

Vermont Oxford Network – Global Health

# VON Global Health Data Entry User's Guide

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# VON Global Health Data Entry User's Guide

## Contents

Introduction .....	2
Related Links and Resources .....	2
Data Privacy .....	2
Contacting Vermont Oxford Network Support .....	3
Navigation .....	3
Dashboard .....	4
Patient Log .....	5
Sortable Columns .....	6
Editing Existing Records .....	6
Saving Updated Records or Deleting Existing Records .....	8
View Deleted Records .....	9
Restoring a Deleted Record .....	10
Add Record .....	11
Adding a New Patient Record .....	11
Help Tab .....	13
Mobile Devices .....	14

## Introduction

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Welcome to the **Vermont Oxford Network Global Health Data Entry Application**. This is a replacement for the VON Connect Global Health Data Entry application, which could only be used on a mobile device. The new web-based application will work on both mobile devices as well as desktop and laptop computers. The new application can be used on any browser and requires no installation.

## Related Links and Resources

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There are a few resources you may find helpful in addition to this guide. After the data is submitted to VON you can create tables and charts of the data using Global Health Reports in Portal on our website. The direct link to Global Health Reports is <https://reports.vtoxford.org/charts/home>.

A guide for using Global Health Reports can be downloaded at <https://vtoxford.zendesk.com/hc/en-us/articles/11756588045331-Reports-User-Guide>.

Data definitions help provide more information about the questions being asked in the application. The link to Data Definitions is <https://reports.vtoxford.org/definitions>.

## Data Privacy

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**Vermont Oxford Network (VON)** strictly maintains the confidentiality and security of the data in its databases. Center data on VON systems are available only to individuals authorized by the center. Personally identifiable information (PII) including patient names, medical record numbers, and other patient data. The VON Global Health Data Entry Application has been designed to ensure that PII is protected on your device, when transmitted to VON, and while in VON's possession.

Users of the VON Global Health Data Entry should be sure to comply with local hospital policies and good information security practices to protect data in the VON Global Health Data Entry and work with their legal and information security departments to determine the appropriate safeguards required in their jurisdiction(s). To avoid access to the data in the VON Global Health Data Entry by unauthorized personnel, VON Services Administrators assigned by your center should only grant Data Viewer permissions to users who should have access to the data.

If you are unsure about the sufficiency of your information security safeguards, please consult your IT department or a qualified information security professional for assistance. VON recommends that you only access the VON Global Health Data Entry from an appropriately secured device.

## Contacting Vermont Oxford Network Support

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If you have any questions or require any assistance with the installation or use of the software, you can contact the VON Support Department by emailing [support@vtoxford.org](mailto:support@vtoxford.org). Our business hours are 9:00 am – 5:00 pm Eastern Standard Time in the United States (UTC-5:00). You can also reach us on the WhatsApp application at +1 (802) 488-8050.

We have a robust and searchable knowledge base which contains articles on most issues which have been reported to VON Support. You can access it at <https://vtoxford.zendesk.com/hc/en-us>.

## Navigation

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The VON Global Health Data Entry Application is located at <https://ghdataentry.vtoxford.org/dashboard>. Users will need to register their passkey the first time they log into the application.

The application will be migrated to our [member portal](#). When that happens, we will send notifications.

# Dashboard

The VON Global Health Data Entry Application will open to the dashboard. Here you will find any news or information from VON, the time and date of your last submission, and an overview of all the unarchived years submitted to VON. The VON submissions are broken down by the total records by Discharge Year, and by how many records there are with each status.

The four statuses a record can have are:

1. Complete – A green circle with a checkmark in it (✔). This means all the required data has been entered and there are no errors in these records.
2. Incomplete – A yellow triangle with an exclamation point (⚠). This means there is missing required data in these records.
3. Error – A red octagon with an exclamation point inside it (❗). Records with this status have data entered which need corrections. Any field that has information entered causing an error will be highlighted with light red (see Edit Record for an example).
4. Deleted – A gray trash can icon (🗑). This shows the total number of records which have been deleted and are no longer included with the data submitted to VON. You can find your deleted records by clicking the Deleted Records button on the Patient Log. The deleted records are not included in the total records for the year.

