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Password

Forgotten your
Password?

Registration and
Guidelines

Enter



Guidelines for reporting to e-bans.com

June 2010

To become an e-bans Reporter or obtain more information contact:
Bans Co-ordinator, Streets Heaver, 4 Low Moor Road, Lincoln, LN6 3JY
Tel: 01522 872000. Fax: 01522 872255.
BANS@Streets-Heaver.com

Purpose of the Guidelines

These Guidelines have been prepared at the request of Reporters who have advised on the development of e-bans. Although e-bans is to some extent self explanatory, organisations who are using support staff to input data feel that a set of comprehensive guidelines will serve as a reference guide to facilitate accurate and timely reporting.

The document may be viewed on line by clicking on: ***registration & guidelines on the log on box. Copies can be provided by contacting Bans@Streets-Heaver.com.***

The E-bans website can be accessed at:

www.e-bans.com

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1. Important Information for Reporters

The British Artificial Nutrition Survey e-BANS application is registered as an Approved Application by the National Information Governance Board for Health and Social Care (NIGB). **NIGB supports e-bans.com to operate WITHOUT THE NEED FOR REPORTERS TO OBTAIN INFORMED PATIENT CONSENT**. To provide proof of this decision you may download a confirmatory letter from: [BANS Annual Review Outcome.pdf](#) (relates to England & Wales)

As a matter of professional courtesy you may however wish to inform your patients that you are providing anonymous data about patients on Home Artificial Nutrition Support (HANS) to e-bans.com. To facilitate this, information forms have been prepared to explain how BANS works. These forms are written in 'Word' format so that you can change if required to meet local needs. See below for required forms.

 To obtain these forms and gain access to the NIGB letter, please click [Information](#) on the left-hand side of the log in screen.

Forms: (Microsoft Office Word 97 - 2003 Documents)

Children & Young Adults	Young Adult Information	Parent\Guardian Information
Adults (Aged 16+)	Adult Information	

Interpreting e-bans symbols

 A number of symbols are displayed to help you navigate your way around E-BANS



Click for date



Click for information



Click to open up a 'picklist'. On some picklists you can scroll over the different categories listed with the cursor to obtain definitions



Find a patient



Find all patients



Register new patient



Amend selected patient



Delete selected patient



Change Reporter for selected patient



Update episode



Create a new episode for selected patient

2. Getting started on e-bans:

- ◆ **Reporter Number:** each organisation reporting to BANS will be allocated one or more unique Reporter Numbers. Larger organisations with specialist service tend to have a number of Reporters transmitting data on different aspects of HANS.
 - Existing Reporters will continue to use the same Reporter number
 - New Reporters will be allocated a Reporter number for their organisation
 - Organisations who have stopped reporting and want to restart will use the original Reporter number
- ◆ **User Name and Password:** may be allocated to Reporters on an individual basis or where there is more than one Reporter in an organisation they may decide to share a single user name and password.

To obtain Reporter number, username and password contact:
Bans Co-ordinator,
Streets Heaver, 4 Low Moor Road, Lincoln, LN6 3JY
Tel: 01522 872000. Fax: 01522 872255
Email: BANS@Streets-Heaver.com

Web Address: www.e-bans.com

Logging- on to e-bans:

Home
Information
Contact us
Registration

Welcome to e-bans.com

Please log in below:

Username:

Password:

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 BAPEN is a Registered Charity, No. 1023927
For further details please visit:
www.bapen.org.uk

Technical support:
Bans Co-ordinator
4 Low Moor Road,
Lincoln, LN6 3JY
Tel: 01522 872000
Fax: 01522 872255

3a.



Amend episode

On entering e-bans existing Reporters will be asked to amend all patients who have not been updated for six months as shown below.

You may choose to leave this task to a later date and go straight to registering your new patients. However patients not updated during one calendar year will be removed from the Register.

All these patients will have the original Patient ID (First & last initial, DOB, gender). This will need changing to the new format.

Patient ID: using the example of John Smith, born 27/3/1918, Postcode NG5 1PB, NHS N0.453 256 1234

OLD PATIENT ID:

JS

27031918

M

First, last initials

DOB

Gender

NEW PATIENT ID

NG5

1918

1234




First Half Postcode, Year of Birth, Last 4 digits of NHS/CHI (Scotland) Number

3b. Amending Episodes

You can directly amend an episode by clicking on the left most image (Amend episode) for each individual record.

