

Web-Based Abortion Reporting System

User Guide

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Minnesota Center for Health Statistics

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System Overview

In the fall of 2016, a project was undertaken to upgrade the Abortion Reporting System. The project had the following primary objectives:

- Replace the obsolete system with a new web-based solution that allows for adding data items to the forms should the Minnesota Legislature impose additional reporting requirements
- Upgrade the reporting form to comply with the current suggested national standard for reporting of induced termination of pregnancy while also capturing additional data required by Minnesota statute
- Allow reporting clinics to enter data electronically via secure web-based log-in rather than completing and mailing paper forms to the Minnesota Department of Health (MDH)

This new system allows users at reporting clinics/facilities to log in to the system and submit data electronically to MDH. All reporting forms may be entered via the web: *Report of Induced Abortion*, and when applicable, *Report of Complication(s) From Induced Abortion*. To accommodate hospitals, offices, individual reporting physicians and others who report only a few procedures per year, blank forms may be printed from the Abortion Reporting web site and sent to MDH for department staff to enter. However, those facilities that report many procedures per year will be expected to use the web-based system to submit their reports.

Additionally, as of 2022, information for the form *Report of Informed Consent Related to Induced Abortion* is no longer required to be collected.

For more information on the abortion reporting system and links to printable reporting forms and instructions, state statutes and annual reports, see the **Induced Abortion in Minnesota** web pages at <https://www.health.state.mn.us/data/mchs/pubs/abrpt/reporting.html>

[Logging in to the System](#)

The Abortion Reporting System is a module within the Minnesota Registration and Certification (MR&C) System through which births, deaths and fetal deaths are reported. The acronym used in MR&C for abortion reporting is ITOP – Induced Termination of Pregnancy.

In order to use this system, clinic staff who will be entering the data must obtain a user ID and password. To request a login, please call the Abortion Reporting Program at MDH at 1-800-657-3900 or 651-201-5954 Or send an email to HEALTH.HealthStats@state.mn.us.

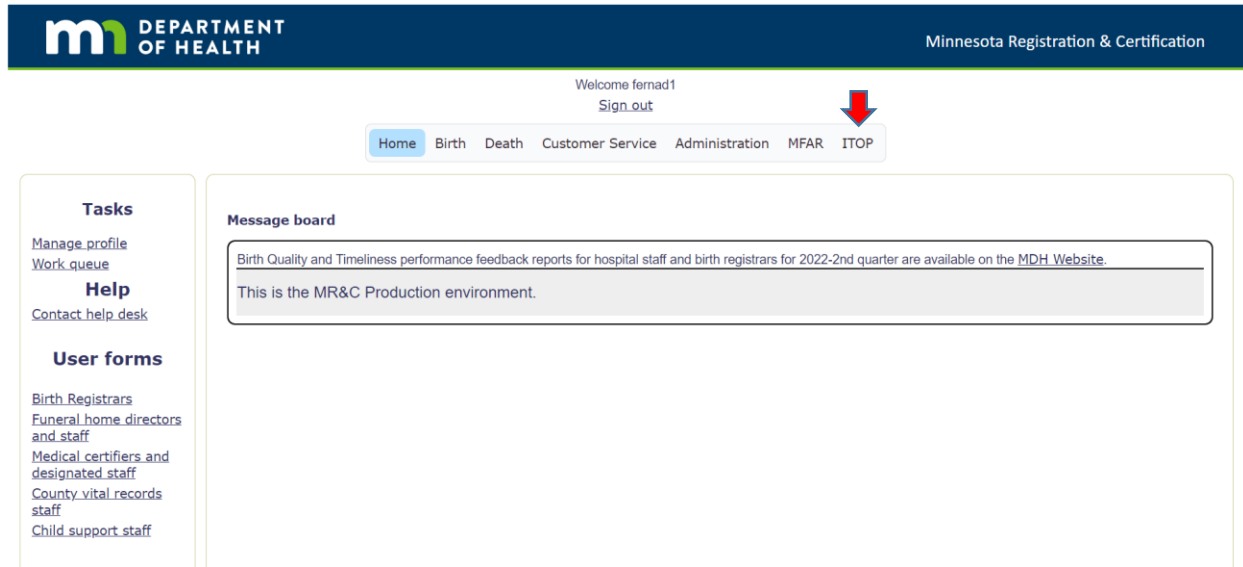
You will be asked for an email address, a user name and the name of the clinic for which you will be reporting. You will be given a temporary password that will allow you to log in for the first time. Once you log in you will be prompted to change it.

To log in to the system go to:

[Minnesota Registration and Certification \(MR&C\) System](#)

The screenshot shows the login interface for the Minnesota Registration & Certification (MR&C) System. At the top, there is a dark blue header with the Minnesota Department of Health logo on the left and the text "Minnesota Registration & Certification" on the right. Below the header, the word "Welcome" is centered. The main content area is divided into two columns. The left column contains a "Help" section with a link to "Contact help desk" and a "User forms" section with links for "Birth Registrars", "Funeral home directors and staff", "Medical certifiers and designated staff", "County vital records staff", and "Child support staff". The right column contains a "Login" section with a disclaimer: "Logging into and use of this system signifies agreement with the below Terms & Conditions." Below this are two input fields for "User name" and "Password". There is a blue "Login" button and a link for "Forgot password". At the bottom of the login section, there is a disclaimer: "This MRC application is the property of MDH and is not intended for personal use. Personal use of this system will automatically result in revocation of the MRC account and disciplinary action. The State of Minnesota prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information in accordance with the Minnesota Statutes Sections 609.87 - 609.891."

Enter your user name and password in the spaces provided. Once verified, you will be brought to the MR&C main page where you will select 'ITOP' at the far right of the top panel to access the abortion reporting system.



Note: To put an icon on your desktop for quick access to the system, click and hold your left mouse button on the lock icon just to the left of the site address box at the top of the screen. Drag and drop it onto your desktop.