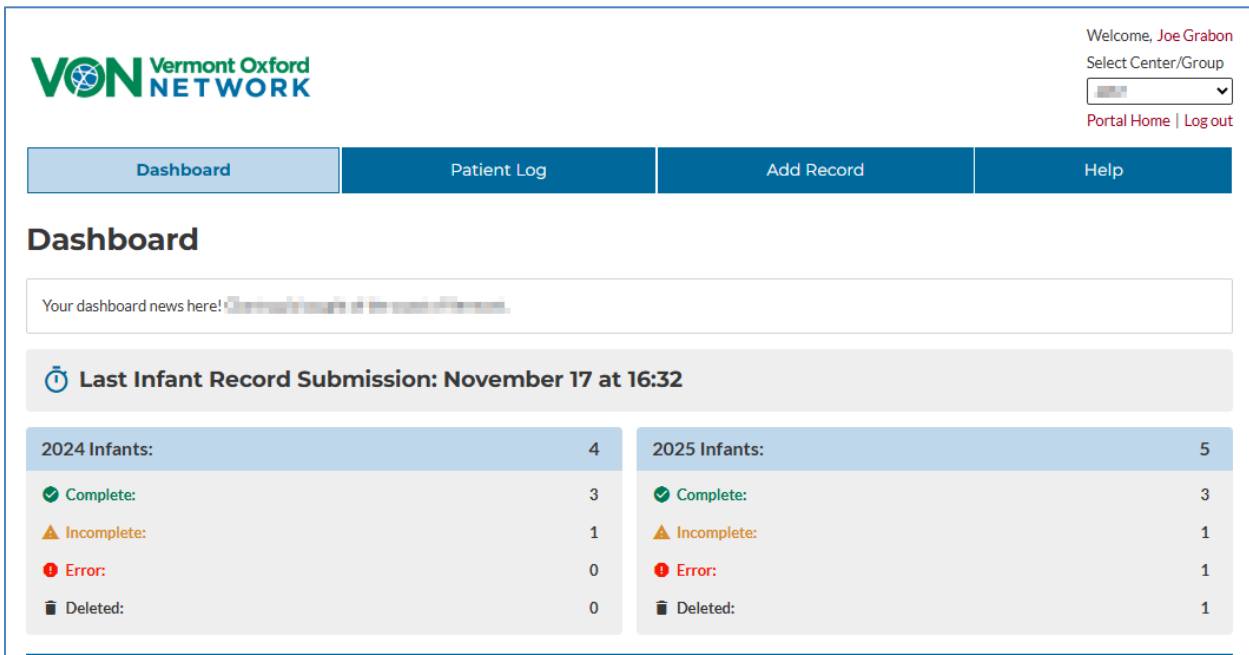


Figure 1 - Dashboard showing total patients and how many with each status.

# Patient Log

The Patient Log is where all your patient records are listed individually for review and editing.

The screenshot shows the 'Patient Log' interface. At the top left is the 'VON Vermont Oxford NETWORK' logo. On the top right, it says 'Welcome, Joe Grabon' and 'Select Center/Group' with a dropdown menu. Below that are links for 'Portal Home' and 'Log out'. A navigation bar contains 'Dashboard', 'Patient Log' (highlighted), 'Add Record', and 'Help'. Below the navigation bar is a 'Patient Log' section with a 'View Deleted Records' button. The main area is a table with the following data:

ID	Last Name	MRN	Discharge Year	Record Status
10	Test	J035T35t	17/11/2025	⚠
9	G	110625b	09/10/2024	⚠
8	F	110525a	06/11/2025	🚫
7	E	11042025e	09/10/2024	✅
6	C	11042025d	07/11/2024	✅
5	B	11042025c	31/10/2025	✅
4	A	110425b	04/11/2025	✅
3	Potter	110425a	10/09/2025	✅
1	Z	11032024a	03/11/2024	✅

At the bottom of the table, there are navigation controls: '<<' '<' '>' '>>' 'Page 1 of 1 | Go to page: 1 Show 10'.

