

ICD-FIT Coordinator guide

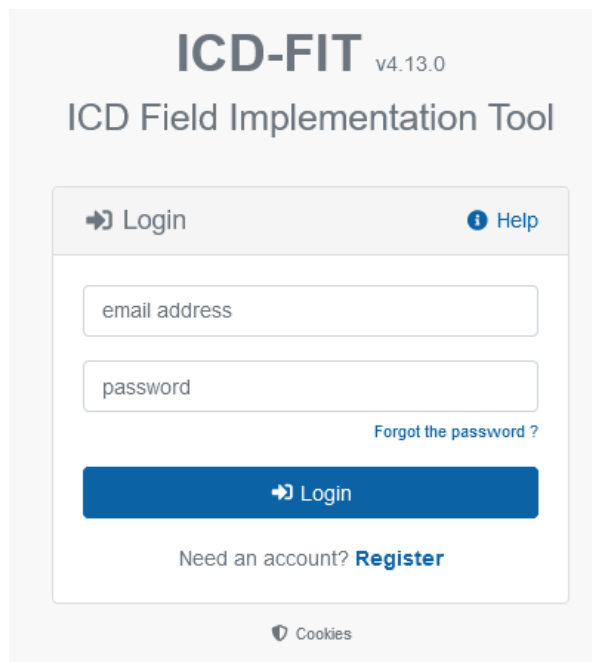
1. Introduction

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.



The screenshot shows the login interface for ICD-FIT v4.13.0. At the top, it says "ICD-FIT v4.13.0" and "ICD Field Implementation Tool". Below this is a login form with a "Login" link and a "Help" icon. The form contains two input fields: "email address" and "password". There is a "Forgot the password?" link next to the password field. A blue "Login" button is positioned below the fields. Underneath the button, it says "Need an account? Register". At the bottom of the form, there is a "Cookies" link.

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


 Create an account ✕

Your name

Your email address (will be verified)

Your password

Your organization or affiliation



Type the text image

✕ Close ✓ Register

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

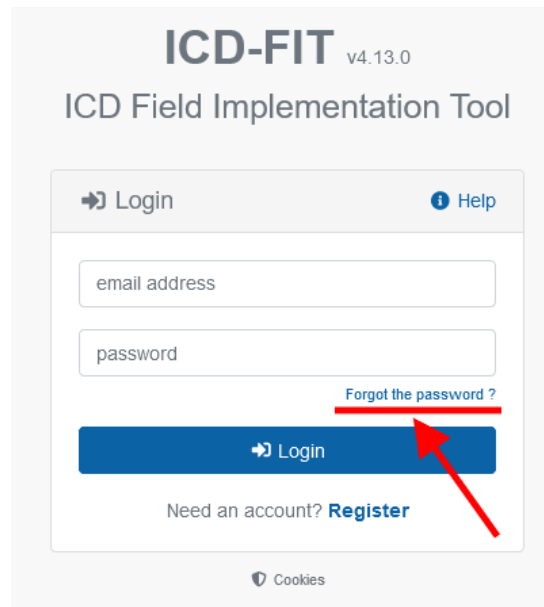
Thank you

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:



ICD-FIT v4.13.0
ICD Field Implementation Tool

→ Login Help

email address

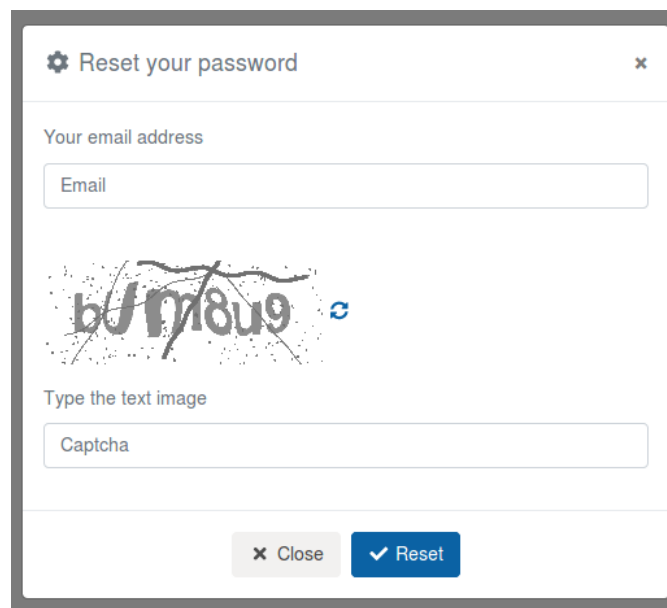
password

Forgot the password ?