Selecting ITOP brings you to the Abortion Reporting System Main Page:

DEPARTMENT OF HEALTH

Minnesota Registration & Certification

Welcome fernad1
Sign out

Home Birth Death Customer Service Administration MFAR ITOP

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed consent records](#)
- [Enter Informed Consent Information](#)
- [Search complications records](#)
- [Enter Complications Information](#)
- [Manage ITOP users](#)
- [Maintain ITOP Physicians](#)
- [Maintain ITOP Facilities](#)
- [Work queue](#)

Help

- [Contact help desk](#)

Help Information

The user guide for this reporting system is available on the **Induced Abortion** website: www.health.state.mn.us/divs/chs/abrpt/reporting.html

Paper versions of the reporting forms and associated instructions can be found at that same site. If you prefer to enter the data from a paper form instead of directly from your medical records, hard copies of those forms can be printed for your physicians and/or medical records staff to complete. However, as a user of this system, please submit all your reports via this ITOP application. DO NOT send paper forms to the Minnesota Department of Health for data entry. Annual reports to the Legislature can be found at www.health.state.mn.us/divs/chs/abrpt/abrt.htm

For additional assistance or information call the abortion reporting hotline at 800-657-3900.

Minnesota Department of Health, MRC application (c) 2011
Build: v6.24.538.117

From the Tasks list on the left select the function you want to perform: Search induced abortion records, Enter induced Abortion Information, Search informed consent records, Enter Informed Consent Report, Search complications records, Enter Complications Report.

Specific instructions for the individual tasks are found in the remainder of this guide.

Report of Induced Abortion: Enter Induced Abortion Information

To enter a new *Report of Induced Abortion* choose the 'Enter Induced Abortion Information' task.

Entering Case Information

The section on Case Information includes facility and physician codes, the medical specialty of the physician, a local tracking number should your facility choose to use one to keep track of what records have been entered, the type of admission and the date of the termination.

The screenshot shows a web application interface for entering induced abortion information. At the top, there is a navigation bar with links: Home, Birth, Death, Customer Service, Administration, MFAR, and ITOP. On the left, a sidebar titled 'Tasks' lists several actions: Search induced abortion records, Enter Induced Abortion Information, Search informed consent records, Enter Informed Consent Report, Search complications records, and Enter Complications Report. The main content area is titled 'Induced Abortion Case Information*'. It contains several input fields: Facility Code* (with a 'No Facility' checkbox), Physician Code*, Medical Specialty of Physician* (a dropdown menu), Local Tracking Number, Type Of Admission* (a dropdown menu), and Date of Pregnancy Termination* (with a calendar icon). At the bottom of the form are two buttons: 'Save' and 'Patient Demographics'.

Facility Code:

This field will be pre-populated with the clinic code under which you registered your user account. If it does not appear, enter your 4-digit code in this space. If you are reporting independently and thus do not have a facility code, check the 'No Facility' box.

Physician Code:

Enter the 4-digit code assigned by your facility to the physician who performed the abortion procedure. If you are reporting independently from a clinic, enter your assigned 4-digit code which will be in the 6000 range. When you leave the page by choosing either the 'Save' or the 'Patient Demographics' button, the system will check that a valid code has been used and will display an error message if the code is not found in the physician code table. For clinics entering data on behalf of their physicians, all physician codes will be in the range of 1000 – 1999. Codes in the 6000 range have been assigned to physicians submitting their own reports independently of a clinic.

Medical Specialty of Physician:

Choose the appropriate option from the list provided. If 'Other' is selected, it is not necessary to specify the other specialty.

Local Tracking Number:

This field is **optional**. If your clinic would like to assign some sort of identifier to help you keep track of which records have been submitted you will enter that here. Numbers and/or letters are acceptable. If you do not use a tracking ID, this field may be left blank.

Type of Admission:

Choose the appropriate option from the list provided. If 'Other' is selected, it is not necessary to specify the other type of admission.

Date of Pregnancy Termination:

Enter the date the induced abortion was performed in the format MM/DD/CCYY (where MM is numeric month, DD is numeric day and CCYY is century and year, i.e. 2017). You may also click on the symbol next to the date field and select the date from the calendar.

Completing the Case Information Section:

When all of the data in this section has been entered, continue on to enter data in the next section by clicking on the 'Patient Demographics' button. The data on this screen will be saved and you will be taken to the next screen. To save this data and finish entering the remainder of the data at a later time, click the 'Save' button. The data on this screen will be saved and you can then exit the system or choose another task from the left sidebar.

The screenshot shows a web application interface for entering 'Induced Abortion Case Information'. At the top, there is a navigation bar with links: Home, Birth, Death, Customer Service, Administration, MFAR, and ITOP. On the left, a 'Tasks' sidebar lists several actions: Search induced abortion records, Enter Induced Abortion Information, Search informed consent records, Enter Informed Consent Report, Search complications records, and Enter Complications Report. The main form area is titled 'Induced Abortion Case Information*' and contains the following fields: Facility Code* (with a 'No Facility' checkbox), Physician Code*, Medical Specialty of Physician* (a dropdown menu), Local Tracking Number, Type Of Admission* (a dropdown menu), and Date of Pregnancy Termination* (with a calendar icon). Below the form are two buttons: 'Save' and 'Patient Demographics', each with a red arrow pointing to it from the left.

If any required fields have been left blank or any data item does not meet the edit requirements you will not be allowed to leave this screen. Errors will be listed in red at the top of the entry screen. They must be corrected before the record can be saved allowing you to move to the next screen or task.

Home Birth Death Customer Service Administration MFAR **ITOP**

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed consent records](#)
- [Enter Informed Consent Report](#)
- [Search complications records](#)
- [Enter Complications Report](#)

Induced Abortion Case Information*

Enter facility code
Enter physician code
Select medical specialty
Select type of admission
Enter termination date

Facility Code* Physician Code* Medical Specialty of Physician* Local Tracking Number

No Facility

Type Of Admission* Date of Pregnancy Termination*

Save **Patient Demographics**

Entering Patient Demographics:

The section on patient demographics collects information about the patient including residence information, age, marital status, education, Hispanic origin and race as well as numbers of previous live births and previous pregnancy terminations.

