How to Use The: Clinical Data Checker Problems Report

1. **Select the Site Reports tab**
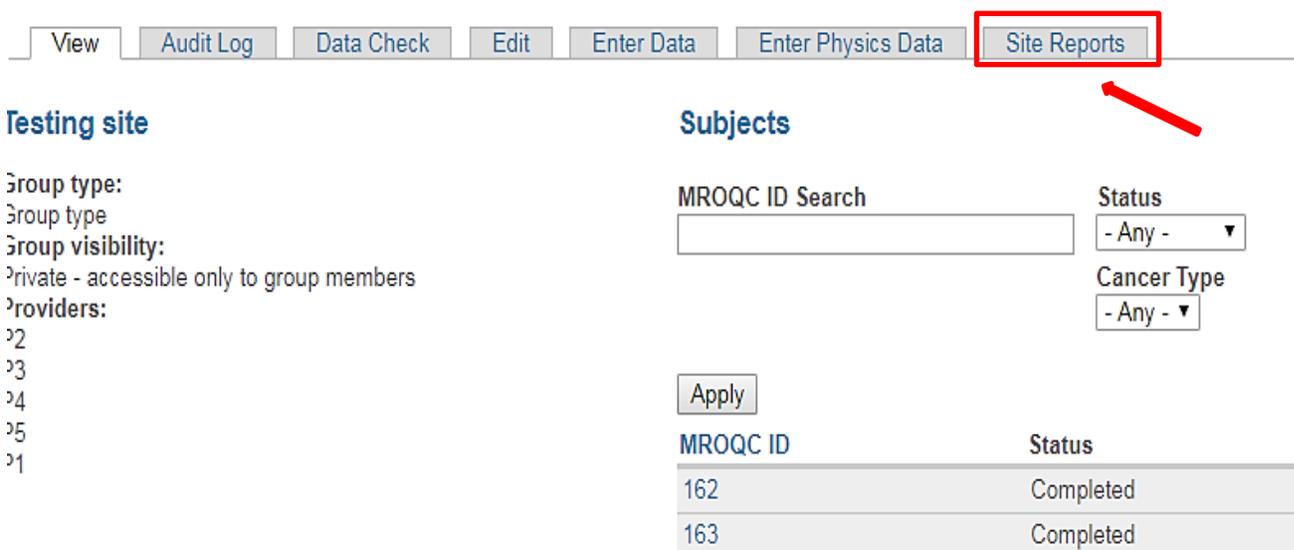
2. **Right-click on the Clinical-Data Checker Problems Report and open the report in a new tab or window.**
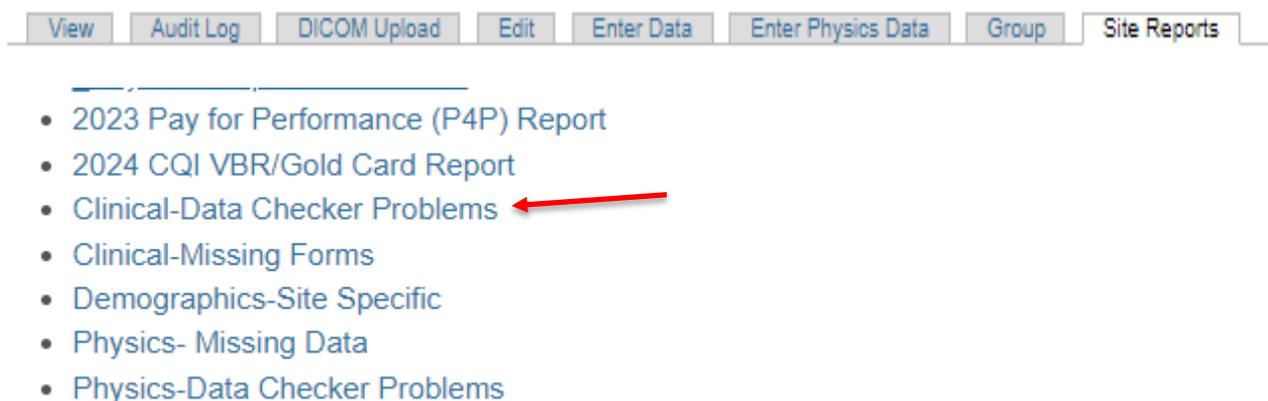
3. Export the report into Excel—select export document select Excel and make sure All reports are selected
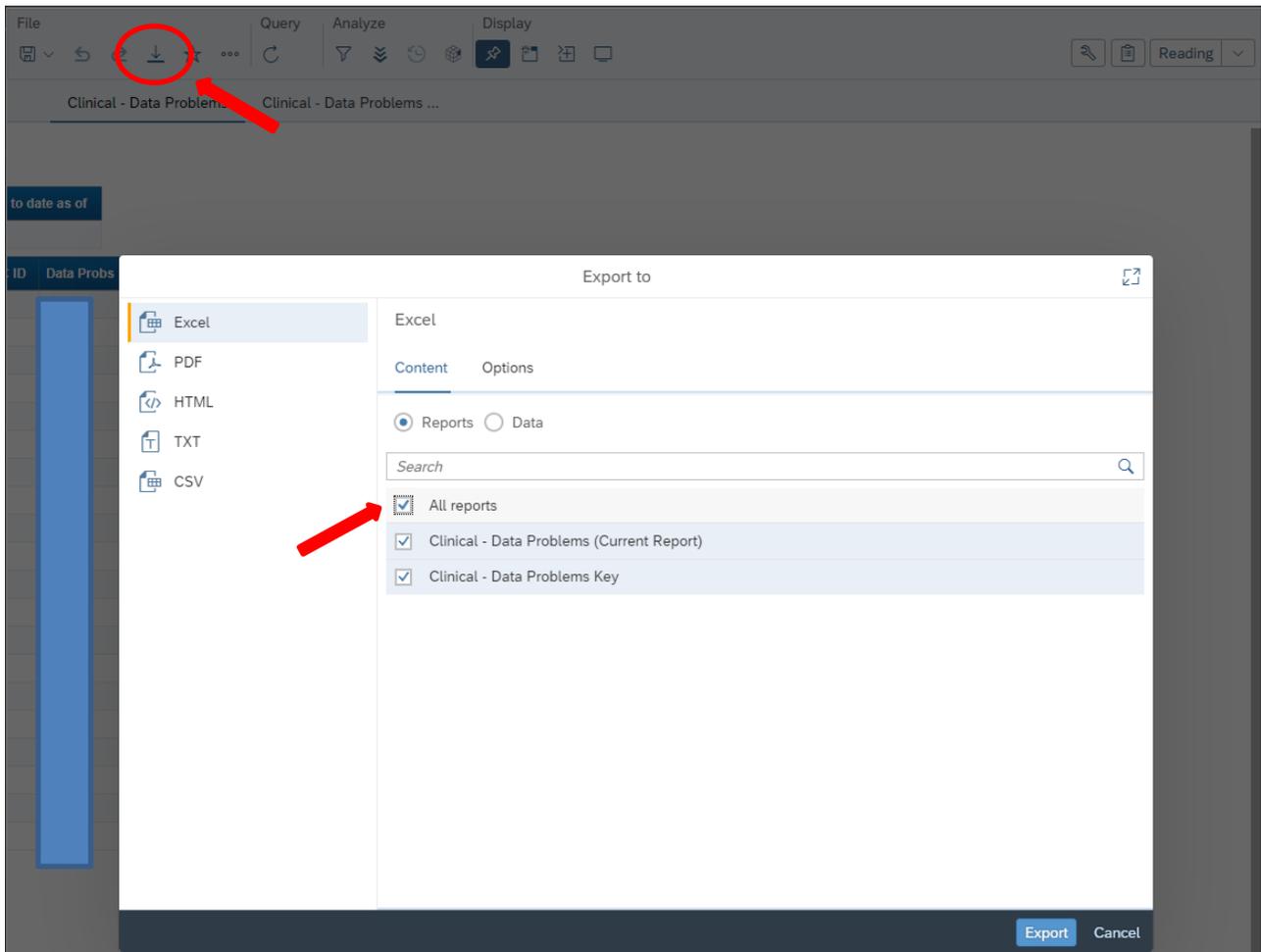
4. The clinical data problems tab will display patients with errors on submitted forms. Each error number is explained on the data problems key.

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- **Select the data problems key tab to display the complete listing of possible errors**
- **Each number corresponds with a specific data error**

Problem #	Problem Description
1	Please correct patient eligibility status on SE1
2	Date of Initial consult on SE1 is after today's date
3	Please enter distance from margin on B5 Question 11
4	The number of positive Lymph nodes on B5 is greater than the number of lymph nodes taken.
5	Date of first fraction is later than date of last fraction
6	Date of first fraction is later than date of last fraction

Report Information/ Tips

- ✓ Report is refreshed every night
- ✓ Report list problems with specific data points
- ✓ Doesn't include missing forms
- ✓ Print data problems key for easy reference
- ✓ To clear errors, please email support@mroqc.org. The email should include the patient's MROQC ID, the error to clear and the reason why.
- ✓ **Run report at least once per week.**

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