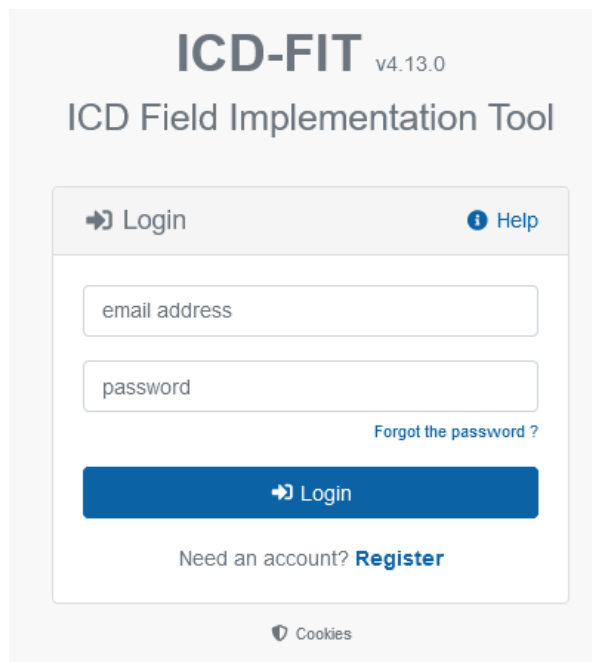# ICD-FIT Coordinator guide

1. Introduction

This is the **coordinator** guide for the web-based application for ICD Field Implementation Tool called ICD-FIT.
The **coordinator** manages his/her **centers** and **modules**. A coordinator is also acting as a user role participating in modules as standard user. He/she should register into the system and fill in the participant form. After that, he/she should access his/her own home page, check for assigned **modules**, fill in the related forms.

2. Information on registering and signing in

After inserting your email address and password, click the **Login** button to sign into the system.

If you don't already have an account, follow the online instructions to **register** and set up an account by completing the following information:

Once you have completed these details, click on the **Register** button and an email will be sent advising you of your new login (account) details to access ICD-FIT.

Please remember to click on the **validation link** in your email to verify your email address.


ICD-FIT registration

Thank you for registering to access the ICD-FIT.

Please first click on the link to validate your email for your ICD-FIT account

- validation link

Please see below your new account details:

- Your email:
- Your name:
- Your organization:

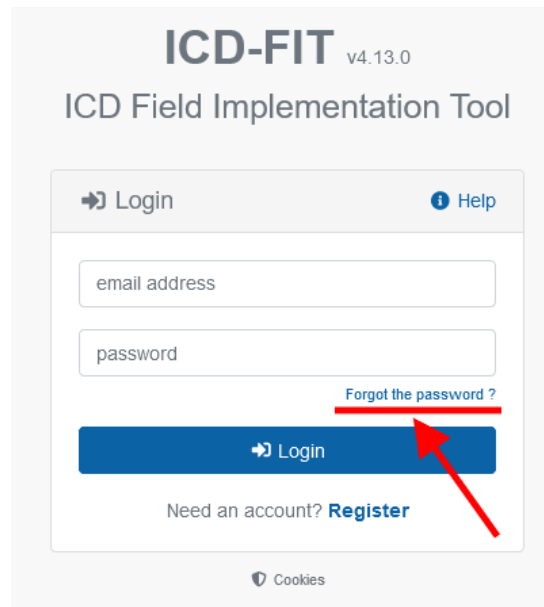If you wish to change your password go to the "Settings" page after login

Thank you

ICD-FIT Team

This is an automatic message from ICD-FIT to your email:

Then you can sign in with your new account login details

If you have forgotten your password, click on 'Forgot the password?' on the Login page as below. You may reset your password by completing the following screen. An email will be sent with new password details, see below:

After the registration, the user is guided through two forms. The first one is to set your language (currently ICD-FIT is only in English)

The second step collects user data:

ⓘ Participant information form (step 2/4)

1. *Country*
[▼]

2. *Year of birth*
[▼]

3. *Sex*
[▼]

4. *Highest educational degree you have obtained*
[Pre-University   ▼]

