How to Use The: Physics & Clinical RT Start Date Errors Report
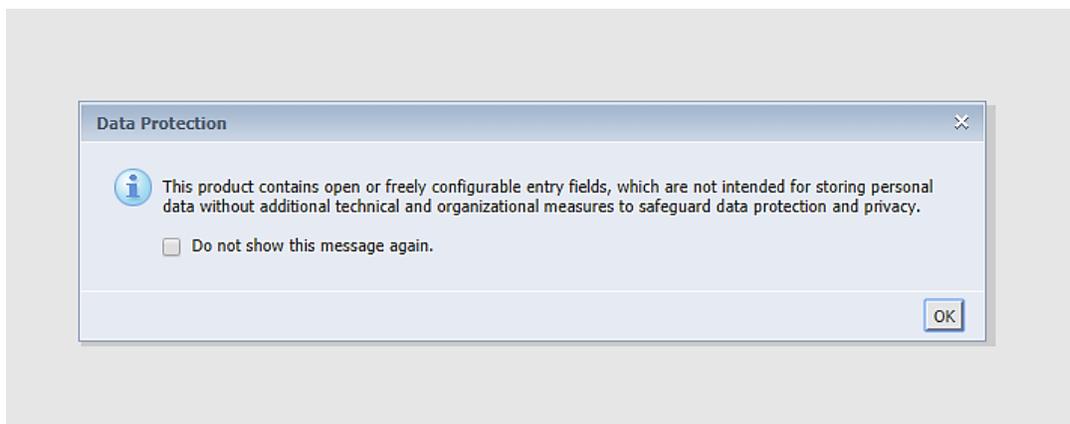
1. **Select the Site Reports tab**

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

2. **Right-click on the Physics & Clinical RT Start Date Errors 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 and Gold Card Measures
   - Clinical - Missing Forms
   - Clinical-Data Checker Problems
   - Demographics-Site specific
   - Physics - Missing Data
   - Physics & Clinical RT Start Date Errors
   - Physics-Data Checker Problems

3. **Select "Do not show this message again" when the data protection dialogue box appears.**

   Data Protection

   ℹ This product contains open or freely configurable entry fields, which are not intended for storing personal data without additional technical and organizational measures to safeguard data protection and privacy.

   ☐ Do not show this message again.
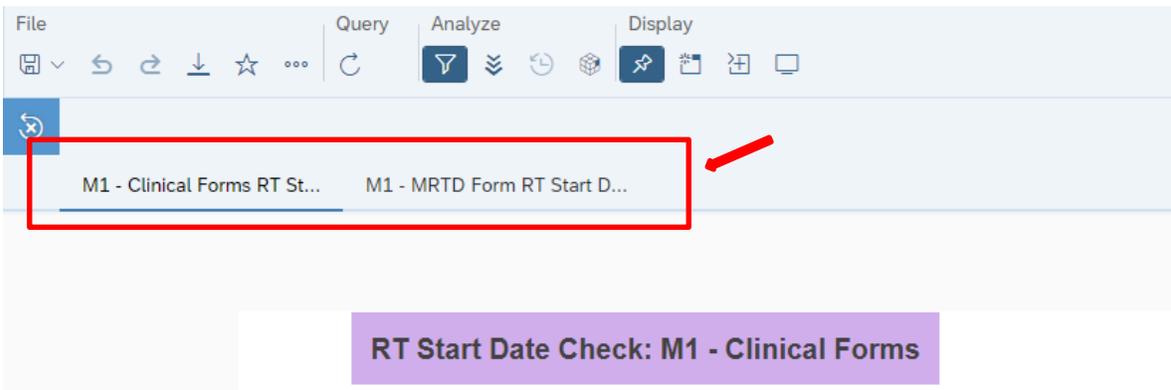
   [OK]