Figure 2 - Patient Log

There are five columns displayed on this page, and if you click on the arrows to the right of each column heading the records will be sorted by that column. There is an up arrow and a down arrow to assort by either ascending or descending order.

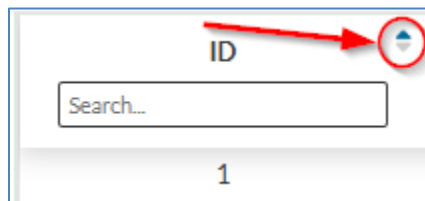





Figure 3 - Clicking the arrows next to the header will sort the records by that column.

## Sortable Columns

There are five with which you can sort your patient records. These columns are:

1. **ID** – This is the VON ID number. It is automatically assigned when you add a new record. Sorting by this column will sort the records numerically by their ID. The page will sort the records with this column by default.
2. **Last Name** – This is the last name of the patient. Sorting by this column will put the records in alphabetical order or reverse-alphabetical order.
3. **MRN** – This is the Medical Record Number of each patient. If you sort by descending order, it will put the MRNs starting with numerals first, lowest to highest, followed by MRNs which begin with letters in alphabetical order. If you select to order it lowest to highest it will begin with MRNs beginning with letters in reverse alphabetical order, followed by MRNs beginning with numbers from highest to lowest.
4. **Discharge Year** – This displays the full date of discharge with the format of Day/Month/Year. If you sort by this column it will sort by year first, followed by the date.
5. **Record Status** – Here it will show the status of all the records. You can use this column to group the records together by their status. Deleted records will not show here. You need to click the **View Deleted Records** button to see those records.

The three types of statuses you will see in this column are:

-  - Complete
-  - Error
-  - Incomplete

## Editing Existing Records

To edit an existing record, just click the record to open the **Edit Record** page. Every field but the Infant ID is editable. The ID is automatically assigned when a new record is created and cannot be changed.

The header will show the record status, the ID number, the MRN, and the Year of Discharge. Under the header are all the editable fields in the record.

Vermont Oxford NETWORK

Welcome, Joe Grabon  
Portal Home | Log out

Dashboard Patient Log Edit Record Help

### Edit Record

**Error** Infant ID 8:Baby F MRN: 110525a Year of Discharge: 2025

Infant's First Name: Baby  
Infant's Last Name: F

MRN: \* 110525a

Demographics

Date of Birth \* 06-10-2025  
Time of Birth 13:00  
 Unknown Time

Discharge \*  
 Discharged Home  
 Absconded/Left Against Medical Advice  
 Died in Hospital  
 Referred to Another Facility  
 Unknown

Figure 4 - Edit Record Page

If the record has an error, you will need to scroll down to the field with the error. Errors occur when you enter data that does not fit the data requirements of that field. Fields with incorrect data entered in them will be highlighted in light red with red text explaining why it is an error.

For example, in the image below a temperature of 98.0 has been entered into the field below but when it should be between 20.0 and 45.0.

List temperature \*

98.0 degrees (C°)

Enter 99.9 if unknown.  
Temperature should be between 20.0 and 45.0.

Figure 5 - This field has an error in it because the temperature entered is not between 20.0 and 45.0.

Similarly, with an incomplete record the fields which still need an answer will also be highlighted in light red. There will be no message but a red asterisk (\*) will be to the right of the title of the field.

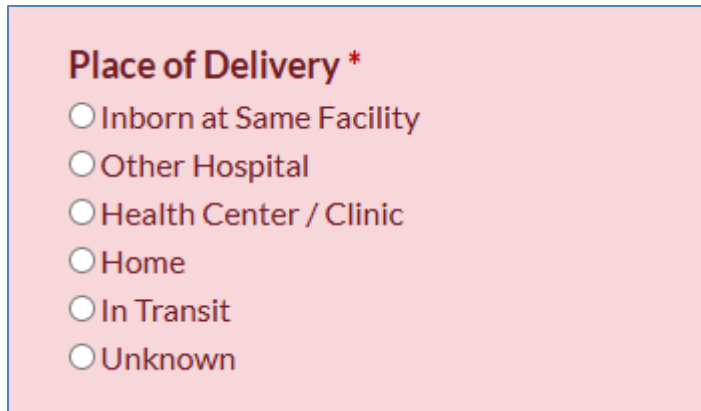


Figure 6 - Place of Delivery without a selection made on an incomplete record.