→ Login

Need an account? Register

🍪 Cookies



⚙️ Reset your password ✕

Your email address

Email

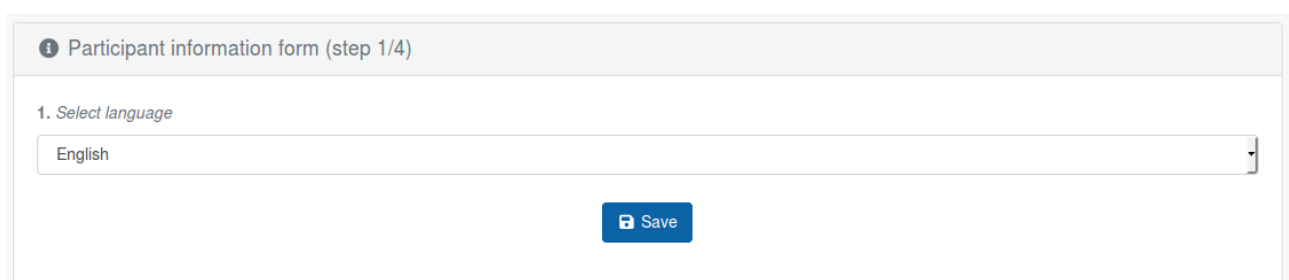
bU/m8u9 ↻

Type the text image

Captcha

✕ Close ✓ Reset

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)



📘 Participant information form (step 1/4)

1. Select language

English

💾 Save

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

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

<input type="checkbox"/> Medicine	<input type="checkbox"/> Nursing
<input type="checkbox"/> Midwifery	<input type="checkbox"/> Dentistry
<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Health information manager (coders, medical records)
<input type="checkbox"/> Environmental and occupational health and hygiene	<input type="checkbox"/> Physiotherapy or Physical therapy
<input type="checkbox"/> Nutrition	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Psychology	<input type="checkbox"/> Social work and counselling
<input type="checkbox"/> Health Policy	<input type="checkbox"/> Traditional and complementary medicine
<input type="checkbox"/> Other	

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

<input type="checkbox"/> Cardiology	<input type="checkbox"/> Environmental Health
<input type="checkbox"/> Genitourinary, Reproductive, and Maternal Health	<input type="checkbox"/> Endocrinology
<input type="checkbox"/> Gastroenterology	<input type="checkbox"/> Haematology
<input type="checkbox"/> Hepato-pancreatobiliary	<input type="checkbox"/> Internal Medicine
<input type="checkbox"/> Injuries and External Causes of Disease	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Musculoskeletal Conditions	<input type="checkbox"/> Neoplasms and Oncology
<input type="checkbox"/> Nephrology	<input type="checkbox"/> Neurology
<input type="checkbox"/> Nutrition	<input type="checkbox"/> Ophthalmology
<input type="checkbox"/> Oral Health - Dentistry	<input type="checkbox"/> Pediatrics
<input type="checkbox"/> Rare Diseases	<input type="checkbox"/> Respiratory Conditions
<input type="checkbox"/> Rheumatology	<input type="checkbox"/> Traditional Medicine/Complementary and Alternative Medicine
<input type="checkbox"/> Other	

7. Which version of the ICD do you use?

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

<input type="checkbox"/> Clinical Modification	<input type="checkbox"/> Specialty Adaptation
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9. What is your experience using ICD?

<input type="checkbox"/> Coding: I coded data using ICD (coding administrative data or coding research data)	<input type="checkbox"/> Analysis: I used ICD-coded data for analysis/research
<input type="checkbox"/> Policy and Programs: I used ICD data for some higher level use, e.g. in the design of a quality and safety program	