5. *Select the occupation from the list that best describes your profession*

☐ Medicine   ☐ Nursing

☐ Midwifery   ☐ Dentistry

☐ Pharmacy   ☐ Health information manager (coders, medical records)

☐ Environmental and occupational health and hygiene   ☐ Physiotherapy or Physical therapy

☐ Nutrition   ☐ Social Sciences

☐ Psychology   ☐ Social work and counselling

☐ Health Policy   ☐ Traditional and complementary medicine

☐ Other

6. *Select the occupation from the list that best describes your profession*

☐ Cardiology   ☐ Environmental Health

☐ Genitourinary, Reproductive, and Maternal Health   ☐ Endocrinology

☐ Gastroenterology   ☐ Haematology

☐ Hepato-pancreatobiliary   ☐ Internal Medicine

☐ Injuries and External Causes of Disease   ☐ Mental Health

☐ Musculoskeletal Conditions   ☐ Neoplasms and Oncology

☐ Nephrology   ☐ Neurology

☐ Nutrition   ☐ Ophthalmology

☐ Oral Health - Dentistry   ☐ Pediatrics

☐ Rare Diseases   ☐ Respiratory Conditions

☐ Rheumatology   ☐ Traditional Medicine/Complementary and Alternative Medicine

☐ Other

7. *Which version of the ICD do you use?*
[I do not use ICD   ▼]

8. *If you do use ICD, do you use:*

☐ Clinical Modification   ☐ Specialty Adaptation

9. *What is your experience using ICD?*

☐ Coding: I coded data using ICD (coding administrative data or coding   ☐ Analysis: I used ICD-coded data for analysis/research
research data)

☐ Policy and Programs: I used ICD data for some higher level use, e.g. in the
design of a quality and safety program

🖫 Save

3. ICD-FIT Homepage

Once logged in the user is directed to his/her home page. The home page is organized into 4 parts:

A. Settings
B. Centers
C. Dashboard
D. Browse Centers
E. Coordinator Centers
F. Coordinator Dashboard

4. Settings

You can manage your account by clicking on the **settings** button (also located in the top bar). The following account management options will display for editing your account details:
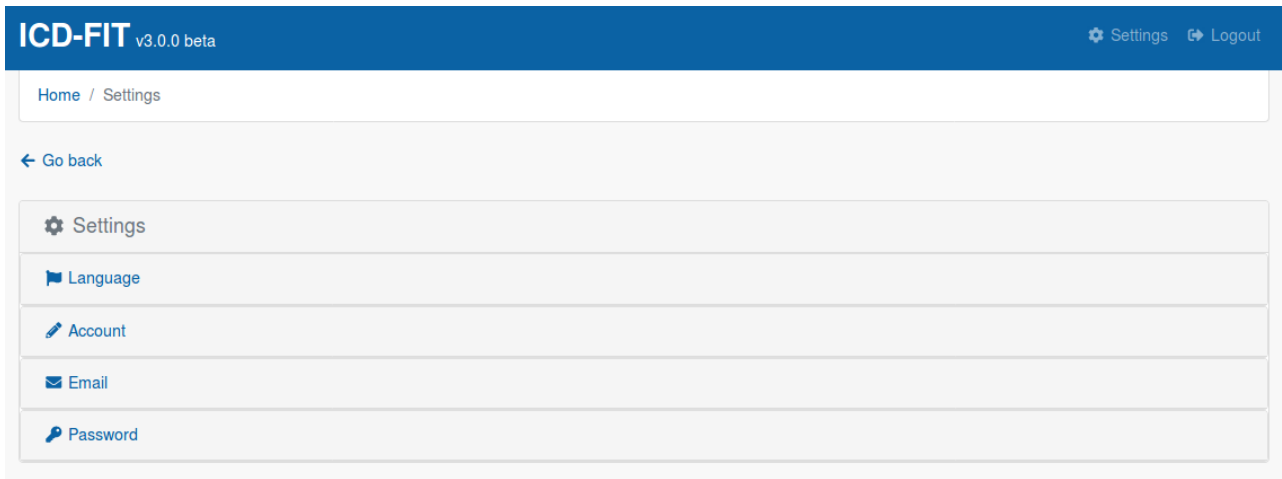
Follow the online prompts within each section to make any required changes:

