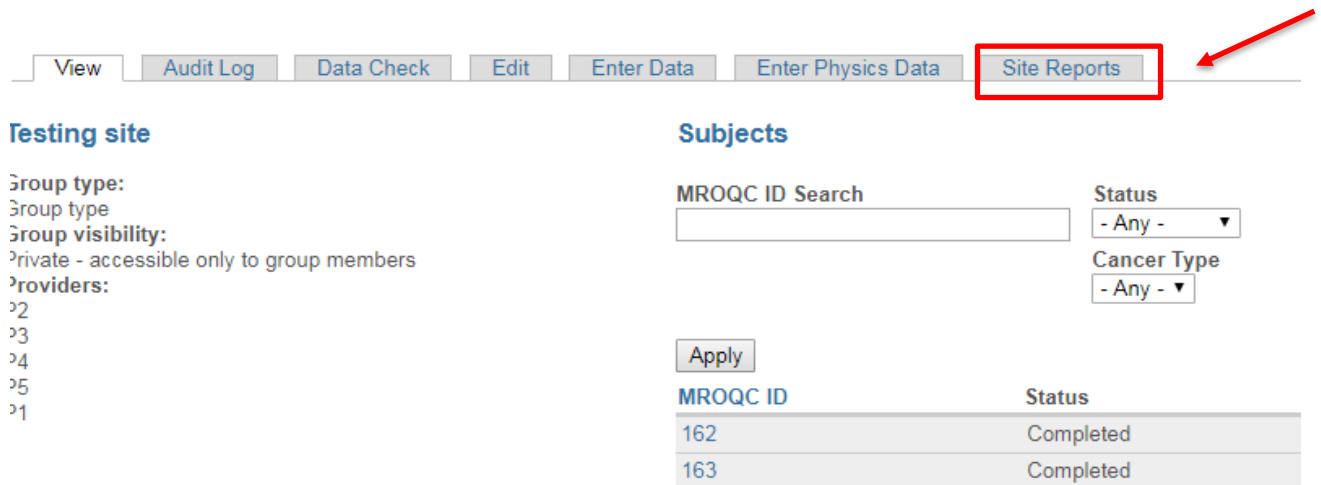


How to Use The: Clinical Missing Forms Report

1. Select the Site Reports tab



View | Audit Log | Data Check | Edit | Enter Data | Enter Physics Data | **Site Reports**