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed consent records](#)
- [Enter Informed Consent Information](#)
- [Search complications records](#)
- [Enter Complications Information](#)

Help

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- [Contact help desk](#)

Induced Abortion Patient Demographics

Patient Residence

Country* UNITED STATES

State* MINNESOTA

County*

City*

Age At Last Birthday*

Patient Education*

Patient Married*

Patient's Hispanic origin & Race information

Hispanic origin*

No, not Spanish/Hispanic/Latina

Yes, Hispanic origin

- Yes, Mexican, Mexican American, Chicana
- Yes, Puerto Rican
- Yes, Cuban
- Yes, other Spanish/Hispanic/Latina
Specify

Unknown if Spanish/Hispanic/Latina

Previous Pregnancy History

Number of previous live births now living* 0

Number of previous live births now dead* 0

Number of Previous Pregnancy Terminations

Number of Terminations Spontaneous* 0

Number of Terminations Induced* 0

Race*

White

Black / African American

American Indian or Alaska Native

Name of the Enrolled or Principal Tribe:

Asian Indian

Chinese

Filipino

Japanese

Korean

Vietnamese

Other Asian

Specify

Native Hawaiian

Guamanian or Chamorro

Samoan

Other Pacific Islander

Specify

Other race

Specify

Unknown

[Case Information](#) [Save](#) [Medical and Health Info](#)

Residence of Patient – Country:

This field is pre-populated with 'UNITED STATES'. If the patient resides in another country, delete 'UNITED STATES' and begin to type in the patient's country of residence, then select from the drop-down list.

Residence of Patient – State:

This field is pre-populated with 'MINNESOTA'. If the patient resides in another state, delete 'MINNESOTA' and begin to type in the patient's state of residence, then select from the drop-down list. If a foreign country (with the exception of Canada) has been entered, the state and county fields will disappear and only the city field will be available. If the patient resides in Canada, the field label will change to 'Province' and the province (or UNKNOWN) must be selected.

Residence of Patient – County:

Begin to type in the patient's residence county, then select from the drop-down list. The list will contain only the counties for the state that has been selected, plus 'UNKNOWN'. This field will disappear if a foreign country has been entered as the patient's residence. If the county is unknown, particularly if the patient resides in a U.S. state other than Minnesota, select 'UNKNOWN' from the drop-down list. The system requires an entry in this field if the patient resides in the United States and an error will be indicated when leaving the screen if the field is left blank.

Residence of Patient – City:

Begin to type in the patient's residence city, then select from the drop-down list. If the patient has reported a city that is not found in the drop-down list enter 'OTHER' and a text box will open where you can enter that city name. If the city is not known enter 'UNKNOWN' rather than leaving it blank. The system requires an entry in this field and an error will be indicated when leaving the screen if the field is left blank.

Patient Age at Last Birthday:

Enter the patient's age as a two-digit number. If the patient's age is unknown, enter 99.

Patient Education:

Click on the arrow at the right of the box and choose the appropriate option from the list provided. The highest level of education completed should be selected. For example, if the patient is working towards an associate or bachelor's degree, but has not yet attained the degree, choose 'Some college credit, but no degree'.

Patient Married:

Indicate whether the patient is married by selecting the appropriate option. 'Yes' should be selected if the patient is married at the time of the termination, was married at the time of conception or at any time between these two events. Note that this is how this field is defined on the birth certificate.

Patient of Hispanic Origin:

Choose 'No', 'Yes' or 'Unknown'. If 'Yes' is selected, then choose one or more specific Hispanic ethnicities. If the 'Yes, Other Spanish/Hispanic/Latina' is selected, enter the specific other ethnicity in the space provided. The system requires that at least one of the Hispanic origins is selected if 'Yes, Hispanic origin' has been selected. If the patient has indicated she is of Hispanic

origin, but did not indicate the specific one, choose 'Yes, other Spanish/Hispanic/Latina' and enter 'UNKNOWN' in the text box that follows.

Patient Race:

Choose all that apply. More than one option may be selected. If 'American Indian/Alaskan Native' is selected, enter the tribe in the space provided. If 'Other Asian' is selected, enter the specific Asian ethnicity in the space provided. If 'Other Pacific Islander' is selected, enter the specific Pacific Islander ethnicity in the space provided. If 'Other' is selected, enter the specific other race in the space provided. If one of these 'Other' categories has been selected the system requires an entry in the associated 'Specify' box. 'UNKNOWN' may be entered if the specific tribe or race is not known.

Previous Pregnancy History:

Enter the number of previous live births for which the child is now living in the space labelled as such. This field is pre-populated with zero. To change it enter the number or choose it from the drop-down list. To enter 'Unknown' type in a 'U' and 'Unknown' will be filled in or select 'Unknown' from the drop-down list (the last entry in the list).

Enter the number of previous live births in which the child is deceased in the space labelled as such. This field is pre-populated with zero. To change it enter the number or choose it from the drop-down list. To enter 'Unknown' type in a 'U' and 'Unknown' will be filled in or select 'Unknown' from the drop-down list (the last entry in the list).

Number of Previous Pregnancy Terminations:

Enter the number of previous spontaneous terminations (miscarriages) in the the space labelled as such. This field is pre-populated with zero. To change it enter the number or choose it from the drop-down list. To enter 'Unknown' type in a 'U' and 'Unknown' will be filled in or select 'Unknown' from the drop-down list (the last entry in the list).

Enter the number of previous induced abortions in the space labelled as such. This field is pre-populated with zero. To change it enter the number or choose it from the drop-down list. To enter 'Unknown' type in a 'U' and 'Unknown' will be filled in or select 'Unknown' from the drop-down list (the last entry in the list).

Completing the Patient Demographics Section:

When all of the data in this section has been entered, continue on to enter data in the next section by clicking on the 'Medical and Health Info' button. The data on this screen will be saved and you will be taken to the next screen. To save this data and finish entering the remainder of the data at a later time, click the 'Save' button. The data on this screen will be saved and you can then exit the system or choose another task from the left sidebar. You may also return to the previous 'Case Information' screen by selecting that button. Your data will be saved before you are returned to that screen.

Number of Previous Pregnancy Terminations

Number of Terminations Spontaneous*

Number of Terminations Induced*

Native Hawaiian

Guamanian or Chamorro

Samoan




Other Pacific Islander

Specify

Other race

Specify

Unknown

 **Case Information**  **Save**  **Medical and Health Info**

If any required fields have been left blank or any data item does not meet the edit requirements you will not be allowed to leave this screen. Errors will be listed in red at the top of the entry screen. They must be corrected before the record can be saved allowing you to move to the next screen or task.

Tasks

[Search induced abortion records](#)

[Enter Induced Abortion Information](#)

[Search informed consent records](#)

[Enter Informed Consent Information](#)

[Search complications records](#)

[Enter Complications Information](#)

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Enter Patient Education

Enter Patient Married

Select one or more races

Enter a description when 'Yes, other Spanish/Hispanic/Latina is checked'

Age at last birthday must be between 8 and 65 

Induced Abortion Patient Demographics

Patient Residence

Country*

State*

County*

City*

Enter city/town*

Age At Last Birthday*

Patient Education*

Patient Married*

Patient's Hispanic origin & Race information

Hispanic origin*

No, not Spanish/Hispanic/Latina

Yes, Hispanic origin

Yes, Mexican, Mexican American, Chicana

Race*

White

Black / African American

American Indian or Alaska Native

Name of the Enrolled or Principal Tribe:

[Entering Medical and Health Information:](#)

The section on medical and health information collects data on gestational age of the fetus, last menses date and the method of pregnancy termination.