You can also immediately mark an episode as unchanged by clicking the right most image (tick). However, the first time you amend the patient you will need to change the patient ID.

Once you have changed the Patient Identifier to the new format marking an episode as updated will mean the episode will not appear in this list for another 6 months.

Amend Episode	Last Updated	Patient Id	Started Episode	No Change
	16/07/2009	AB02032007M	10/10/2008	<input type="checkbox"/>
	09/09/2009	AB02091988M	20/02/2006	<input type="checkbox"/>
	29/09/2009	AB03091926F	30/07/2009	<input type="checkbox"/>

amend patient:

The selected patient is using the old Patient ID structure. Please update to:


1st Half Postcode - (yyyy)Year of Birth - last 4 digits of NHS/CHI no.

2.) Patient ID:

LN6	2007	...Recent ID's...
-----	------	-------------------


1st half of postcode - yyyy(Year of birth) - Last 4 digits of NHS no.

3.) Date started HANS:

10/08/20	
----------	---

First Half Postcode , Year of Birth, Last 4 digits of NHS/CHI (Scotland) Number

Reset

 [Back](#)

Patients removed from e-bans

You may find that some of the patients you have previously registered have been removed. On the first day of each year patients who have not been updated during the previous year are removed. Some of these patients may still be receiving HANS and you can re-register them using the ORIGINAL START DATE FOR BOTH START DATE & EPISODE START DATE.

4.



Register Patient

Add patient

1.) **Reporter:** when you enter 'Register Patient' your Reporter number and name will appear in the box.

1000 – MS A ANNON

2.) **Patient ID:**  [Clicking this symbol will remind you of how the patient ID is written]

You will be required to enter a patient identification code (PI). This is composed of:

First block of postcode Year of Birth Last four digits of NHS/CHI Code

Recent IDs



Recent IDs enables you to scroll down to check if the patient has already been entered

3.) **Date started HANS:** Click on the calendar to add the date the patient first started Home Artificial Nutrition (HANS).

4.) **Episode Start Date:** click on the calendar to add the date the patient started this episode of Home Artificial Nutrition (HANS).

5.) **Location:** click on the down arrow to bring up 5 location options. Click on your choice which will then be displayed in the box. If you choose 'other' please state what this is in the box provided.

01 – OWN HOME



01 – OWN HOME
02 - NURSING HOME
03 – RESIDENTIAL CARE
04 - OTHER
05 – REHABILITATION CENTRE

If other

6.) **Primary Reason for HANS:** click on the down arrow to bring up ten options. Click on your choice which will then be displayed in the box. If you select 'other' please state what this is in the box provided,


01 – SWALLOWING DISORDER



01 – SWALLOWING DISORDER
02 – GIT OBSTRUCTION
03 – SHORT BOWEL
04 – MALABSORPTION
05 – FISTULA
06 – ANOREXIA (POOR APPETITE)
07 – FALTERING GROWTH
08 – UNPALITABILITY OF SPECIALISED FEED
09 – IMPROVE NUTRITIONAL STATUS
00 – OTHER

If other

7.) Type of Home Artificial Nutritional Support: click on the down arrow to select one of the four options displayed below.

1 - HETF 

01 - HETF
 02 - HPN
 03 - HETF and HPN
 04 - IV FLUIDS

If you select:
 01- HETF Tick ONE option from Enteral Nutrition only
 02 - HPN Tick ONE option from Parenteral Nutrition only
 03 - HETF & HPN Tick ONE OPTION from Enteral and ONE option from Parenteral Nutrition
 04 - IV Fluids Tick ONE OPTION from IV Fluids

Enteral Nutrition via:

NG NJ/ND All types gastrostomy All types jejunostomy Other


If other

Parenteral nutrition via

Catheter with external Section Subcutaneous port

Intravenous fluids via:

Catheter with external Section Subcutaneous port

8.) Level of Activity:  (this symbol directs you to use the pick list to obtain clear definitions of these categories.)