Testing site

Group type:
Group type

Group visibility:
Private - accessible only to group members

Providers:
2
3
4
5
1

Subjects

MROQC ID Search

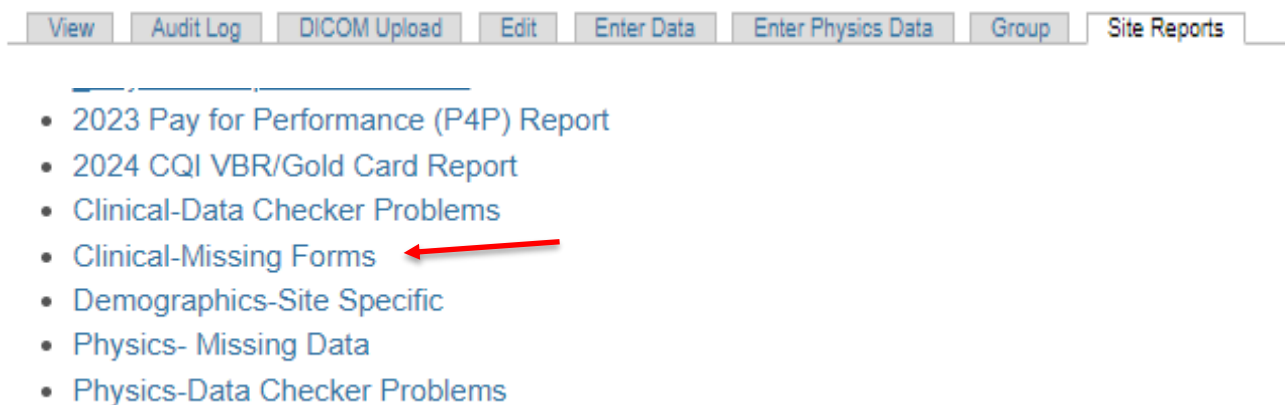
Status: - Any -

Cancer Type: - Any -

Apply

MROQC ID	Status
162	Completed
163	Completed

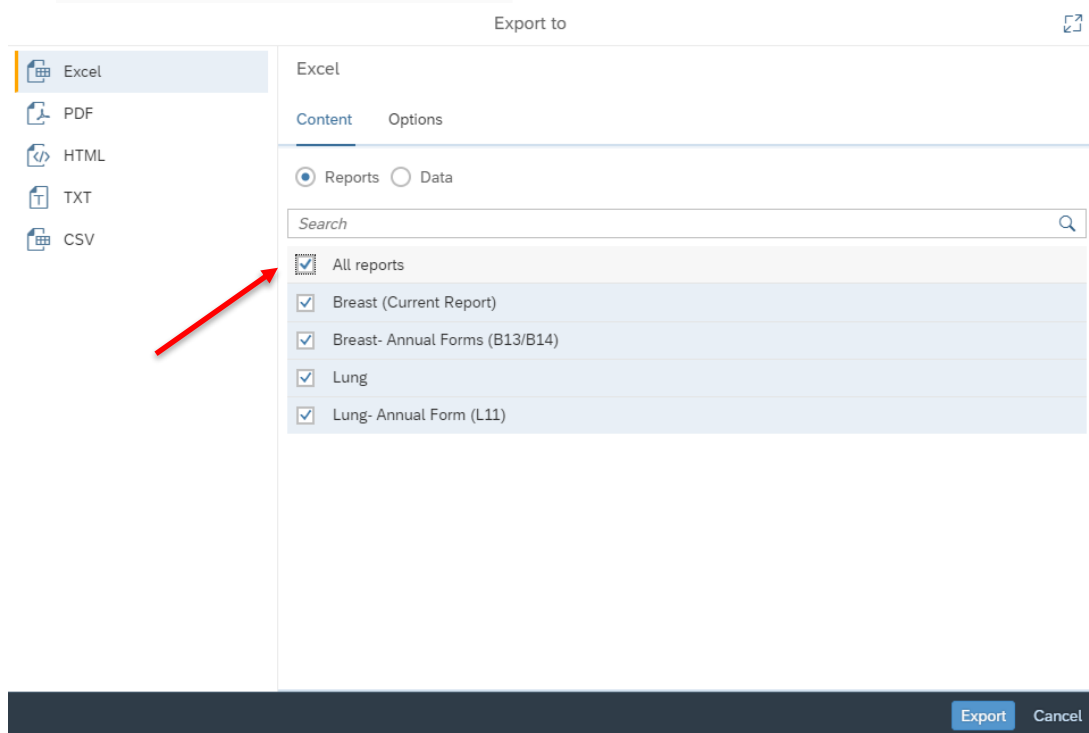
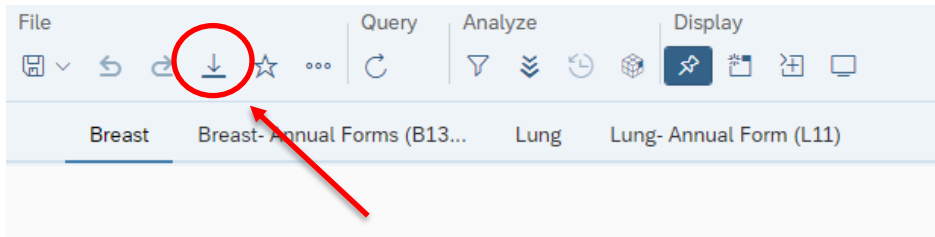
2. Right-click on the Clinical-Missing Forms Report and open the report in a new tab or window.



View | Audit Log | DICOM Upload | Edit | Enter Data | Enter Physics Data | Group | **Site Reports**

- 2023 Pay for Performance (P4P) Report
- 2024 CQI VBR/Gold Card Report
- Clinical-Data Checker Problems
- Clinical-Missing Forms
- Demographics-Site Specific
- Physics- Missing Data
- Physics-Data Checker Problems

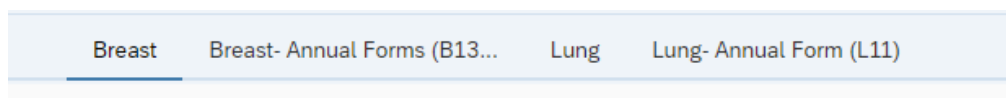
3. Export the report into Excel—select export document, Excel and select All reports



4. The report will display patients, separated by cancer type, who is missing at least one of the listed forms.

Header Definitions:

- **RT start date:** RT start date entered on enrollment form
- **RT end date:** RT end date entered on last week physician form(B9/L8)
- **Missing (form number):** Indicates the number of missing forms. Weekly forms will display the total number of missing forms based on the time between RT start date and RT end date.
- **The report has 4-tabs: Breast, Breast-Annual Forms (B13/B14), Lung, and Lung Annual Form (L11). Each one of them will display patients who are missing any of the listed forms.**
****Annual forms are divided to separate tabs based on the feedback received from the data abstractors.*