Tasks

[Search induced abortion records](#)

[Enter Induced Abortion Information](#)

[Search informed consent records](#)

[Enter Informed Consent Information](#)

[Search complications records](#)

[Enter Complications Information](#)

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Induced Abortion Medical and Health Information

Clinician's Estimate of Gestational Age, in Completed Weeks*
(if a fraction of a week is given, round down to the next whole week; e.g., record 6.2 weeks as 6 weeks, record 7.6 weeks as 7 weeks)

 Unknown

Date Last Normal Menses Began*

 Unknown

Method of Termination*
(Select only the method that terminated the pregnancy)

Surgical (check the type of surgical procedure)

D & C (Dilation and Curettage)*

D & E (Dilation and Evacuation)

Hysterectomy/Hysterotomy

Other surgical (specify)

Medical (Non-surgical)- includes early medical terminations and labor inductions (Check the principle medication or medications)

Mifepristone (RU486, Mifeprex*)

Misoprostol (Cytotec*) or another prostaglandin**

Methotrexate (Amethopterin, MTX)

Other medication (specify)

Intrauterine Instillation (Intra-amniotic injection, typically with saline, prostaglandin, or urea)

Unknown

*Additional terms that may be use include: aspiration curettage, suction curettage, manual vacuum aspiration, menstrual extraction, and sharp curettage.

**Some commonly used prostaglandins include misoprostol(Cytotec*) and dinoprostone(also know as Cervidil*, prepidil, prostin E2, or dinoprostol)

Patient Demographics

Save

Minnesota Information

Clinician's Estimate of Gestational Age:

Enter the number of COMPLETED weeks. If a fraction of a week is given in the medical record, round **down** to the next whole week. The 'Unknown' checkbox may be selected, but as this is a required field 'Unknown' should be a rare choice.

Date Last Normal Menses:

Enter the date as the patient best recalls. The 'Unknown' box may be selected if this date is not available. A partial date cannot be entered in this field. If only the month and year are known the date may either be estimated, i.e. choose the mid-month day 15, or check 'Unknown'.

Method of Termination:

Select the ONE method that actually terminated the pregnancy. For example, if misoprostal was used for cervical preparation prior to a D&E, select D&E since that procedure, not the drug, terminated the pregnancy.

Surgical: select the specific method as listed under that heading. If 'Other surgical' is selected, enter the specific surgical procedure in the space provided.

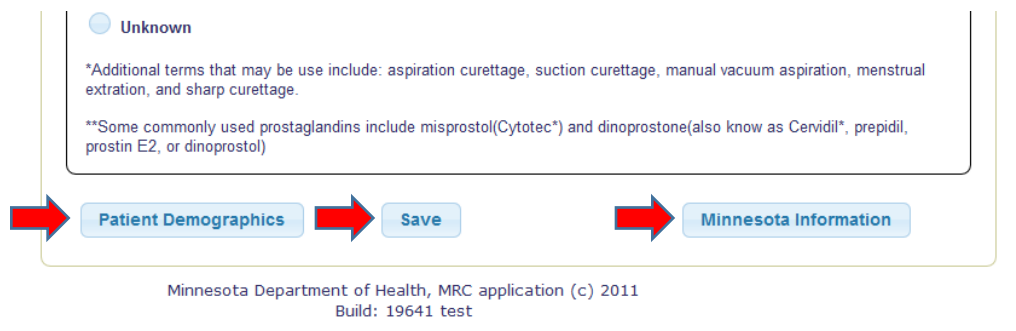
Medical/Non-Surgical: select the specific medication used. If 'Other medication' is selected, enter the specific medication in the space provided. If more than one medication was used, select 'Other medication' and enter the medications in the space provided.

Intrauterine Instillation: select this option if this method terminated the pregnancy.

Unknown: select this option only if method is truly unknown. This option should rarely, if ever, be selected.

Completing the Medical and Health Information Section:

When all of the data in this section has been entered, continue on to enter data in the next section by clicking on the 'Minnesota Information' button. The data on this screen will be saved and you will be taken to the next screen. To save this data and finish entering the remainder of the data at a later time, click the 'Save' button. The data on this screen will be saved and you can then exit the system or choose another task from the left sidebar. You may also return to the previous 'Patient Demographics' screen by selecting that button. Your data will be saved before you are returned to that screen.



If any required fields have been left blank or any data item does not meet the edit requirements you will not be allowed to leave this screen. Errors will be listed in red at the top of the entry screen. They must be corrected before the record can be saved allowing you to move to the next screen or task.

Tasks

[Search induced abortion records](#)

[Enter Induced Abortion Information](#)

[Search informed consent records](#)

[Enter Informed Consent Information](#)

[Search complications records](#)

[Enter Complications Information](#)

Specify other type of surgical method

Induced Abortion Medical and Health Information

Clinician's Estimate of Gestational Age, in Completed Weeks*
(if a fraction of a week is given, round down to the next whole week; e.g., record 6.2 weeks as 6 weeks, record 7.6 weeks as 7 weeks)

Unknown

Date Last Normal Menses Began*

Unknown

Method of Termination*
(Select only the method that terminated the pregnancy)

Surgical (check the type of surgical procedure)

Find in page ^ v Highlight All Match Case x

[Entering Minnesota Mandated Information:](#)

This section collects additional information mandated by Minnesota statute that is not part of the national standard data set on induced abortion. It includes intraoperative complications, disposal of fetal remains, payment source, reasons for the abortion and information on whether the procedure resulted in a born-alive infant.