3. ICD-FIT Homepage

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

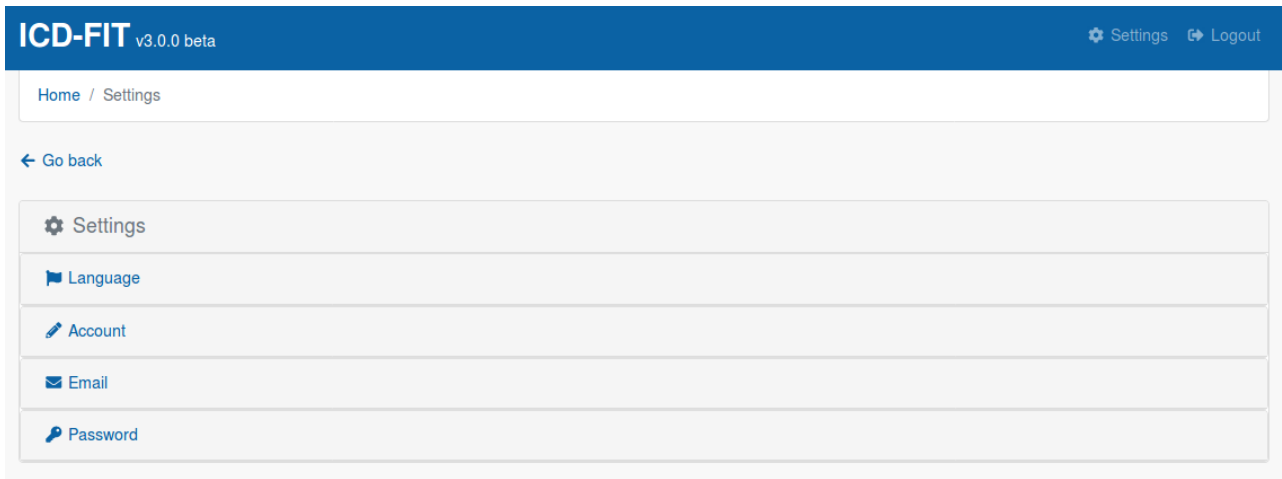
- A. Settings
- B. Centers
- C. Dashboard
- D. Browse Centers
- E. Coordinator Centers
- F. Coordinator Dashboard

The screenshot shows the ICD-FIT v4.10.1 homepage. At the top, there is a blue header with the text "ICD-FIT v4.10.1" on the left and "Settings" and "Logout" on the right. Below the header, the page is organized into several sections:

- Settings:** A card with a gear icon containing account information: "Account: Coordinator", "Name: [redacted]", "Email: [redacted]", "Language: English". A red callout letter "A" is placed next to the Name field. A "Settings" button is at the bottom right.
- Coordinator dashboard:** A card with a person icon containing "1 centers" and "View and export data from your centers". A red callout letter "F" is in the center. A "Dashboard" button is at the bottom right.
- User dashboard:** A card with a person icon containing "Dashboard is only for your completed modules". A red callout letter "C" is in the center. A "Dashboard" button is at the bottom right.
- You are a coordinator of these centers:** A section with a red callout letter "E" containing a card for a "Demo" center. The card shows "Demo center for ICD-FIT training", "6249 participants", "1 modules", and tags "Demo" and "Morbidity".
- You are a participant of these centers:** A section with a red callout letter "B" containing a card for "WHO HQ" center. The card shows "Center for WHO Headquarters", "17 participants", "1 modules", and tag "WHO".
- Browse Centers:** A dashed box containing a search icon and the text "Browse Centers". A red callout letter "D" is in the center. A "Browse" button is at the bottom right.

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:

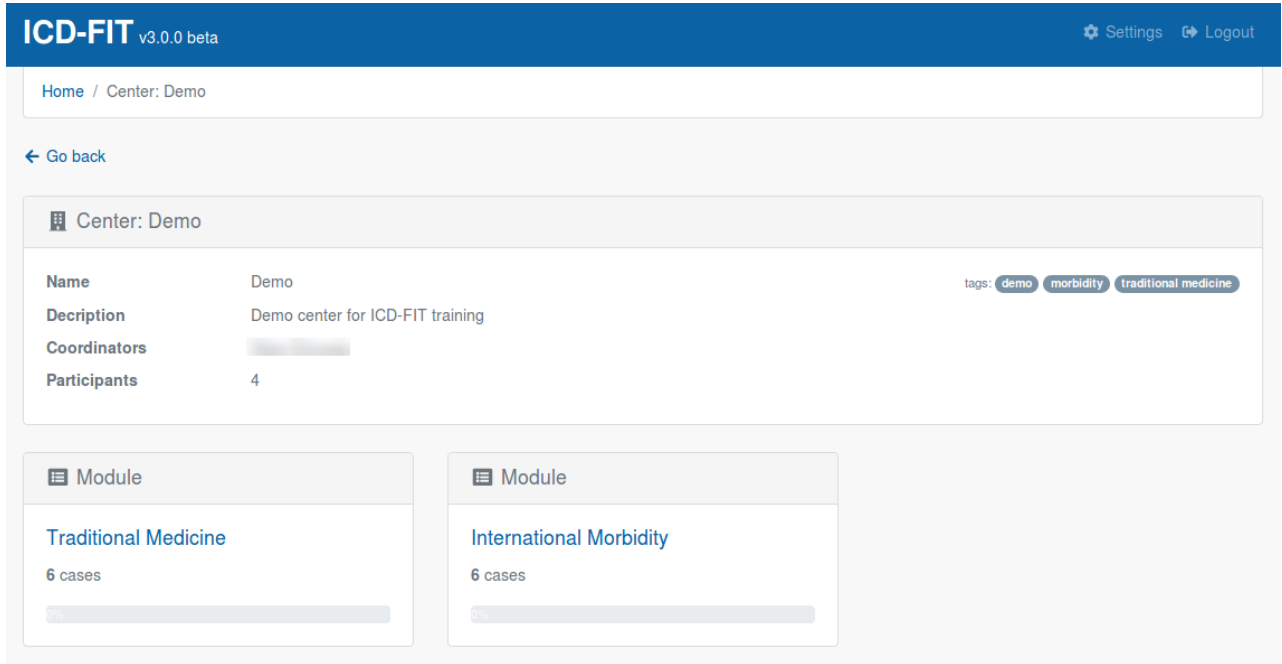


Follow the online prompts within each section to make any required changes:

- 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).

The screenshot shows the ICD-FIT v3.0.0 beta interface. At the top, there is a blue header with the text 'ICD-FIT v3.0.0 beta' and links for 'Settings' and 'Logout'. Below the header, a breadcrumb trail reads 'Home / Center: Demo / Module: International Morbidity'. A 'Go back' link is visible. The main content area is titled 'Module: International Morbidity' and contains a summary table:

Center	Demo
Module	International Morbidity
Cases	6

Below this is a section titled 'Cases' with a table listing six 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.

The screenshot shows the 'Case' details page. At the top, it says 'Case'. Below that, a summary table shows:

Center	Demo
Module	Demo Morbidity 2021
Case number	Case 1

The 'Case content' section shows 'Common Cold' highlighted in yellow. Below this is the 'ICD-11 Codes Assignment Form' section. It contains two questions:

1. ICD-11 code(s) you would assign to this diagnosis. This question has a search input field with the placeholder 'Type for starting the search' and a clear button 'x'. To the right is an 'ICD-11 code field' with a help icon.
2. Did you experience any difficulty in assigning a code(s) to this case? This question has two radio button options: 'Yes' and 'No'.

At the bottom of the form is a blue 'Next' button with a checkmark icon.

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.

ICD-11 Codes Assignment Form

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

Common Cold

ICD-11 code field ?

Related words... Filter

Word list sort: Relatedness/repetition

Destination Entities sort: Matching score

Code	Description	Match
CA00	Acute nasopharyngitis common cold *	[Details]
QC01.Y	Other specified need for immunization against certain single viral diseases Prophylactic vaccination against the common cold	[Details]
NE60	Harmful effects of drugs, medicaments or biological substances, not elsewhere classified Harmful effects of other anti- common-cold drugs	[Details]
PB28&XM0452	Unintentional exposure to or harmful effects of other anti- common-cold drugs	[Details]
PE88&XM0452	Assault by exposure to or harmful effects of other anti- common-cold drugs	[Details]
PC98&XM0452	Intentional self-harm by exposure to or harmful effects of other anti- common-cold drugs	[Details]
PH48&XM045...	Exposure to or harmful effects of undetermined intent of other anti- common-cold drugs	[Details]
PL00	Drugs, medicaments or biological substances associated with injury or harm in therapeutic use Drugs medicaments or biological substances associated with injury or harm in therapeutic use, Agents primarily acting on smooth or skeletal muscles or the respiratory system, Anti- common-cold drugs	[Details]

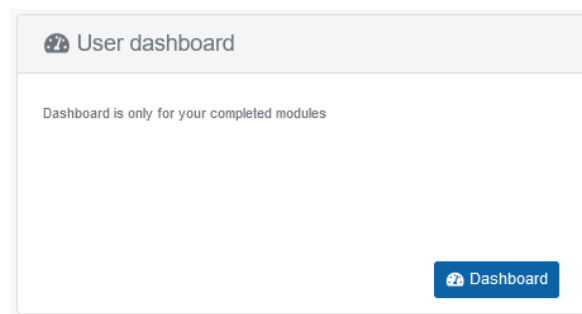
2. Did you experience any difficulty in assigning a code(s) to this case?