- Language: allows you to change the language
- Account: allows you to change personal data
- Email: allows you to update your email address
- Password: allows you to change your password

5. Centers

As shown in the home page image, it lists the **centers** available for a **user**. The **DEMO center** is assigned by default to each user. The **DEMO center** is for testing and trying all functionalities of a **center**.
As shown below, the center contains the **modules** assigned to it. A progress bar under every **module** shows the advancement status. This screenshot shows the **DEMO center** page.
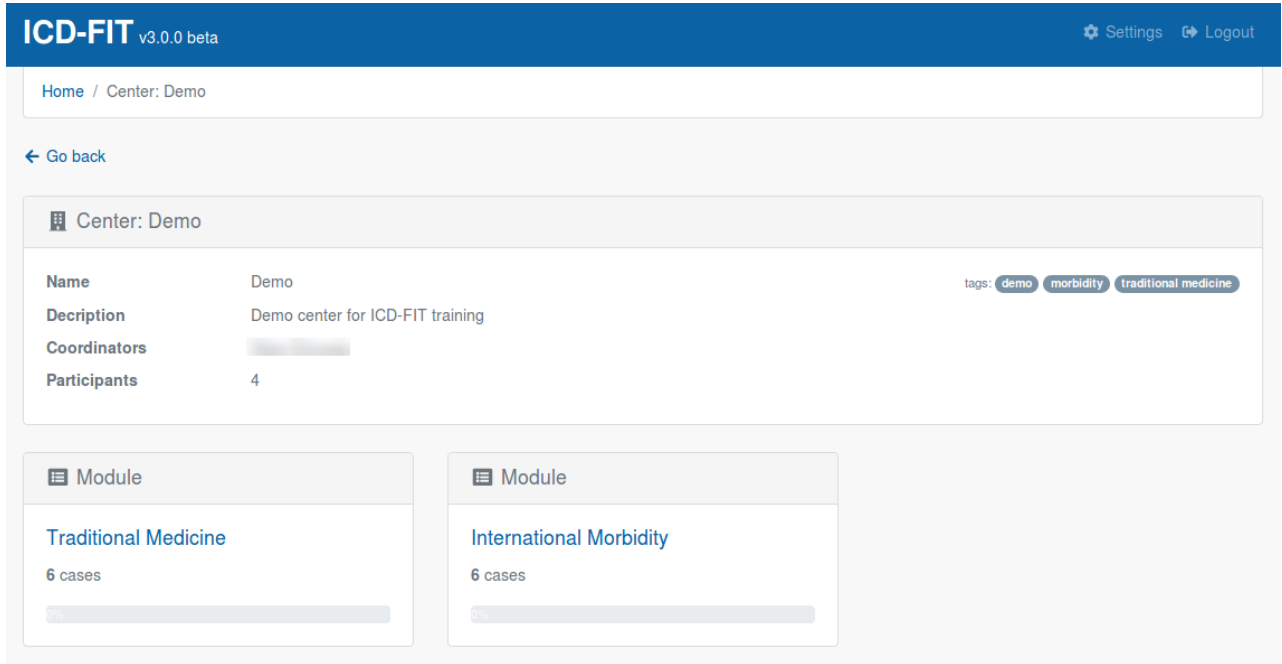
A **module** consists in rating a few **cases**. The cases are shown as a list. For opening a **case**, just click on the Case number link (in the first column).

ICD-FIT v3.0.0 beta   ⚙ Settings ↪ Logout

Home / Center: Demo / Module: International Morbidity

← Go back

⊞ Module: International Morbidity

Center	Demo
Module	International Morbidity
Cases	6

☑ Cases

Number	Case	Status
Case 1	Staph...	-
Case 2	Pleom...	-
Case 3	Iron ...	-
Case 4	Sever...	-
Case 5	Acute...	-
Case 6	Type ...	-

This is the screenshot of a **case**. The top shows information about the current Center, Module and Case number. The content to code is highlighted in yellow.