[Search induced abortion records](#)

[Enter Induced Abortion Information](#)

[Search informed consent records](#)

[Enter Informed Consent Information](#)

[Search complications records](#)

[Enter Complications Information](#)

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Minnesota Mandated Information

Intraoperative Complication(s) from Induced Abortion

Complications that occur during and immediately following the procedure, before patient has left facility. Check all that apply*

- No complication(s)
- Cervical laceration requiring suture or repair
- Heavy bleeding/hemorrhage with estimated blood loss of greater or equal to 500cc
- Uterine perforation
- Other (specify)

*For post-operative complications, please refer to the REPORT OF COMPLICATION(S) from INDUCED ABORTION

Method of Disposal for Fetal Remains*

- Cremation
- Interment by burial
- No "Fetal Remains" as defined by statute

MN Statutes 145.1621, subd 2: The remains of a dead offspring of a human being that has reached a stage of development so that there are cartilaginous structures, fetal or skeletal parts after an abortion or miscarriage, whether or not the remains have been obtained by induced, spontaneous, or accidental means.

Type of Payment*

- Private coverage
- Public assistance health coverage
- Self pay

Type of Health Coverage*

- Fee for service plan
- Capitalized private plan
- Other/unknown

Specific Reason for the Abortion

Check all that apply*

- Pregnancy was a result of rape
- Pregnancy was a result of incest
- Economic reasons
- Does not want children at this time
- Emotional health is at stake
- Physical health is at stake
- Will suffer substantial and irreversible impairment of major bodily function of the pregnancy continues
- Pregnancy resulted in fetal anomalies
- Unknown or the woman refused to answer
- Other

Infant Born Alive* YES NO

If yes, describe steps taken to preserve the life of the infant:

Did the infant survive?* YES NO

Current status of surviving infant:*

- Parent(s) assumed rights/responsibilities
- Infant is abandoned ward of the state
- Status unknown

Intraoperative Complication(s) from Induced Abortion:

Choose the appropriate option from the list provided. More than one option may be selected unless 'No complication(s)' is indicated. If 'Other' is selected, the specific complication must be entered in the space provided. This field is only for complications that occurred immediately following the procedure before the patient has left the facility. If a complication is seen on a

return visit, please file the *Report of Complication(s) from Induced Abortion* to report this post-operative complication.

Method of Disposal of Fetal Remains:

Choose the appropriate option from the list provided. The definition of ‘fetal remains’ as found in Minnesota statutes is included below the choices. Generally, abortions performed prior to 10 weeks gestation would meet the ‘No Fetal Remains’ definition.

Type of Payment, Type of Health Coverage:

Select one option for each of these fields. Both are required fields.

Specific Reason for the Abortion:

Choose all that apply from the list provided. If ‘Other’ is indicated, enter the specific reason in the space provided. An error will be displayed when saving, finalizing or navigating to the previous screen if ‘Other’ is selected and the text box is left blank.

Born-Alive Infant Information:

Did abortion result in a born-alive infant?:

Select ‘YES’ or ‘NO’ as applicable.

If ‘NO’ is selected, then the form is complete. Proceed to the section on completing the record.

If ‘YES’ is selected then enter the steps taken to preserve the life of the infant in the space provided and continue to the next question. If you have selected ‘YES’ then information must be entered in this text box.

Did the infant survive?:

Select ‘YES’ or ‘NO’ as applicable.

If ‘NO’ is selected, then the form is complete. Proceed to the section on completing the record.

If ‘YES’ is selected, then select the appropriate response from the options given for the ‘Current status of surviving infant’ question.

Finalizing, Saving or Cancelling the Record:

Did the infant survive?* YES NO

Current status of surviving infant:*
 Parent(s) assumed rights/responsibilities Infant is abandoned ward of the state Status unknown

[Medical and Health Info](#) [Save](#) [Cancel](#) [Finalize Report](#)

Minnesota Department of Health, MRC application (c) 2011
Build: 19641 test

Find in page ^ v Highlight All Match Case

Save the record:

When all fields on this page have been completed, click 'Save' if you are not ready to finalize the record but want to come back to complete and finalize it at a later time. If no errors are detected a message will appear at the top of the screen indicating that the record was update successfully.

Minnesota Registration & Certification

MDH Minnesota Department of Health
OFFICE OF VITAL RECORDS

Welcome itopuser5
[Sign out](#)

MR&C

Home Birth Death Customer Service Administration MFAR ITOP

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed consent records](#)
- [Enter Informed Consent Information](#)

• Induced Abortion report updated successfully.

Minnesota Mandated Information

Intraoperative Complication(s) from Induced Abortion
Complications that occur during and immediately following the procedure, before patient has left facility. Check all that apply*

- No complication(s)
- Cervical laceration requiring suture or repair
- Heavy bleeding/hemorrhage with estimated blood loss of greater or equal to 500cc
- Uterine perforation
- Other (specify)

If any required fields have been left blank or any data item does not meet the edit requirements errors will be displayed in red at the top of the screen and will need to be corrected before the record can be saved.

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed consent records](#)
- [Enter Informed Consent Information](#)

Enter reason for abortion
Enter complications information ←

Minnesota Mandated Information

Intraoperative Complication(s) from Induced Abortion
 Complications that occur during and immediately following the procedure, before patient has left facility.
 Check all that apply*

- No complication(s)
- Cervical laceration requiring suture or repair
- Heavy bleeding/hemorrhage with estimated blood loss of greater or equal to 500cc
- Uterine perforation

Cancel the record:

If this record has been entered in error, you may select the option to cancel it and it will be discarded and not submitted to MDH. After selecting 'Cancel' you will be given the option to confirm that you really want to discard this record. If 'OK' is selected the record will be discarded. If 'Cancel' is selected, it means you want to cancel the 'cancel' and you may continue to work on the record before finalizing it.

Are you sure you want to cancel the report?

OK Cancel

Pregnancy was a result of rape

Pregnancy was a result of incest

Economic reasons

Does not want children at this time

Emotional health

Physical health is

Will suffer subst

Pregnancy result

Unknown or the w

Other

function of the pregnancy continues

Infant Born Alive* YES NO

Finalize Report:

When all fields have been completed, click 'Finalize Report' to submit the record for filing. If no errors were detected a message will be displayed at the top of the screen indicating that the record was filed successfully. A system 'State File Number' and filing date will be assigned, but will not be displayed here. However, if you go back through the screens before moving on to enter the next record, those fields will be displayed in the box at the top of the first screen.

Tasks

[Search induced abortion records](#)

[Enter Induced Abortion Information](#)

[Search informed consent records](#)

[Enter Informed Consent Information](#)

[Search complications records](#)

[Enter Complications Information](#)

Help

Report of Induced Abortion

State file number: 2017-MN-000035
Date Filed: 03/15/2017

Induced Abortion Case Information*

Facility Code* 0002 <small>No Facility</small>	Physician Code:* 1002	Medical Specialty of Physician* Obstetrics & Gynecology	Local Tracking Number
Type Of Admission* Clinic	Date of Pregnancy Termination* 03/01/2017		

If errors are found they will be listed in red at the top of the page. Correct the errors and then repeat this step.