After fixing any errors or entering a value into a field requiring an answer the light red highlight will disappear.

## Saving Updated Records or Deleting Existing Records

After making any changes to a record the **Save Record** button at the bottom right of your screen will change from grey to green and become active (clickable).



Figure 7 - Save Record button is green and clickable.

If there is an existing record which should not be included in your data submissions to VON, you can delete it. When the record is opened, on the bottom left of your screen a Delete button.

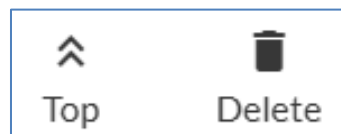


Figure 8 - Top and Delete buttons.

There is also a Top button in the same location which will take you to the top of the patient record.

After clicking **Delete**, a message will appear asking if you are sure you want to delete the infant. You can click Cancel to return to the patient record or **Delete Infant** to delete the record from the patient log.

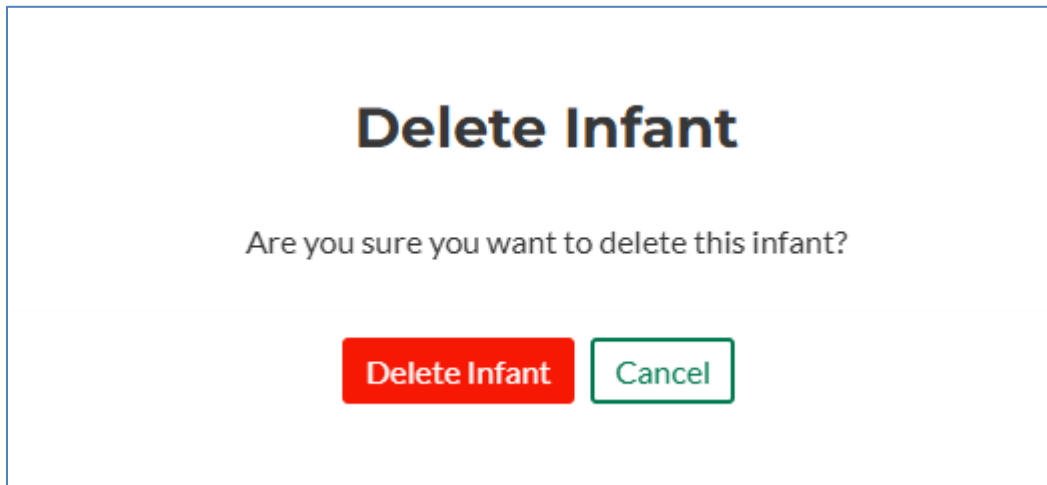


Figure 9 - Click Delete Infant to confirm you want to delete this record or click Cancel to return to the patient form.

## View Deleted Records

To review your deleted records, click the **View Deleted Records** button in the top left of the Patient Log.