☑ Case

Center	Demo
Module	Demo Morbidity 2021

Case number

Case 1

Case content

Common Cold

📋 ICD-11 Codes Assignment Form

1. *ICD-11 code(s) you would assign to this diagnosis*   *ICD-11 code field* ❓

Type for starting the search   ✕

2. *Did you experience any difficulty in assigning a code(s) to this case?*

◯ Yes   ◯ No

✔ Next

The second part is the Code(s) assignment form to fill. The **ICD-11 Coding Tool** is embedded in the form to guide users during coding. See the next screenshot.

It is necessary to click on the **Next** button to save data filled. After saving, ICD-FIT automatically shows another **case** to fill.

When all cases of a modules have been completed, you can analyze your data and perfomance via the **Dashboard** link on the home page.
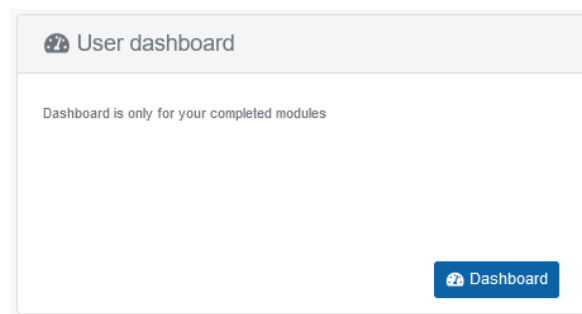
6. Dashboard

The **dashboard** shows your performance and compares yourself with other participants (rank) of every **center** and **module** you are part of.
You can filter the data by Center, Module, and/or Case.

7. Browse Centers

The **browse centers** page is available for searching centers to join. Use the **Browse** link from the home page.

Just type in the search box the name of the center you want to join in.

Clicking on the **Join** button a request is sent to the center's **coordinator**.