Pick List: scroll cursor over each category to see definition

01 – FULL NORMAL ACTIVITY	Able to carry out all normal activities both inside and outside the house
02 – LIMITED ACTIVITY	Able to carry out some normal activities both inside and outside the house, including wheel chair use
03 – HOUSEBOUND	Able to be out of bed but limited to being in the home either chair or wheel chair bound
04 – BEDBOUND	Is awake but is unable to be moved from bed to chair and is cared for in bed
05 – UNCONSCIOUS	Is cared for in bed but is not conscious
06 – OTHER THAN LISTED	Other than above

01 – FULL NORMAL ACTIVITY 

- 01 – FULL NORMAL ACTIVITY
 02 – LIMITED ACTIVITY
 03 – HOUSEBOUND
 04 – BEDBOUND
 05 – UNCONSCIOUS
 06 – INFANT < 1 YEAR
 00 – OTHER THAN LISTED

9.) Ability to manage nutritional support:  **(THIS IS THE ABILITY TO MANAGE NUTRITIONAL SUPPORT NOT GENERAL ABILITY TO MANAGE).** Click on down arrow and select appropriate category

01 – INDEPENDENT 

01 – INDEPENDENT
 02 – REQUIRES SOME HELP
 03 – REQUIRES TOTAL HELP
 04 – CHILD under 12
 00 – OTHER THAN LISTED

10.) Diagnosis Category:

There are two filters in this category:

- the first filters by: either one of four diagnostic categories or by 'All';
- the second filters by the sub-groups relating to the diagnostic category chosen

For example: Choosing '1- CANCER' in the first filter will bring up **ALL** sub-groups relating to Cancer in the second filter to enable you to choose the appropriate, in this example: **3 – HEAD & NECK CANCER**

Filter Diagnosis by

1 – CANCER ▼

--ALL--

1 – CANCER

2 – CNS & MENTAL HEALTH

3 – GASTROINTESTINAL NON-MALIGNANT

4 – OTHER CONDITIONS

3 – HEAD & NECK ▼

--ALL--

1 – GIT

2 – HAEMATOLOGY

3 – HEAD & NECK

4 – OTHER CANCERS

- 11.) **Primary Diagnosis:** In the above example 'HEAD & NECK' CANCER was selected. This diagnostic sub group will automatically appear in the **Primary Diagnosis box**. Clicking on the down arrow will allow you to select the specific primary diagnosis, in this instance: **LARYNGEAL**

464 - LARYNGEAL ▼

156 – CANCER HEAD & NECK

464 - LARYNGEAL

402 - NASAL

407 - NECK NODES

401 - ORAL

403- PHARYNGEAL

When registering patients on HPN or Intravenous Fluids the same principles apply, though an abridged list of Primary Diagnoses relevant to these HANS modalities will appear.

Full lists of DIAGNOSTIC CATEGORIES & PRIMARY DIAGNOSES are attached

- 12.) **Commercial Homecare:** please select from:

Y - YES ▼

Y – YES

N – NO

D – DON'T KNOW

Save

Reset

Saves the data you have entered and will prompt you (in red) to fill in any omissions you have made

Removes all data entered without saving it.



BACK (this takes you back to View Patient Screen)

5. Update/ Amend Episode

You will be asked to enter the Patient ID.

- ◆ Type in the Patient ID in either the old or new format or scroll down on Recent IDs to select.
- ◆ Press search to find the Registration form for the selected patient
- ◆ Update as required including changing the Patient ID

Two additional fields are added to Registration Form

13) Outcome:

01 – CONTINUES – PATIENT AT HOME

01 – CONTINUES – PATIENT AT HOME
 02 – STOPPED – PATIENT IN HOSPITAL
 03 – DISCONTINUED ON FULL ORAL FEEDING
 04 – WITHDRAWN
 05 – PATIENT REFUSED
 06 – DIED DUE TO UNDERLYING DISEASE
 07 – DIED DUE TO NUTRITIONAL COMPLICATIONS
 08 – DIED FROM OTHER CAUSES
 09 – CARE TRANSFERRED
 10 – LOST TO FOLLOW-UP