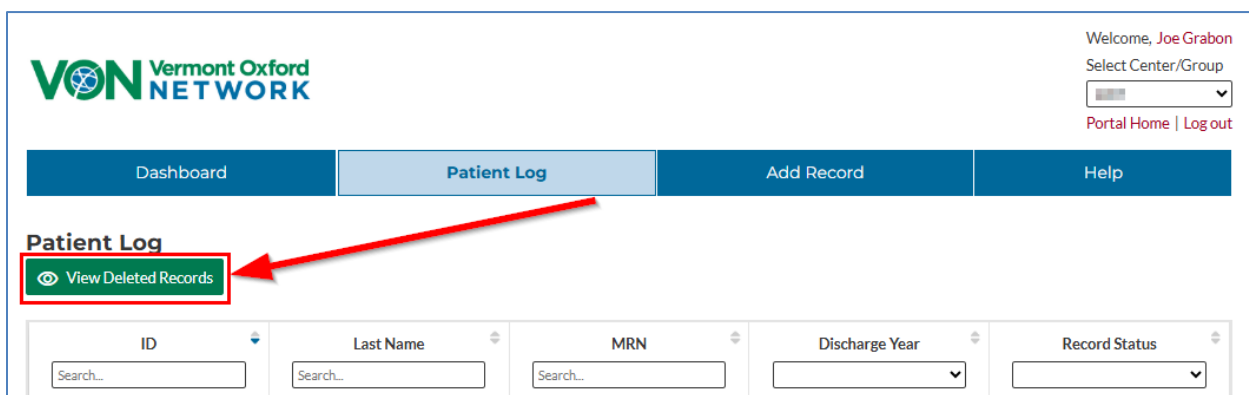



Figure 10 - View Delete Records Button

When this button is clicked all the active records will be hidden and all your deleted records will appear. Each record appearing here will have the  icon in the Record Status column and the button will change to say **Hide Deleted Records**.

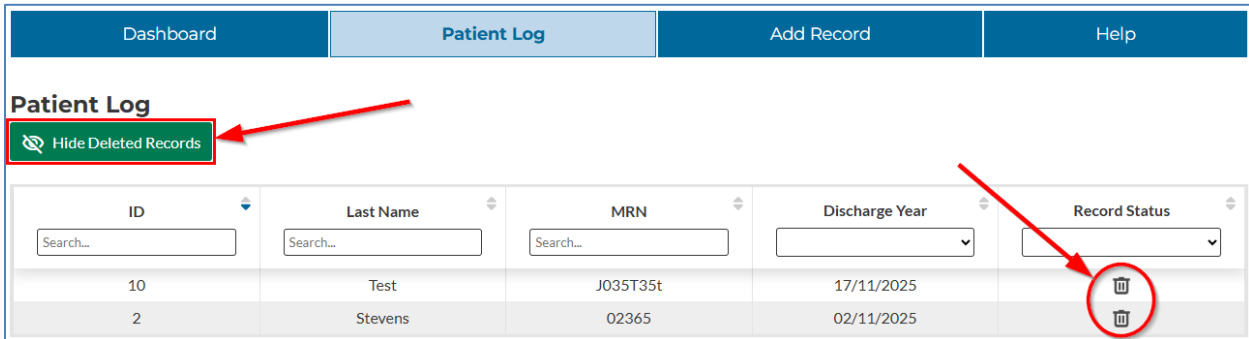



Figure 11 - Patient log showing deleted records.

## Restoring a Deleted Record

If a record has been deleted and you wish to restore it just click on the record to open it. It will look the same as other records which were not deleted but the status in the top left will change to Deleted () and all the fields will be grayed out. *You cannot edit a record which has been deleted.*

You can restore deleted record if it should be included in the data submitted to VON. This is done by clicking the **Restore Record** button at the bottom right of your screen.



Figure 12 - Restore Record Button on a Deleted Record

After clicking **Restore Record**, you will be asked to confirm you want to restore the infant. Click **Restore Infant** to return the record to an un-deleted status.

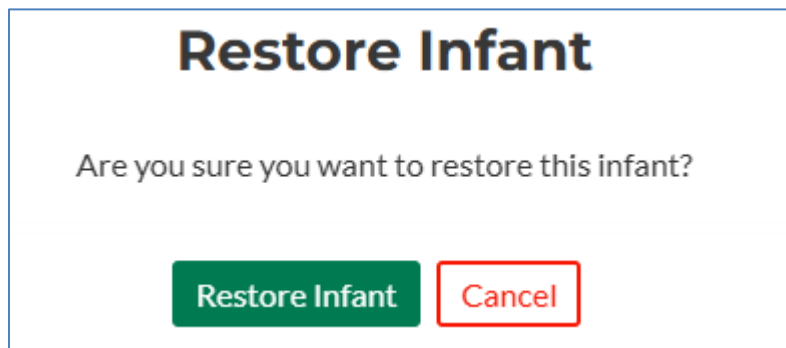


Figure 13 - Click Restore Infant to make it an active record again.