Yes No

[Next](#)

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 performance 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.

User dashboard

Center: Demo - Demo center for ICD-FIT training

Module: Demo Morbidity 2021

Case: Case 1: Common Cold

Module Score

96 / 100
Performance

342 / 622
Rank

Results

#	Code	Details ?	Score
692	CA00 gold standard your answer	CA00	100%
16	QC01.Y	QC01.Y / CA00	0%
5	1E32	1E32 / CA00	0%
4	NE60	NE60 / CA00	0%
4	1D2Z	1D2Z / CA00	0%
3	SA60	SA60 / CA00	0%
2	1F40.Z	1F40.Z / CA00	0%
2	PB28&XM04S2	PB28&XM04S2 / CA00	0%
2	CA40.Z	CA40.Z / CA00	0%
2	JB64.5/CA00	JB64.5 / CA00	75%

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.

🔍 Browse Centers

Center: [Search](#)

📌 You can send a request to join these centers (Every request will be evaluated by the center's coordinator):

🏠 Center

Namibia

National Center

tags: [Morbidity](#) [Namibia](#)

[+ Join](#)

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

🏠 Center

Namibia

Center for African Workshop

tags: [morbidity](#) [namibia](#)

[+ Join](#)

🏠 Center

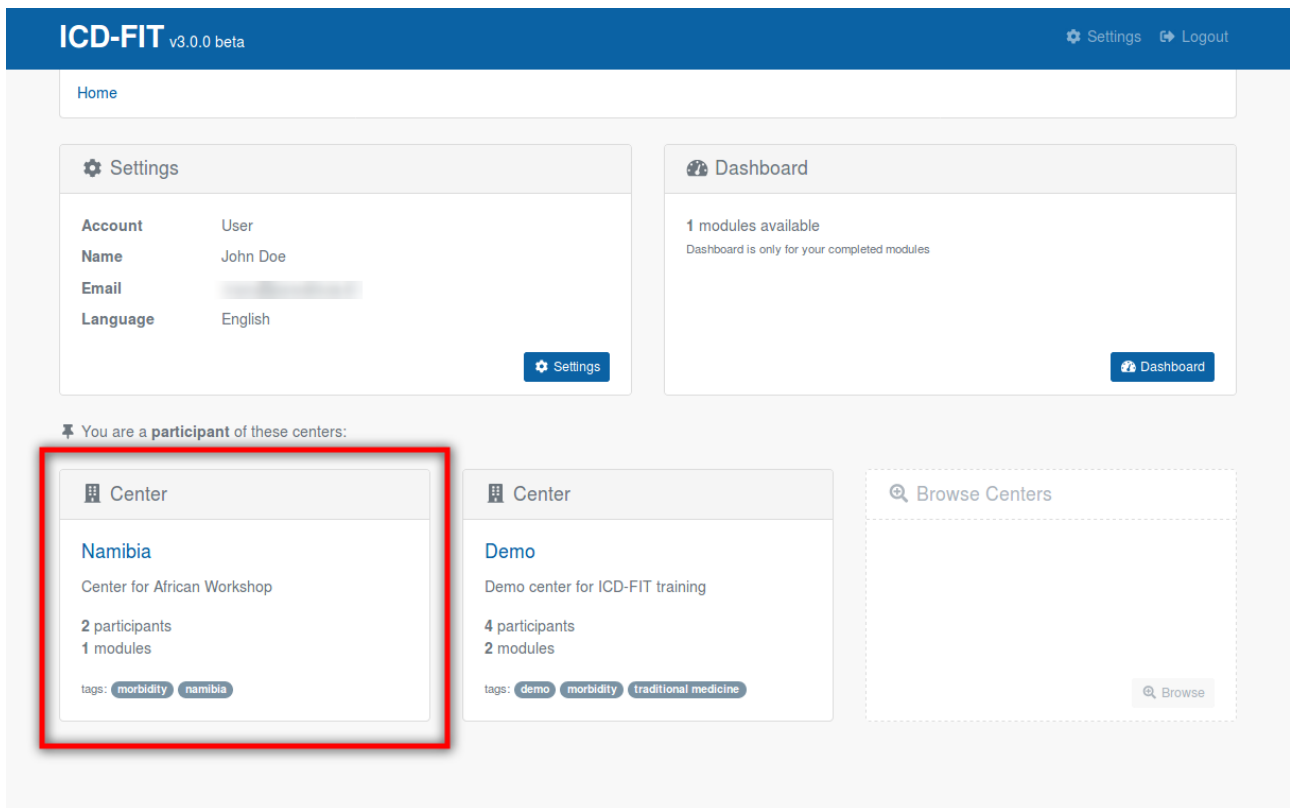
Namibia

Center for African Workshop

tags: [morbidity](#) [namibia](#)

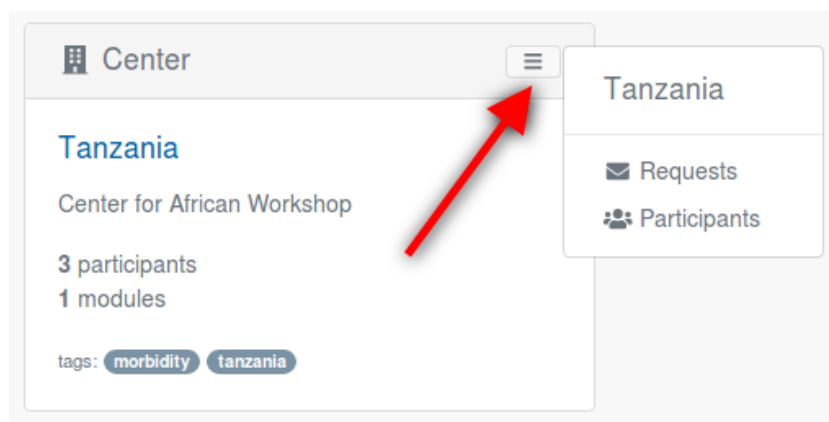
✓ Request sent

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

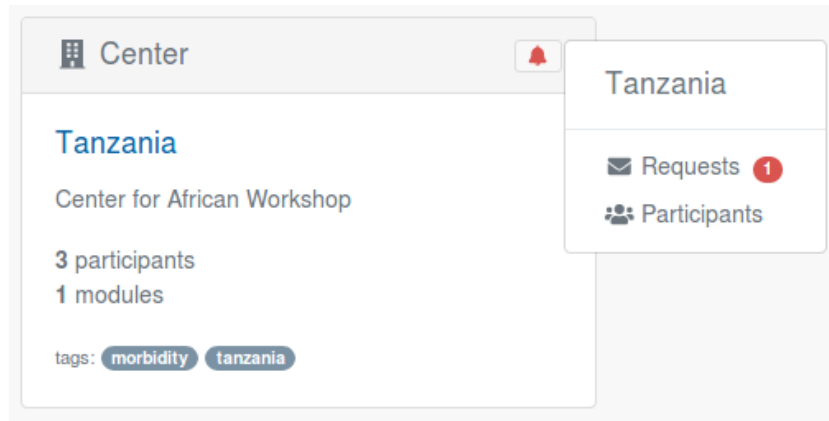


8. Coordinator Centers

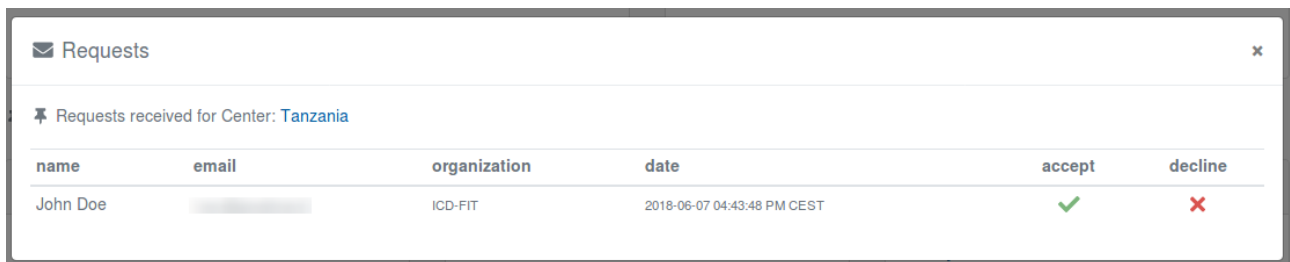
The **coordinator** can accept or decline the request of participation made by **users**. The coordinator has a context menu located on the top right corner of each centers he/she coordinates, see below.