If other

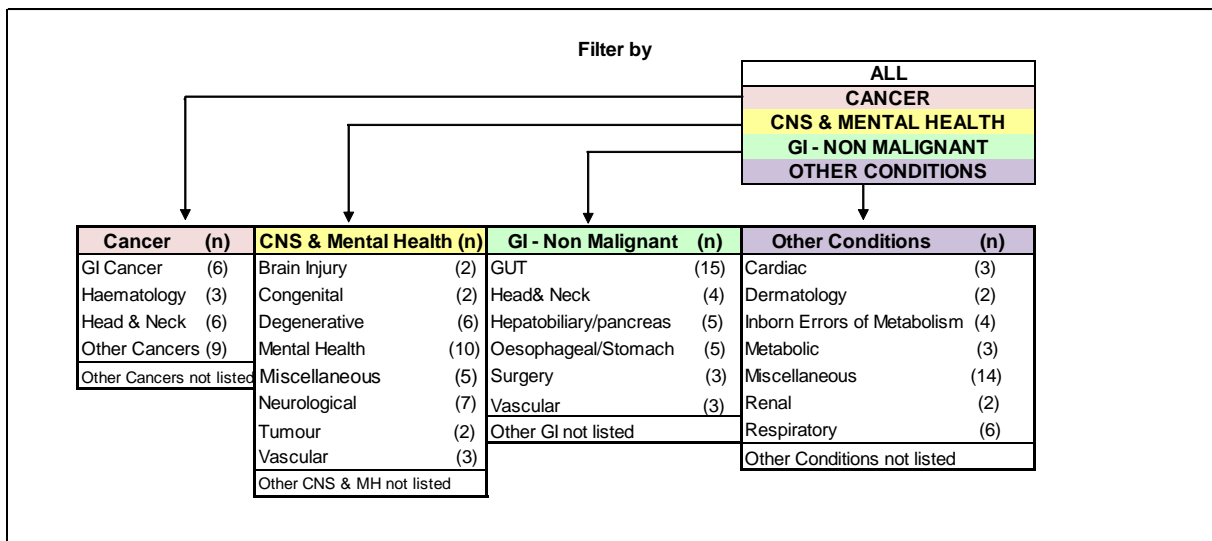
14.) Episode End Date.

Options to help identify your patients

1. Once you have registered a patient, using the Report Generator you will be able to print off a *BANS Individual Patient Report (BIPR)* to which you will need to add the patient's personal details. This will give you a paper copy for your records (see Page 16).
2. Add a BANS PI column (green) into your existing patient database or Excel spreadsheet. You could also add columns for the BANS data set (see table below). When you want to update individual patient say 'JS1918124' use the search mechanism on your data base or 'Control F' in Excel to direct you to the Patient identifier you are looking for.

Name	NHS/CHI No.	DOB	Address /Postcode	local spreadsheet requirements										BANS PI	1st block postcode	BANS data set					
Jones, Fred	435 067 3421	21.07.67	S1 5JG													FJ 1967 3421	S1				
Ellis, Kate	432 125 8765	13.04.45	LE4 700													KE 1945 8765	LE4				
Price Nellie	451 237 9853	01.05.17	LE6 4RJ													NP 1917 9853	LE6				
John Smith	453 236 1234	27.03.18	NG51PB													JS 1918 1234	NG5				
Dodd Dorothy	497 312 7865	31.10.38	NG72UH													DD 1938 7865	NG7				
John Smith	499 872 3675	05.08.95	NG5 1PB													JS 2004 3675	NG5				