# Add Record

To create a new patient record you need to go to the **Add Record** tab.

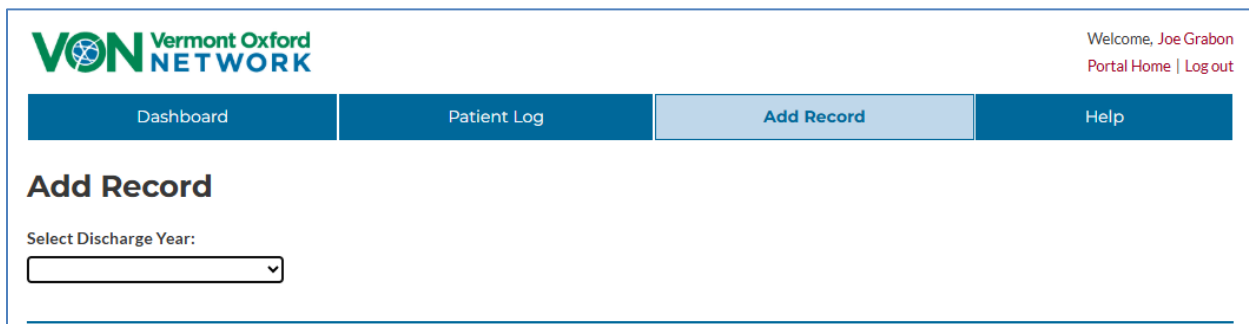


Figure 14 - Add Record Page

## Adding a New Patient Record

To add a new record, select the Discharge Year from the drop-down menu. Only active years are going to appear on the menu. Archived years will not show.

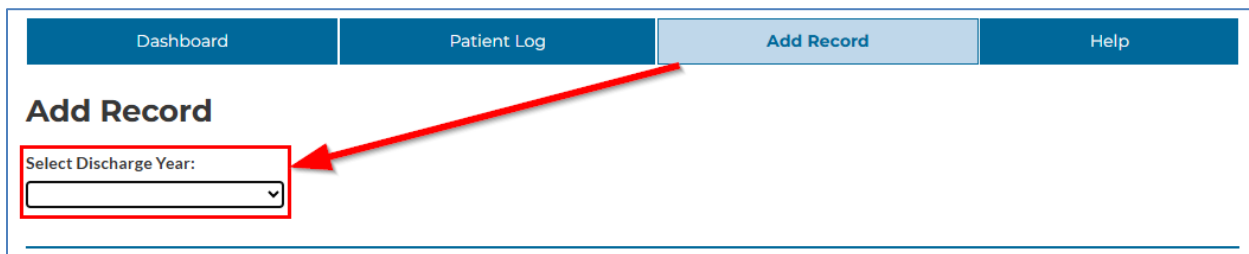


Figure 15 - To add a new record first select the Discharge Year

After selecting the Discharge Year, the infant record screen will display the following fields:

1. Infant's First Name
2. Infant's Last Name
3. MRN – This field will only accept letters and numbers.
4. Date of Birth – The date can be entered manually or selected using the date picker. You cannot enter a future date.
5. Time of Birth – The time can be entered manually or selected using the time picker. If you do not know the time you can select **Unknown Time** underneath this field.
6. Discharge – Selected how the patient was discharged.
7. Date of Discharge or Death - The date can be entered manually or selected using the date picker. A future date cannot be entered.

Depending on the Discharge status selected the Location of Death, or Date of Admission/Time of Admissions fields will appear and be required to be filled out before you can save.

MRN, Date of Birth, Discharge, and Date of Discharge or Death all have a red asterisk (\*) signifying they are required fields.

Figure 16 - Blank Patient Form will appear after selecting the Discharge Year

After data has been entered into all the required fields the Save Record button will turn green and become active and more data fields will appear. All the new required fields will have a red asterisk (\*) to the right of the field name.

When you scroll down the form the buttons at the bottom of the screen will scroll down with you.

Figure 17 - Button will remain at the bottom of the screen when you scroll up and down.

