details about each agency site (See section 7.4.4, *Quarterly Return* of this guide).

Registration Process for *Currently Inactive Agencies*

This option is only used for agencies that have an inactive period as a result of an amalgamation, disaggregation or name change. An *Inactive Status* registration allows the data entry screens prior to the change in agency status to be accessed. This may be to enter or modify data for the period prior to the status change.

Current agencies will not be listed when this option is selected.

To register as an inactive status agency

- 1 Whilst in the main menu Press **CNTRL+F11** .
- 2 Select the **Currently Inactive** option.
- 3 Repeat steps 4 to 10 from Registration Process for Currently Active Agencies (Hospital/Network Registration).

When modifications have been made, ensure the registration is returned to *Currently Active*.

3.1.2 Region Registration

Registration Process for *Currently Active* Agencies

- 1 Whilst in the main menu, Press **CNTRL+F11** (This function is automatically performed when AIMS 2000 is opened for the first time after installation).
- 2 Select the **Currently Active** option.
- 3 Select the **Select Region** button.

This will open the [AIMS Registration Process] window.
- 4 Use the scroll bar to the right of the data entry box to locate the appropriate Region. When you have selected your region, the agencies for which your Region has responsibility are listed in a subscreen of the AIMS Registration Process window.
- 5 Select the **OK (✓)** button.

Registration Process for *Currently Inactive* Agencies

This option is only used for regions with agencies that have an inactive period as a result of an amalgamation, disaggregation or name change. An *Inactive Status* registration allows the data entry screens prior to the change in agency status to be accessed.

Current agencies will not be listed when this option is selected.

To register as a region with an inactive agency(ies)

- 1 Whilst in the main menu, Press **CNTRL+F11** .
- 2 Select the **Currently Inactive** option.
- 3 Repeat steps 3 through to 5 and from the Registration Process for Current Active Agencies (Region Registration).

When modifications have been made, ensure the registration is returned to *Currently Active*.