If after filing the record you discover a mistake has been made you can correct it by searching for the record and then editing it. Details on how to do this are in the section of this guide entitled "Search induced abortion records".

To continue to enter additional records, choose the "Enter Induced Abortion Information" task again from the Tasks list on the left of the screen. To leave the ITOP system choose 'Sign out' at the top of the page.

MDH Minnesota Department of Health
OFFICE OF VITAL RECORDS

Minnesota Registration & Certification

Welcome itopuser5
[Sign out](#)

Home Birth Death Customer Service Administration MFAR ITOP

Tasks

[Search induced abortion records](#)

[Enter Induced Abortion Information](#)

[Search informed](#)

Report of Induced Abortion

State file number: 2017-MN-000035
Date Filed: 03/15/2017

Induced Abortion Case Information*

Report of Induced Abortion: Search Induced Abortion Records

To search the induced abortion reports your facility has entered choose the “Search induced abortion records’ task from the Tasks list on the left.

Minnesota Registration & Certification

Welcome itopuser5
[Sign out](#)

Home Birth Death Customer Service Administration MFAR **ITOP**

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed](#)

Help Information

The user guide for this reporting system is available on the **Induced Abortion** website: (website under construction)

Paper versions of the reporting forms and associated instructions can be found at that same site. If you prefer to enter the data from a paper form instead of directly from your medical records, hard copies of those forms can be printed for your physicians and/or medical records staff to complete. However, as a user of this system, please submit all your reports via this ITOP application. DO NOT send paper forms to

The search screen for Report of Induced Abortion:

Search Induced Abortion Report

Search Criteria

Facility Code: 0002

Physician Code: [dropdown]

Local Tracking Number: [text]

Termination of Pregnancy: From [calendar] To [calendar]

Date Filed: From [calendar] To [calendar]

State file number: [text]

Record Status: [dropdown]

Include deleted record

Search **Reset**

The Facility Code field is pre-populated with the facility code associated with the user ID you used to log in to the system. This field cannot be changed since you are restricted to viewing records for your own facility only. If you want to clear out the rest of the fields and start over after making some selections, click the 'Reset' button.

- Date Filed: Using the calendar icons or by typing, enter the filing date range you want to search. Enter the same date in both fields to search a single date.
- Physician Code: Enter a single physician code. Only one physician code may be searched for at a time.

- State File Number: Enter a single state file number (the number assigned to the record by the system when it is filed). Only one state file number may be searched for at a time.
- Local Tracking Number (if your facility uses this field): Enter a single local tracking number. Only one local tracking number may be searched for at a time.
- Record Status: Choosing 'FILED' will list only those records which have been finalized. Choosing 'UNFINISHED' will list only those records that have been saved, but not finalized. To list both types leave this field blank.
- Termination of Pregnancy: Using the calendar icons or by typing, enter the procedure date range you want to search. Enter the same date in both fields to search a single date.
- Include deleted record: Checking this box will include 'deleted' records in your list. The system does not actually delete records that have been finalized and then deleted at a later time, but simply marks them as 'deleted' or 'void' so that they are not included unless specifically requested. Records that were 'cancelled' before being finalized are truly gone and thus cannot be retrieved.

When you have finished entering your selection criteria, click the 'Search' button and all records matching the criteria will be displayed. The box at the top displays the information for the first record in the list. To select a different record, click on the facility code field on the line you want.

[Back to search criteria](#)

Induced Abortion Report Summary

Facility Code	0002	Physician Code:	1386
State file number	2017-MN-000021	Date Filed	03/14/2017
Local Tracking Number	%5839FKHO333GRR8*(0		

Follow-on action

Sel	Facility Code	Physician Code	Local Tracking Number	Type Of Admission	Date Filed	State file number:	Status	Deleted
✓	0002	1386	%5839FKHO333GRR8*(0	Clinic	03/14/2017	2017-MN-000021	FILED	N
	0002	1002		Clinic	03/14/2017	2017-MN-000005	FILED	N
	0002	1386	53667	Clinic	03/14/2017	2017-MN-000008	FILED	N

Minnesota Department of Health, MRC application (c) 2011
Build: 19664 test

Then click on the arrow to the right of the 'Follow-on action' box to select what you want to do.

Follow-on action list:

0002	Physician Code:	1002
2017-MN-000005	Date Filed	03/14/2017

umber

Follow-on action

le	Physician Code	Local Tracking Number	State file number:	Status	Del
02	1386	%5839FKHO333GRR8*	2017-MN-000021	FILED	I
02	1002		2017-MN-000005	FILED	I
02	1386	53667	2017-MN-000008	FILED	I

- Correct induced abortion report: opens the record so that you can make corrections. (see instructions about making corrections below)
- View induced abortion report details: lets you page through the data entry screens for the selected record to view the entries that have been made.
- View induced abortion history: lists the actions that have been performed on the selected record, the user ID of the person who performed the action and the date and time the action was done.

[Making Corrections to a Report of Induced Abortion:](#)

To make corrections to a *Report of Induced Abortion* after the record has been filed, use the ‘Search induced abortion records’ function as described in the previous section. When the record you want to correct is displayed, choose the ‘Correct induced abortion report’ action from the ‘Follow-on action’ drop-down list.


You will then be taken to a screen where a summary of the record will be displayed. Choose a reason for the correction from the choices in the ‘Reason’ drop-down list.

Induced Abortion Report Summary

Facility Code	0002	Physician Code:	1386
State file number	2017-MN-000021	Date Filed	03/14/2017
Local Tracking Number	%5839FKHO333GRR8*(0		

Reason*

- DATA ENTRY ERROR CORRECTION
- UPDATED INFORMATION
- OTHER



- Data entry error correction: choose this reason if the correction is needed because of a data entry error made when the record was originally entered and filed.
- Updated information: choose this reason if the correction is needed because the patient’s medical record was updated or corrected.

- Other: choose this reason if neither of the others apply. A text box will open where you can indicate the reason for the correction.

After selecting the reason, then click the 'Return' button if you choose not to continue with making a correction. Clicking the 'Continue' button will open the record at the first data entry screen.