Breast Clinical Missing Forms

Data up to date as of
1/25/24

RT Start Date	RT End Date	Missing B1	Missing B3	Missing B4- 2 weeks	Missing B4- 3 months	Missing B5	Missing B6	Missing B7	Missing B9	Missing B10- 2 weeks	Missing B10- 3 months
12/28/23	12/26/23							1			
12/12/23	12/14/23							1			
12/12/23							1	1	1		
11/21/23	12/4/23							1			
11/6/23							1		1		
10/24/23	11/21/23							1			
10/24/23	10/31/23							1			
10/24/23	11/3/23							1			
10/24/23	11/10/23							1			
10/24/23							1	1	1		

Notes:

- This report shows breast forms that are missing in 2022 and 2023
- As of 5/11/2023, missing forms will populate here, despite missing RT end date
- If RT end date is missing, RT end date is estimated 6 weeks from RT start date.

1-Represents the number of missing forms

Lung Clinical Missing Forms

Data up to date as of
1/25/24

SBRT Patients

ID	RT Start Date	RT End Date	Missing L1	Missing L2	Missing L3- End of Treatment	Missing L3 1month	Missing L3 3month	Missing L3 6month	Missing L4	Missing L5	Missing L6	Missing L7	Missing L8	Missing L9- 1 month	Missing L9 3month	Missing L9 6month	Missing L10	Missing L3- 1st follow-up	Missing L3- 2nd follow-up	Missing L9- 1st follow-up	Missing L9- 2nd follow-up	
11/14/23			1							1	1		1									
11/9/23										1	1		1									
11/8/23										1	1		1									
10/23/23			1							1			1									
10/19/23			1						1	1	1		1									
10/12/23									1		1		1	1								
10/12/23											1		1									
9/22/23	10/4/23																1					
9/18/23	10/30/23					1								1								
9/11/23	10/20/23													1								
8/18/23	8/30/23																1					
8/9/23	8/21/23																			1		
8/3/23	8/15/23																1			1		
4/4/23	4/14/23																					1
3/7/23	4/28/23															1						
2/27/23	3/9/23																					1
10/3/22	10/13/22																					1
8/15/22	8/25/22																				1	
3/29/22	4/4/22																				1	1

5. Annual Forms:

For breast-> Annual missing forms will populate this report, regardless of presence of RT End Date.

- Missing Year 1 B13/B14 forms will only populate if they were due in 2022 or 2023.

Breast Missing Annual Forms (B13/B14)

Data up to date as of
1/25/24

Rt Start Date	Rt End Date	Patient Refused Surveys	Missing B13- Year 1	Missing B14- Year 1
10/7/22	10/17/22	No	1	1
9/23/22	9/29/22	No	1	1
7/18/22	8/22/22	No	1	1
5/11/22	6/9/22	No	1	1
4/28/22	5/18/22	No	1	1
4/27/22	5/3/22	No	1	1

Notes:

- As of 5/11/2023, annual missing forms will populate this report, regardless of presence of RT End Date.
- If RT End Date is not present, it is estimated to be 6 weeks for RT start date.
- Due dates for each year are calculated as follows:
 - o Year 1: 15 months from RT End Date
- Missing Year 1 B13/B14 forms will only populate if they were due in 2022 or 2023

For Lung -> The report will show all missing L11 forms.

- The report may vary from the P4P measure, as this report pulls in patients with a missing RT end date and the P4P measure does not. This report also allows for 3 months post due date before flagging as missing and the P4P measure does not.
- Due dates for each year are calculated as follows:
 - o Year 1: 15 months from RT End Date
 - o Year 2: 15 months from completion of Year 1 form
 - o Year 3: 15 months from completion of Year 2 form

Lung Missing Annual Form (L11)

Data up to date as of

5/22/23

MROQC ID	RT Start Date	RT End Date	Missing L11- Year 1	Missing L11- Year 2	Missing L11- Year 3

Notes:

- This report shows all missing L11 forms
- This report may vary from the P4P measure, as this report pulls in patients with a missing RT end date and the P4P measure does not. This report also allows for 3 months post due date before flagging as missing and the P4P measure does not.
- Due dates for each year are calculated as follows:
 - o Year 1: 15 months from RT End Date
 - o Year 2: 15 months from completion of Year 1 form
 - o Year 3: 15 months from completion of Year 2 form

Report Information/Tips

- ✓ Run Clinical-Missing Forms Report before running the Clinical-Data Checker Problems Report
- ✓ Report is refreshed every night
- ✓ The report includes patients who are missing at least one form.
- ✓ To clear an error, please email support@mroqc.org. The email should include the patient's MROQC ID, the error you would like to remove and the reason why.
- ✓ **Run report at least once per week**