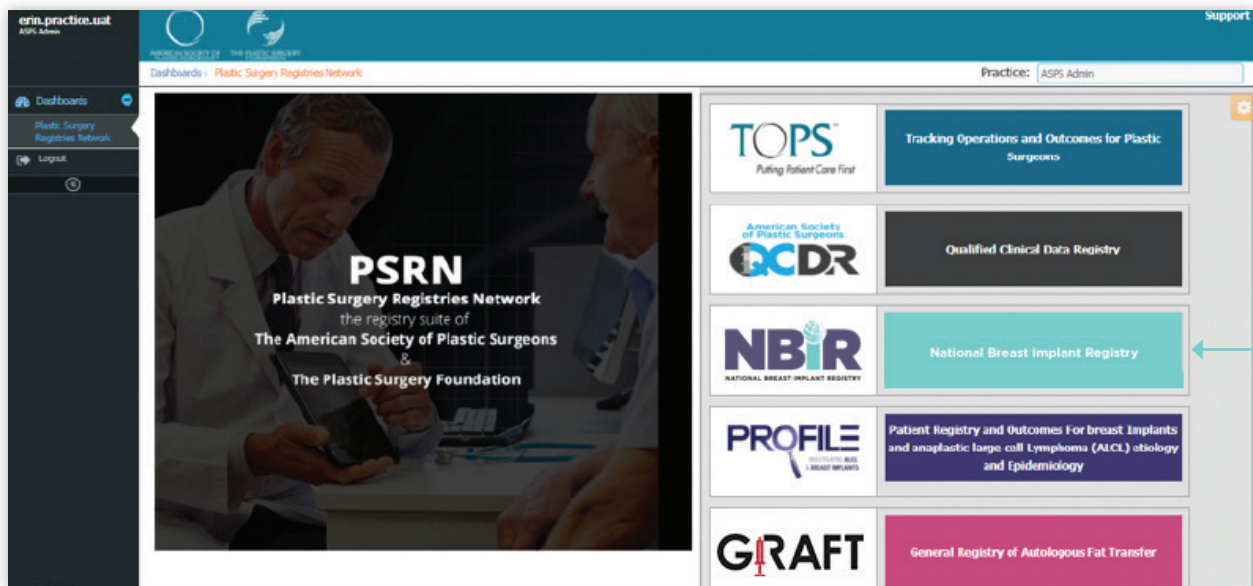
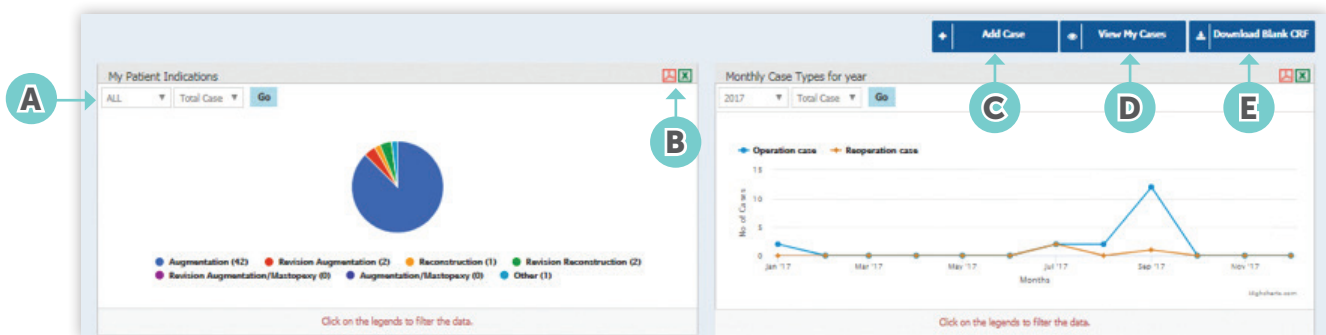



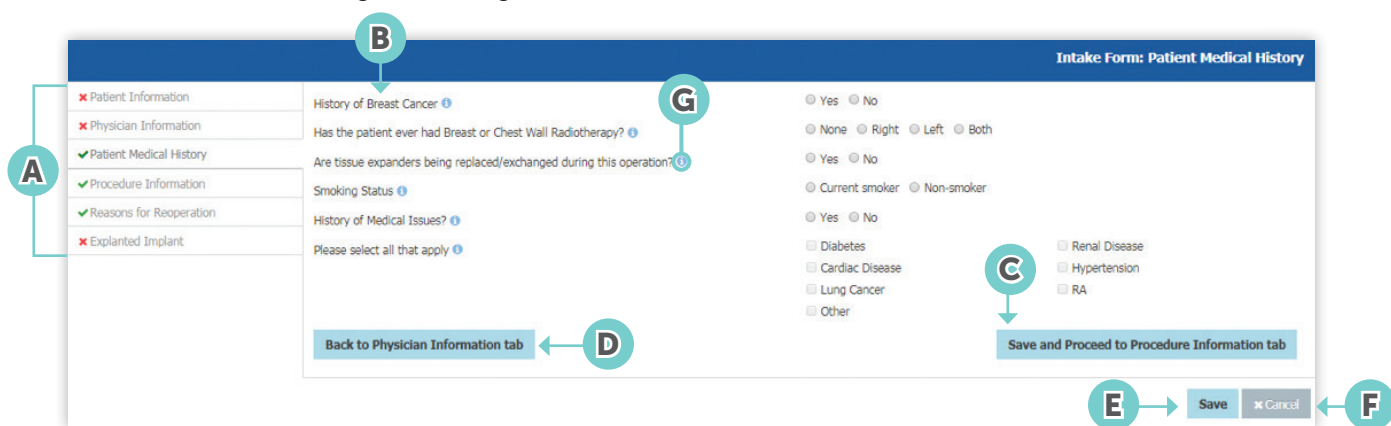
1. Log in to the Plastic Surgery Registries Network (PSRN) using the following link:  
<https://psrn.plasticsurgery.org/Dashboard/login.aspx>
2. When you log in to your PSRN account, you will be directed to the PSRN landing page which shows all of the registries that you are registered for. **Click on the NBIR tile.**