When **Save Record** is clicked the record will remain open **Exit Record** is clicked. Clicking Exit Record will return you to the Patient Log.

# Help Tab

The screenshot shows the Vermont Oxford Network (VON) user interface. At the top left is the VON logo. On the top right, it says "Welcome, Bethany Gray" and "Select Center/Group" with a dropdown menu showing "9997". Below this are links for "Portal Home" and "Log out". A navigation bar contains four buttons: "Dashboard", "Patient Log", "Add Record", and "Help" (which is highlighted in light blue). Below the navigation bar, the "Help" section is titled "Help" and "Resources". It states: "You can find information about the Global Health Web Data Entry Application and Data Definitions in the links below." and lists three links: "Global Health Manual of Operations", "Global Health Data Entry User's Guide", and "Data Definitions". Below this is a "Contact VON" section with instructions on how to reach technical support and account managers. At the bottom, there is a footer with the VON logo, a list of links (Contact Us, Newsletter, Membership Overview, Manuals and Forms, Fahrenheit to Centigrade Conversion Table, Week 36 Calculator, Policy on Data Use, Policy and Guidelines for Collaborative Research, Terms of Use, Privacy Statement), and a copyright notice for 2014-2025.

Figure 18 - Help tab includes links to a manual, a guide, and data definitions, as well as how to contact VON Support and find your VON Account Manager

The **Help Tab** contains links to information to help you with entering and submitting data to VON. Here you will find links to the following:

- The **Global Health Manual of Operations** – This includes the data definitions, data forms, instructions for data submission, and information on using reports for quality improvement.
- The **Global Health Data Entry User's Guide** – This guide you are currently reading.
- **Data Definitions** – This link brings you to a searchable webpage of all the definitions of the data items.

There is also information on how to contact VON Support for any technical issues you may encounter as well as a link to where you can find your VON Account Manager if you have questions about data definitions, the calendar for submitting your data, or other administrative items.

# Mobile Devices

Because this application was developed to run on web browsers it works on most devices with web browsers installed, including smartphones and tablets, but the appearance will be different and there will be some differences in features and functionality.