6. Diagnostic categories



7. Primary Diagnoses

Cancer	Central Nervous System & Mental Health	Gastrointestinal - non malignant	Other
GIT (6)	Brain Injury (2)	GUT (15)	Cardiac (3)
Gastric	Cerebral trauma	Auto immune enteropathy	Cardiac failure
Large bowel	Hypoxic brain injury	Crohns disease	Congenital heart disease
	Congenital (2)	Gastroschisis	Other cardiac disease
Liver	Cerebral palsy	Idiopathic intractable diarrhoea	Dermatology (2)
Oesophageal	Down's syndrome	Intestinal obstruction - benign	Dermatomyositis
Pancreas	Degenerative (6)	Malrotation	Epidermolysis bullosa
Small bowel	Alzheimer's disease	Microvillus inclusion disease	Inborn Errors Metabolism (4)
Haematology (3)	Dementia	Necrotising enterocolitis	Amino acid/protein disorders
Leukaemia	Huntingdon's	Perforated bowel	Fatty acid defects
Lymphoma	MND	Pseudo-obstruction/motility disorders	Glycogen storage disease
Myeloma	MS	Radiation enteritis	Other inborn errors
Head & Neck (6)	Parkinson's disease	Steroid sensitive enteropathy	Metabolic (3)
Head & Neck	Mental health (10)	Tufting & other congen. Enteropathies	Cushing's syndrome
Laryngeal	Anorexia nervosa	Ulcerative colitis	Diabetes
Nasal	Bipolar disorders - other	Volvulus	Obesity surgery
Neck nodes	Bipolar/Schizophrenia	Head & Neck (4)	Miscellaneous (19)
Oral	Bulimia nervosa	Cleft Lip & Palate	Alcohol abuse
Pharyngeal	Depression	Fixed/Wired Jaw	Auto immune disease
Other - cancers (9)	Learning Difficulties	Pharyngeal Pouch	Burns
Bladder	Personality disorder	Surgery (non cancer)	Chronic Fatigue syndrome
Lung	Prader Willi syndrome	Hepatobiliary/Pancreas (5)	Congenital malformation
Other - not stated	Psychosis	Biliary atresia	De George Syndrome
Ovarian	Steele Richardson syndrome	Liver disease (non cancer)	Faltering growth
Primary bone cancer	Miscellaneous (5)	Liver transplant	Food allergy
Prostate	Cerebral atrophy	Pancreatitis acute	Haematology - not malignant
Renal	Chronic Fatigue syndrome	Pancreatitis chronic	HIV/AIDS
Sarcoma	Guillain Barre syndrome	Oesophageal/Stomach (5)	Hyperemesis
Thyroid	Hydrocephalus	Dysphagia - unknown cause	Malnutrition
Other Cancers not listed	Meningitis	Gastro-oesophageal reflux	Noonan's syndrome
	Neurological (7)	Oesophageal perforation	Orthopaedic surgery
	CJD/Variant CJD	Oesophageal pouch	Polymyositis
	Epilepsy	Oesophageal stricture (benign)	Pressure sores
	Facial palsy	Surgery (non cancer) (3)	Rheumatoid arthritis
	Multi system Atrophy	Bowel resection	Russell Silver disease
	Paraplegia	Short gut syndrome	Scleroderma
	PVS	Small bowel transplant	Renal (2)
	Spinal Injury/Scoliosis	Vascular (3)	Post renal transplant
	Tumour (2)	Ischaemia	Renal Failure
	Cerebral tumour	Thrombotic	Respiratory (6)
	Neuroblastoma	Unknown origin	Aspiration pneumonia
	Vascular (3)	Other GI not listed	Bronchopulmonary dysplasia
	CVA/Stroke		COAD including COPD
	Cerebral Haemorrhage		Cystic fibrosis
	Cerebral ischaemia		Other respiratory disease
	Other CNS & MH not listed		Premature/chronic lung disease
			Other Conditions not listed

8. Sample e-bans individual patient report

E-BANS Individual Patient Report (BIPR) (confidential) Reporter's File Copy



PATIENT'S NAME SMITH JOHN
(Reporter to add)

Patient's Name Address Contact Details Hospital Number NHS/ Number	For Reporter Use Only – Add Patient Label or complete details for your record.		
	John Smith 37 Free Way Stapleford Nottingham N20 2YZ 0777 8889990 N123456 123 456 7890		
	Reporter's Name R BANS		
	Reporter's Number 0520		
	BANS CORE DATA SET <i>Reporter enters the data below on E-BANS</i>		
PATIENT CODE	1 st block post code	Year birth 0000	last four digits NHS /*CHI No.
	NG05	1927	4505
OLD PATIENT CODE <i>(if appropriate)</i>	First & last initial	DOB 00000000	Gender
	JS	20021927	M
*CHI no. for Scotland			
Start Date (00/00/00)	01/02/2009		
Diagnostic category	Neurological		
Clinical Condition	CVA		
Feeding route	PEG		
Reason for Feeding	Swallowing Difficulty		
Activity level	Bedbound		
Place of Residence	Nursing Home		
Delivery	Home Care Company		
Outcome	Continuing		
Please update before:	01/07/10 <i>(generated by e-bans)</i>		

NOT transmitted to BANS

Notes
A4 form
Grey sections are fixed
White sections to be filled in by Reporter
1. Reporter enters data on E-BANS and prints off BIPR
2. Reporter adds the patient's demographics
3. Report is filed as per local requirements
Report can also be printed off as a 'blank form' and completed by reporter manually for Assistant to enter on E-BANS at later date

Additional Reporter Notes