The request will be evaluated by the **coordinator** and if accepted the **center** will be added in your home page.
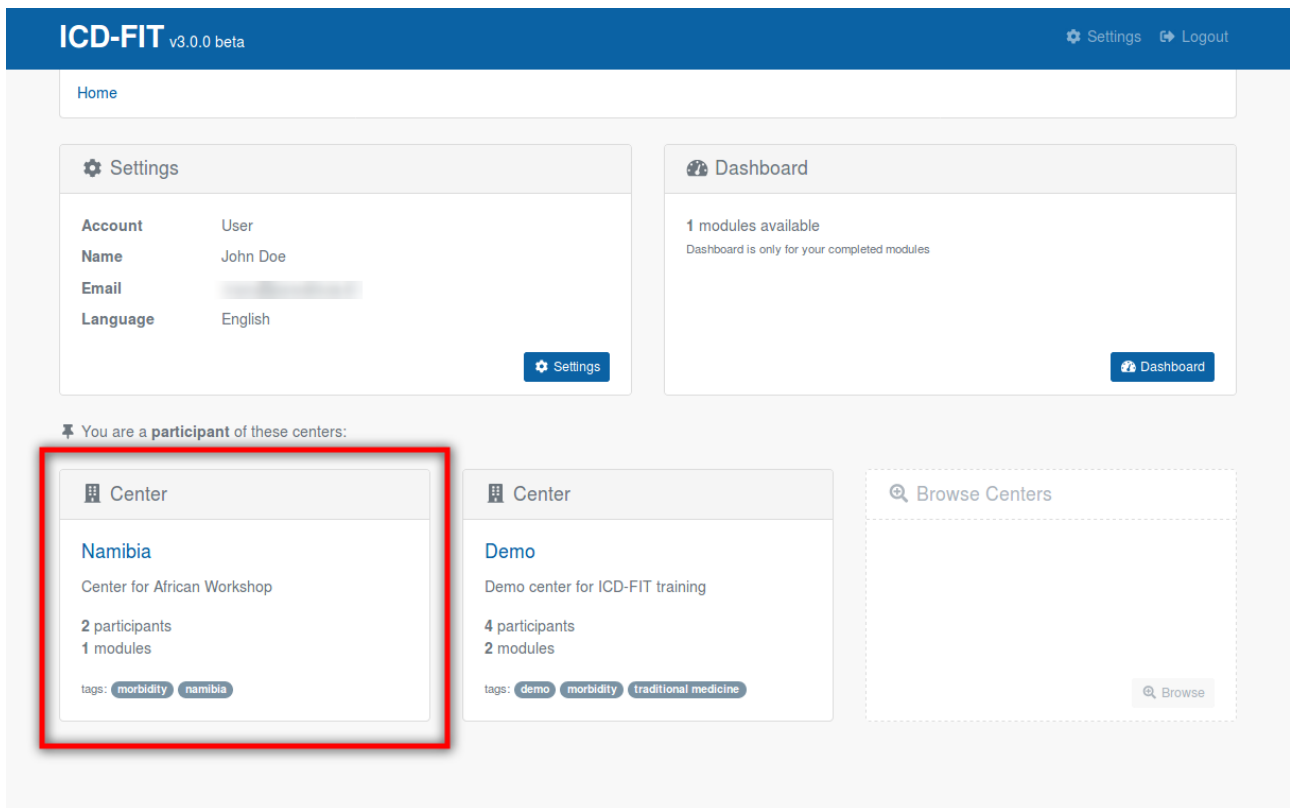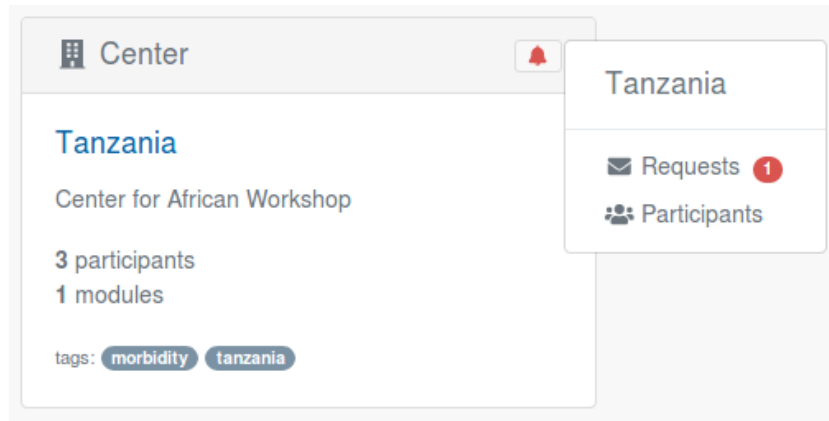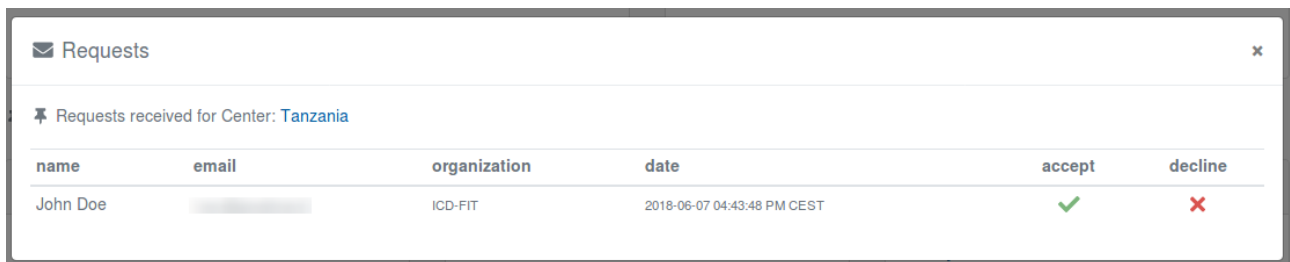