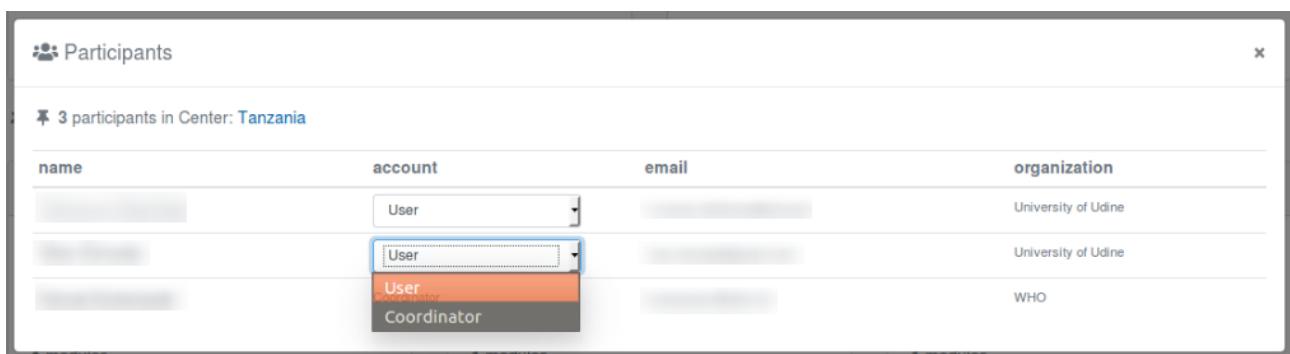
When **users** have sent a request for a **center** (see chapter 7.), a notification is shown in the coordinator's menu.