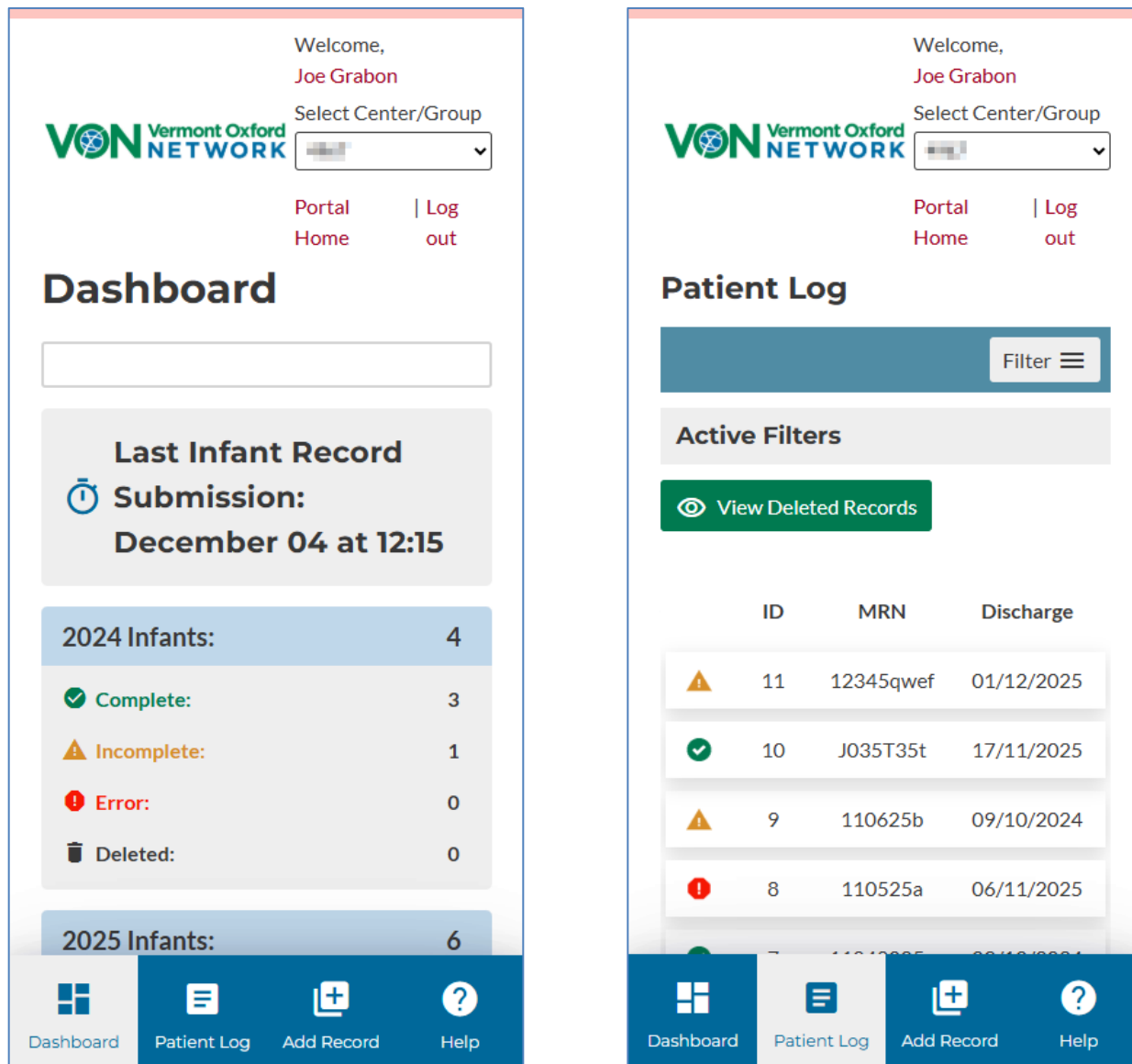


Figure 19 – The Dashboard and the Patient Log on a smartphone.

One difference is the navigation tabs (Dashboard, Patient Log, Add Record, and Help) are at the bottom of the screen instead of the top.

Aside from the differences in appearance there are some differences in features. First, the Patient Log cannot be sorted by clicking on the column headers. Instead, click the **Filter** button to select the set of records you wish to display.

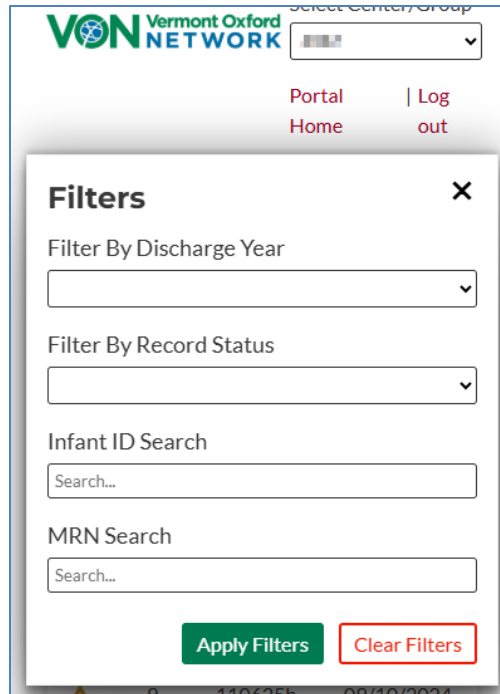


Figure 20 - The Filters menu on the Patient Log

On a medium sized screen such as a tablet, the tips you get on the Patient Log from hovering over items will be replaced with a sub-header message. Regardless of the device used you still need to just click or tap on a record on the Patient Log to open it.

There are multiple differences with the buttons on the Patient Record pages when using a mobile device. There is no **Top** button when using a mobile device. Instead, you will just need to scroll to the top.

The **Save** and **Delete** buttons will still be at the bottom of the page but they are larger than they are on a full-sized web browser. Finally, the **Back** button to bring you back to the Patient Log without saving is on the top left of the screen and is just an arrow pointing to the left.