8. Coordinator Centers

The **coordinator** can accept or decline the request of participation made by **users**. The coordinator has a context menu located on the top right corner of each centers he/she coordinates, see below.
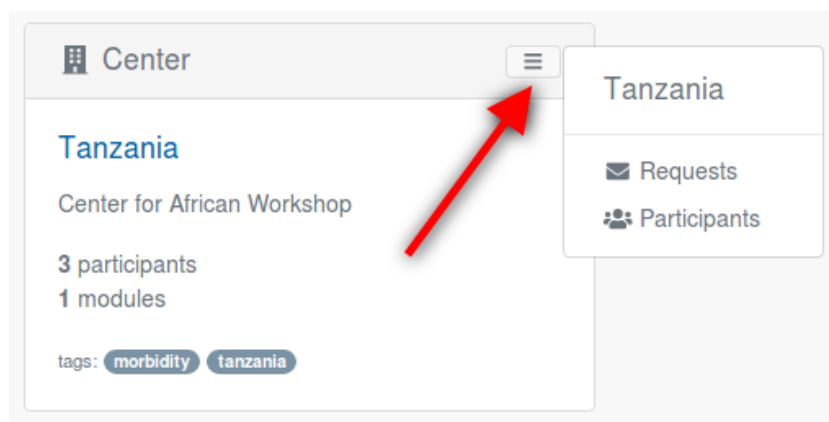
When **users** have sent a request for a **center** (see chapter 7.), a notification is shown in the coordinator's menu.

Clicking over the **Requests** menu item, the coordinator can manage the requests and accept or decline the users.
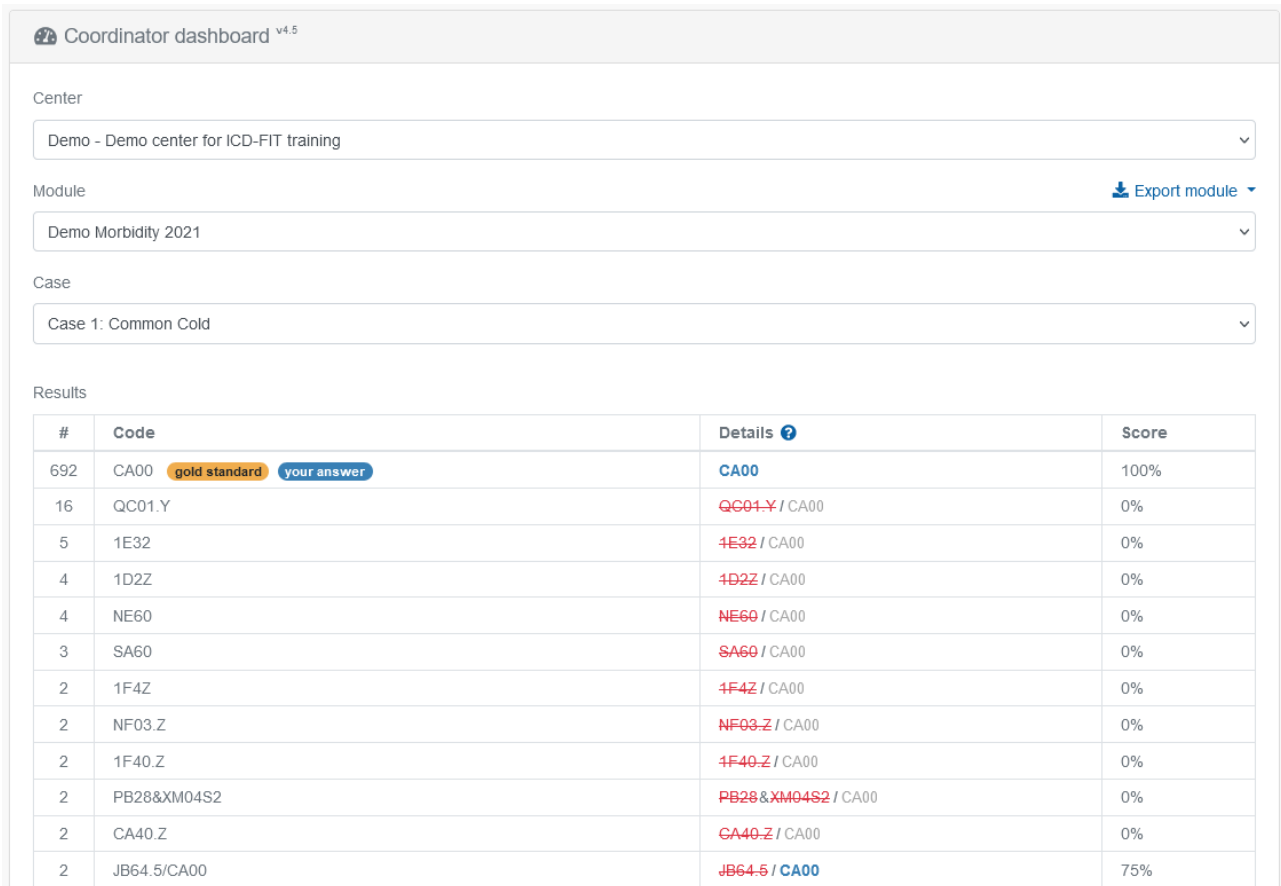