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

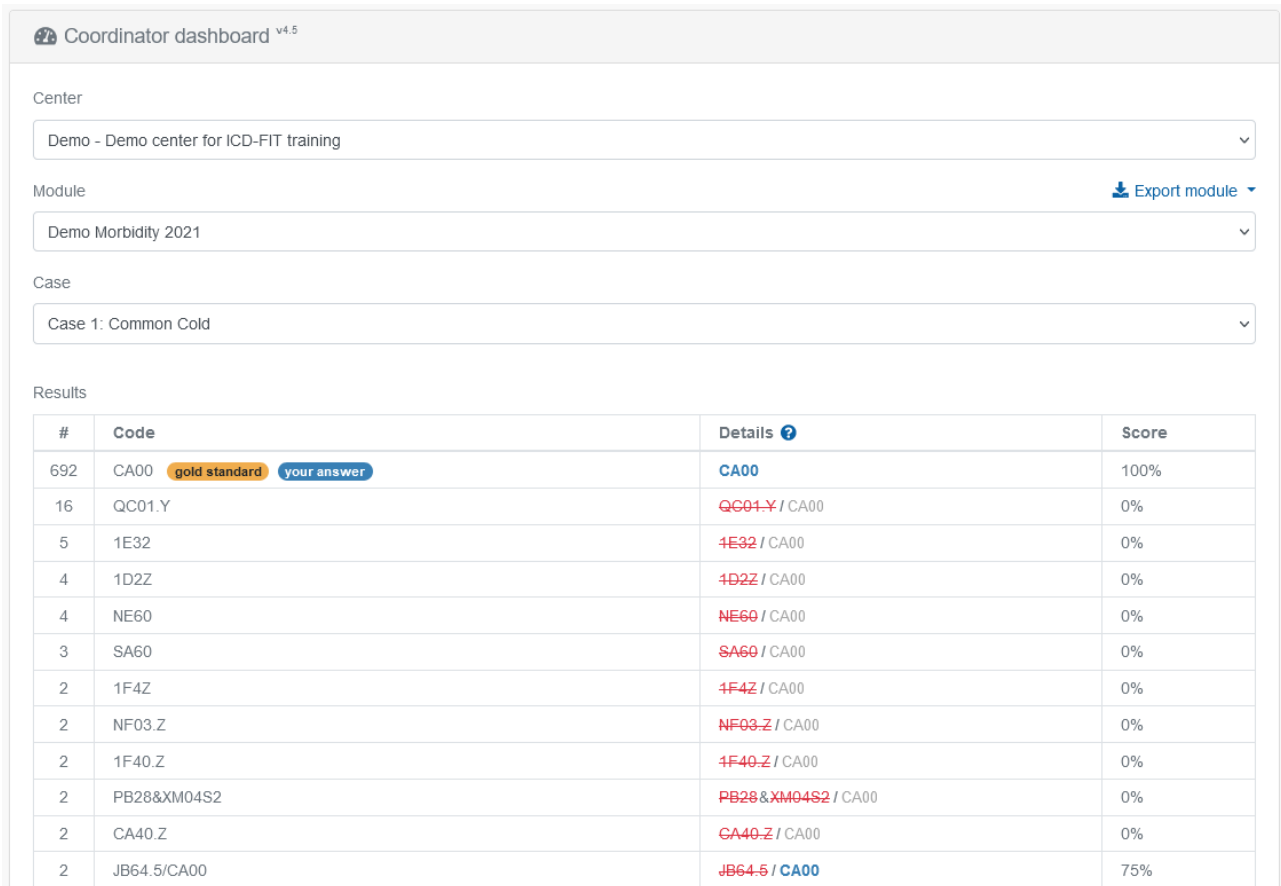


Clicking over the **Participants** menu item, the coordinator can see the list of participants, For each participants, you can choose 'Coordinator' from the menu for set the participant as a coordinator of your center, or choose 'User' for set the participant as a normal user (not a coordinator) of your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



9. Coordinator Dashboard

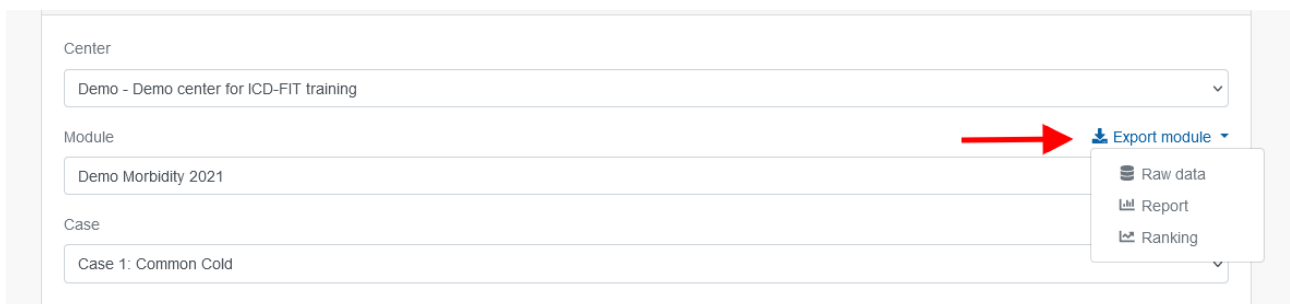
The **dashboard** shows the performance and data collected by all the participant of the Centers. You can filter the data by Center, Module, and/or Case.



The screenshot shows the Coordinator dashboard v4.5. It features three filter sections: Center (set to 'Demo - Demo center for ICD-FIT training'), Module (set to 'Demo Morbidity 2021'), and Case (set to 'Case 1: Common Cold'). An 'Export module' button is located to the right of the Module filter. Below the filters is a 'Results' table with the following data:

#	Code	Details	Score
692	CA00	CA00	100%
16	QC01.Y	QC01.Y / CA00	0%
5	1E32	1E32 / CA00	0%
4	1D2Z	1D2Z / CA00	0%
4	NE60	NE60 / CA00	0%
3	SA60	SA60 / CA00	0%
2	1F4Z	1F4Z / CA00	0%
2	NF03.Z	NF03.Z / CA00	0%
2	1F40.Z	1F40.Z / CA00	0%
2	PB28&XM04S2	PB28&XM04S2 / CA00	0%
2	CA40.Z	CA40.Z / CA00	0%
2	JB64.5/CA00	JB64.5 / CA00	75%

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



This image is a close-up of the 'Export module' button from the dashboard. A red arrow points to the button, which has opened a dropdown menu. The menu contains three options: 'Raw data', 'Report', and 'Ranking'.