Induced Abortion Report Summary

Facility Code	0002	Physician Code:	1386
State file number	2017-MN-000021	Date Filed	03/14/2017
Local Tracking Number	%5839FKHO333GRR8*(0		


Reason*



Make necessary corrections by going through the screens and changing any incorrect fields. When finished, choose 'Save' on the final screen (the Minnesota Mandated Information screen). The 'Finalize Report' button will be greyed out since the record has already been filed and now only needs to be saved with the corrected information.

Current status of surviving infant:*

Parent(s) assumed rights/responsibilities
 Infant is abandoned ward of the state
 Status unknown





Minnesota Department of Health, MRC application (c) 2011
Build: 19664 test

After clicking on the 'Save' button a message will be displayed at the top of the screen indicating that the report was updated successfully. If errors are detected, error messages will be displayed instead and must be corrected before the record can be saved. See the section of this guide on entering induced abortion information for details on entering records and error messages.

Report of Complication(s) From Induced Abortion

To enter a new *Report of Complication(s) From Induced Abortion* select the 'Enter Complications Information' from the task list.

Minnesota Registration & Certification

MDH Minnesota Department of Health
OFFICE OF VITAL RECORDS

Welcome hajcc1
Sign out

MR&C

Home Birth Death Customer Service Administration MFAR ITOP

Tasks

- [Search induced abortion records](#)
- [Enter Induced Abortion Information](#)
- [Search informed consent records](#)
- [Enter Informed Consent Information](#)
- [Search complications records](#)
- [Enter Complications Information](#)

Help Information

The user guide for this reporting system is available on the **Induced Abortion** website: www.health.state.mn.us/divs/chs/abrpt/reporting.html

Paper versions of the reporting forms and associated instructions can be found at that same site. If you prefer to enter the data from a paper form instead of directly from your medical records, hard copies of those forms can be printed for your physicians and/or medical records staff to complete. However, as a user of this system, please submit all your reports via this ITOP application. DO NOT send paper forms to the Minnesota Department of Health for data entry. Annual reports to the Legislature can be found at www.health.state.mn.us/divs/chs/abrpt/abrt.htm

For additional assistance or information call the abortion reporting hotline at 800-657-3900.

Entering Facility and Physician Information:

Note that the State file number and Date Filed fields at the top of the screen are blank and nothing can be entered. These fields will be populated by the reporting system when the record is filed.

Report of Complications(s) from Induced Abortion

State file number:	Date Filed:
--------------------	-------------

Facility where patient was attended for complication.*	
Name <input type="text"/>	City <input type="text"/>
Physician who treated patient's complication (enter a 4-digit numeric Physician Code or the physician's First Name and Last Name):*	
Physician Code: <input type="text"/>	OR
First <input type="text"/>	Last <input type="text"/>
Medical specialty of physician who treated patient's complication.*	<input type="text"/>

Facility Where Patient Was Seen:

Enter the name of the facility where the patient was seen for the complication and the city in which it is located in the spaces provided.

Physician Who Treated the Complication:

Physician's name **or** if the physician has a code under which he/she reports induced abortions information, that 4-digit code may be entered instead of name. Note that one or the other is sufficient. It is not necessary to enter both.

Medical Specialty of Physician:

Choose the appropriate option from the list provided. If 'Other' is selected, it is not necessary to specify the other specialty.

Entering dates of diagnosis and abortion, estimate of gestation and previous visit:

The screenshot shows a form with four rows of input fields:

- Row 1: "Date complication was diagnosed:*" followed by a date input field and a calendar icon.
- Row 2: "Exact date, or patient recall of the date, the induced abortion was performed:*" followed by a date input field, a calendar icon, and a "Check if date not known:" checkbox.
- Row 3: "Clinical or patient's estimate of gestation at time of induced abortion:*" followed by a numeric input field, "(weeks)", and an "Unknown" checkbox.
- Row 4: "Has patient acknowledged being seen previously by another provider for the same complication?*" followed by a dropdown menu.

Date Complication was Diagnosed:

Enter the date on which the patient was seen for post-operative complication(s) in the format MM/DD/CCYY (where MM is numeric month, DD is numeric day and CCYY is century and year, i.e. 2017). You may also click on the symbol next to the date field and select the date from the calendar.

Exact Date or Patient Recall of Date of Abortion:

Enter the known date or the patient's best recollection of the date the abortion was performed in the format MM/DD/CCYY (where MM is numeric month, DD is numeric day and CCYY is century and year, i.e. 2017). You may also click on the symbol next to the date field and select the date from the calendar. If the patient does not remember the date or if it is not in her available medical records, select the 'Check if date not known' check box.

Clinical estimate of gestation at the time of the abortion:

Enter the clinical estimate of gestation if known or the patient's best recollection of gestation weeks at the time the abortion was performed. Enter a whole number of weeks. If the patient does not remember or it is not in her available medical records, select the 'Unknown' check box.

Previous Visit:

Select 'YES', 'NO' or 'UNKNOWN' as to whether the patient has been seen previously for this same complication.

Entering Type of Complication:

Indicate the complication(s) diagnosed. Select all that apply and/or specify any complication not listed*

- Cervical laceration requiring suture or repair
- Heavy bleeding/hemorrhage with estimated blood loss of >=500 cc
- Uterine Perforation
- Infection requiring inpatient treatment
- Heavy bleeding/anemia requiring transfusion
- Failed termination of pregnancy (Continued viable pregnancy)
- Incomplete termination of pregnancy (Retained products of conception requiring re-evacuation)
- Other (May include psychological complications, future reproductive complications, or other illnesses or injuries that in the physician's medical judgment occurred as a result of an induced abortion).

Please specify diagnosis 200 Characters remaining.

Save

Finalize Report

Select all options that apply from the list of complications. More than one may be selected. If 'Other' is selected, enter the specific complication in the space provided.

Finalizing or Saving the Report:

- Heavy bleeding/anemia requiring transfusion
- Failed termination of pregnancy (Continued viable pregnancy)
- Incomplete termination of pregnancy (Retained products of conception requiring re-evacuation)
- Other (May include psychological complications, future reproductive complications, or other illnesses or injuries that in the physician's medical judgment occurred as a result of an induced abortion).

Please specify diagnosis 200 Characters remaining.



Save



Finalize Report

Finalize Report:

When all fields have been completed, click 'Validate' to check for errors. If errors are found, go back and correct them and then repeat this step. If no error messages are displayed, then submit the record by clicking on the 'Submit' button. A message will be displayed indicating that the record was received by the system and assigned a system record number.