Clicking over the **Participants** menu item, the coordinator can see the list of participants,
For each participants, you can choose 'Coordinator' from the menu for set the participant as a coordinator of your center, or choose 'User' for set the participant as a normal user (not a coordinator) of your center. See example below:
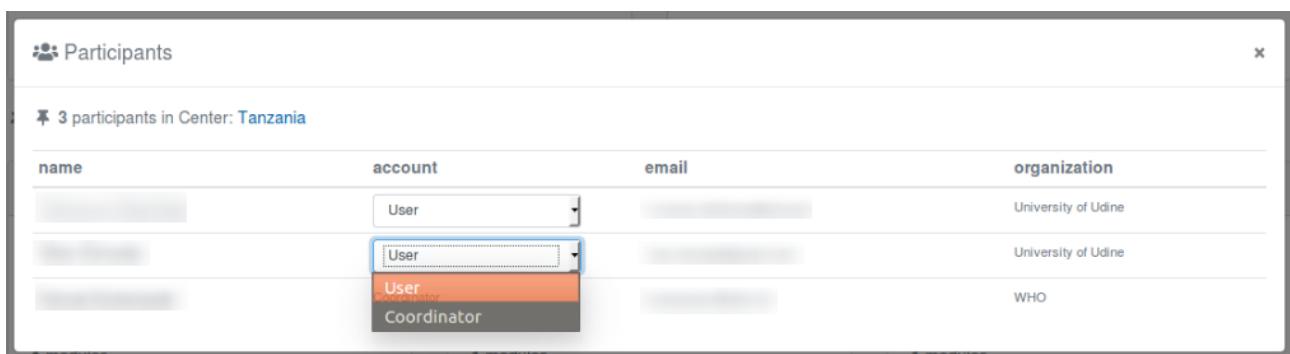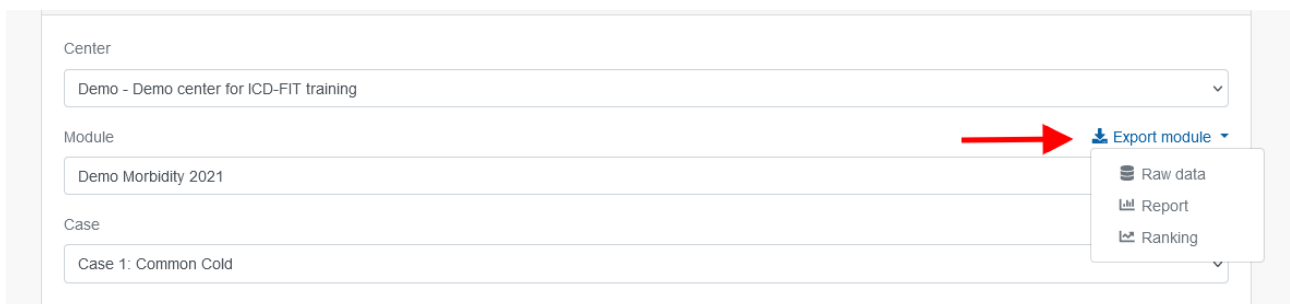
9. Coordinator Dashboard

The **dashboard** shows the performance and data collected by all the partecinpant of the Centers. You can filter the data by Center, Module, and/or Case.

A dropdown menu for exporting data is also available for every module.