3. Your personalized NBIR Dashboard will be displayed. The NBIR Dashboard is made up of 8 reports that contain data related to your practice. Please see below for additional information related to your NBIR Dashboard.
  - Filters:** Each graph can be filtered by Year and Submission Status. These filters can be applied using the two drop down menus in the upper left corner of each graph, and clicking **Go**.
  - Export to PDF or Excel:** Click the PDF and/or Excel icons in the upper right corner of each graph to export the graph to PDF and/or Excel.
  - Add Case:** Click **Add Case** to open the electronic version of the NBIR Case Report Form (CRF). See Step 4 for additional key points related to completing the CRF.
  - View My Cases:** Click **View My Cases** to open your My Cases table to view all of the cases you have entered into the NBIR.
  - Download Blank CRF:** Click this button to download a blank version of the NBIR CRF.



4. Click **Add Case** to begin data entry. A blank NBIR CRF will be displayed.
  - A. Tabs:** Initially only 4 tabs will be displayed when you open the NBIR CRF, however additional tabs may be generated depending on your selection on the Procedure Information tab. Please fill out all of the information found on all of the tabs to the best of your ability. You can navigate from tab to tab by either directly clicking on a particular tab, or by clicking the **Save and Proceed** and **Back** buttons.
  - B. Mandatory Fields:** Data elements that must be completed in order to submit your NBIR Case.
  - C. Save and Proceed to Next Tab:** Click this button to save your case and proceed to the next tab.
  - D. Back to Previous Tab:** Click this button to save your case and jump to the previous tab.
  - E. Save:** Click this button save the CRF.
  - F. Cancel:** Click this button to close the CRF.
  - G. Information Icon **: NBIR staff has worked with the International Collaboration of Breast Registry Activities (ICOBRA) to develop a data dictionary to define all data elements within the NBIR, similar to how they are defined in similar registries throughout the world.



5. After completing data entry to the best of your ability, you need to submit your case. The **Submit** button can be found on the last tab of the CRF in between the **Save** and **Cancel** buttons.

**TIP!** The following fields must be completed in order to generate the Implanted Device tab to send a case to the Barcode Scanning App for scanning purposes:

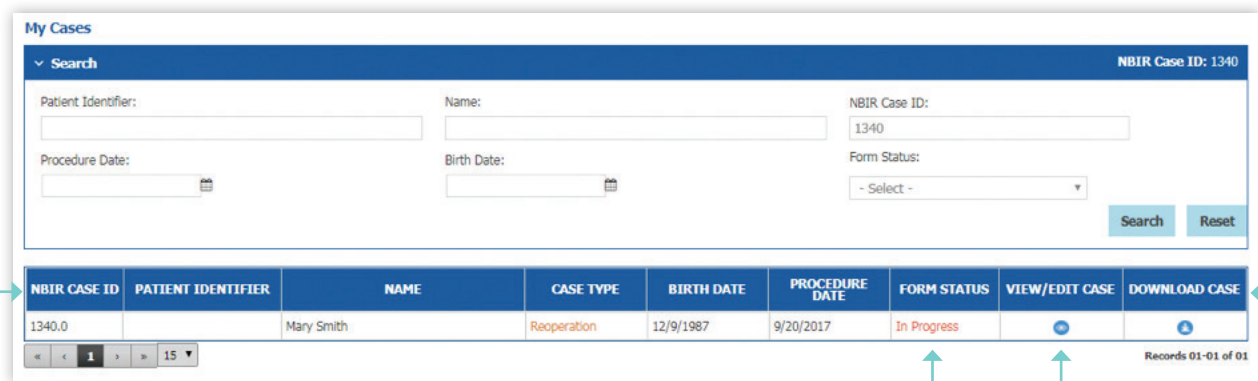
- **Patient First Name** (Patient Information tab)
- **Patient Last Name** (Patient Information tab)
- **Patient Birthdate** (Patient Information tab)
- **Procedure Date** (Procedure Information tab)
- **Indication Left/Right** (Procedure Information tab)
- **Operation Left/Right** (Procedure Information tab)

After completing these fields, the Implanted Device tab will appear. Proceed to this tab, and then click the **Send Case to App** button, for both the Left and Right Device (if applicable). Your case will now appear in your Barcode Scanning App's queue for scanning. Save and close your case.

**– IMPORTANT –**

*Take note of the NBIR Case ID that is generated for this case.  
You will need this to identify your case in the app!*

6. After you save your case, your case will appear in your My Cases table.
- A. NBIR Case ID:** Auto-generated number that is unique to each NBIR case.
  - B. Form Status:** Displays the status of each CRF you have entered into the NBIR database. If the form status for a particular case is "In Progress," please complete the data entry process and submit your case.
  - C. View/Edit Case:** Click the blue icon to view or edit a particular case.
  - D. Download Case:** Click the blue icon to download a particular case as a PDF.





**My Cases** NBIR Case ID: 1340

Search

Patient Identifier:  Name:  NBIR Case ID:

Procedure Date:  Birth Date:  Form Status:

NBIR CASE ID	PATIENT IDENTIFIER	NAME	CASE TYPE	BIRTH DATE	PROCEDURE DATE	FORM STATUS	VIEW/EDIT CASE	DOWNLOAD CASE
1340.0		Mary Smith	Reoperation	12/9/1987	9/20/2017	In Progress		

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