Save:

If you want to save the record and finalize it at a later time, select the 'Save' button. Any errors detected will be displayed at the top of the screen and must be corrected before the record can be saved.

[Cancel the record:](#)

If this record has been entered in error, you may discard it by choosing another task from the list at the left or clicking on the ITOP heading at the top of the page to go back to the ITOP home screen.

[Search Complication Records:](#)

To search the complications records your facility has entered choose the “Search complications records” task from the Tasks list on the left.

The screenshot shows the Minnesota Registration & Certification (MR&C) website. At the top, it says "Minnesota Registration & Certification" and "Welcome hajcc1 Sign out". There is a navigation bar with "Home Birth Death Customer Service Administration MFAR ITOP". On the left, there is a "Tasks" sidebar with the following links: "Search induced abortion records", "Enter Induced Abortion Information", "Search informed consent records", "Enter Informed Consent Information", "Search complications records" (highlighted with a red arrow), and "Enter Complications Information". The main content area has a "Help Information" section with text about the user guide and reporting forms.

The search screen for Report of Complication(s) From Induced Abortion:

The screenshot shows the "Search Complication Report" form. It has a "Search Criteria" section with the following fields: "Facility Name" (text input), "Facility City" (text input), "Physician Code:" (dropdown menu), "Physician First Name" (text input), "Physician Last Name" (text input), "Date Filed" (From/To date range), "State file number" (text input), "Record Status" (dropdown menu), and an "Include deleted record" checkbox. At the bottom, there are "Search" and "Reset" buttons.

Enter your selection criteria, then click the 'Search' button. If you want to clear out the selection fields and start over, click the 'Reset' button instead and then choose 'Search'. All records matching the criteria will be displayed. The list will contain only records entered by your facility. The box at the top displays the information for the first record in the list. To select a different record, click on the facility code field on the line you want.

- Facility Name/Facility City: Enter the name and/or city location of the facility you want to search for.
- Date Filed: Using the calendar icons or by typing, enter the filing date range you want to search. Enter the same date in both fields to search a single date.
- Physician Code: Enter a single physician code. Only one physician code may be searched for at a time.
- Physician First Name/Last Name: Enter the first and/or last name of physician you want to search for.
- State File Number: Enter a single state file number (the number assigned to the record by the system when it is filed). Only one state file number may be searched for at a time.
- Record Status: Choosing 'FILED' will list only those records which have been finalized. Choosing 'UNFINISHED' will list only those records that have been saved, but not finalized. To list both types leave this field blank.
- Include deleted record: Checking this box will include 'deleted' records in your list. The system does not actually delete records that have been finalized and then deleted at a later time, but simply marks them as 'deleted' or 'void' so that they are not included unless specifically requested. Records that were 'cancelled' before being finalized are truly gone and thus cannot be retrieved.

[Back to search criteria](#)

Complication from Induced Abortion Report Summary

Physician Name _____ Physician Code: 1386
 State file number 2017-MN-000008 Date Filed 03/14/2017

Follow-on action

Sel	Physician	Date Filed	State file number	Status	Deleted
✓	1386	03/14/2017	2017-MN-000008	FILED	N
	MCDOCTORION	03/14/2017	2017-MN-000012	FILED	N

After selecting the record you want to work with, click on the arrow to the right of the 'Follow-on action' box to select what you want to do.


[Back to search criteria](#)

Complication from Induced Abortion Report Summary

Physician Name	Physician Code:	1386
State file number	2017-MN-000008	Date Filed
		03/14/2017

Follow-on action ▼

Sel	Physician	Date Filed	State file number	Statu	Follow-on action
✓	1386	03/14/2017	2017-MN-000008	FI	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #ffffcc; padding: 2px;">Correct complication report <li style="padding: 2px;">View complication report details <li style="padding: 2px;">View complication history </div>
	MCDOCTORTON	03/14/2017	2017-MN-000012	FI	



Follow-on action list:

- Correct complication report: opens the record so that you can make corrections. (see instructions about making corrections below)
- View complication report details: brings up the data entry screen for the selected record to view the entries that have been made.
- View complications history: lists the actions that have been performed on the selected record, the user ID of the person who performed the action and the date and time the action was done.

Correct complication report:

If you select the 'Correct informed consent report' action from the 'Follow-on action' drop-down list, you will be taken to a screen where a summary of the record will be displayed. Choose a reason for the correction from the choices in the 'Reason' drop-down list.

Minnesota Registration & Certification

of Health Welcome itopuser5
[Sign out](#) 

Home Birth Death Customer Service Administration MFAR **ITOP**

Complication from Induced Abortion Report Summary

Physician Name	Physician Code:	1386
State file number	2017-MN-000008	Date Filed
		03/14/2017

Reason* ▼

- DATA ENTRY ERROR CORRECTION
- UPDATED INFORMATION
- OTHER



- Data entry error correction: choose this reason if the correction is needed because of a data entry error made when the record was originally entered and filed.
- Updated information: choose this reason if the correction is needed because the patient’s medical record was updated or corrected.
- Other: choose this reason if neither of the others apply. A text box will open where you can indicate the reason for the correction.

After selecting the reason, then click the ‘Return’ button if you choose not to continue with making a correction. Clicking the ‘Continue’ button will open the record at the data entry screen.

SC

Complication from Induced Abortion Report Summary

Physician Name	Physician Code:	1386
State file number	2017-MN-000008	Date Filed
		03/14/2017

Reason* UPDATED INFORMATION

Continue
Return
←

Make necessary corrections by going through the screen and changing any incorrect fields. When finished, choose ‘Save’ at the bottom of the final screen. Note that the ‘Finalize Report’ button will be greyed out since the record has already been filed and now only needs to be saved with the corrected information.

Failed termination of pregnancy (Continued viable pregnancy)
 Incomplete termination of pregnancy (Retained products of conception requiring re-evacuation)
 Other (May include psychological complications, future reproductive complications, or other illnesses or injuries that in the physician's medical judgment occurred as a result of an induced abortion).

Please specify diagnosis 200 Characters remaining.

→
Save
Finalize Report
→

After clicking on the ‘Save’ button a message will be displayed at the top of the screen indicating that the report was updated successfully. If errors are detected, error messages will be displayed instead and must be corrected before the record can be saved. See the section of this guide on entering the complications information for details on entering records and error messages.