Updated 2/9/2024

4. Export the report into Excel—select the export option, excel file and select All reports to export.
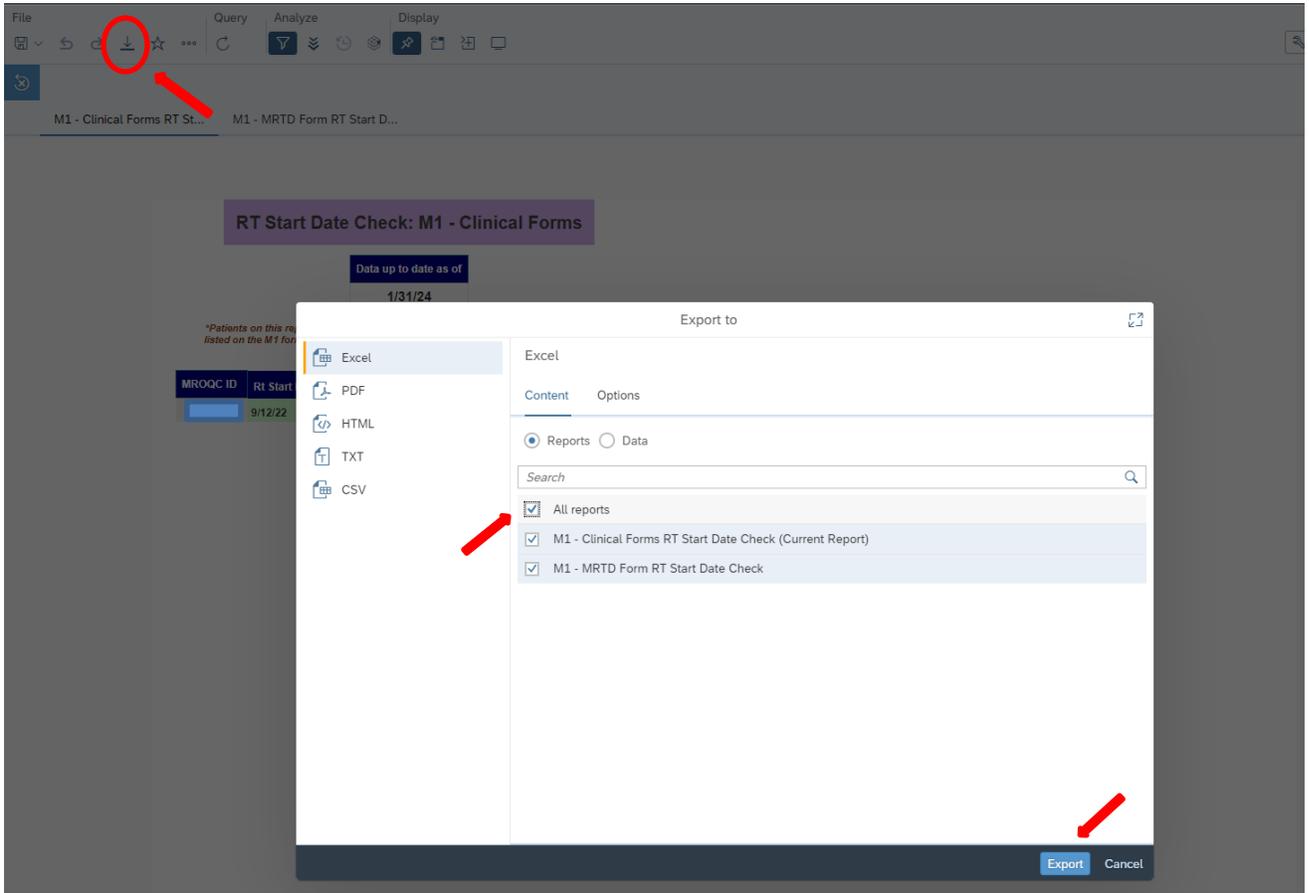
5. The report will have 2 -tabs:
   a. One for M1 and clinical form comparison: M1-Clinical Forms RT Start Date Check
   b. One for M1 and MRTD form comparison: M1-MRTD Form Start Date Check

Updated 2/9/2024

6. **Click on the M1-Clinical Forms RT Start Date Check tab. The RT-start dates that are different from the M1 form should be verified and fixed. Red cells indicate the RT Start Date that needs to be corrected. (**Example: The RT start date listed on the M4/M6 form is different from the date listed on the M1 (9/12/22). The dates should be fixed to match the M1 form.

✓ *Reminder: occasionally might happen that RT-Start date on M1 form is wrong, therefore, is good practice to verify all dates before fixing any possible errors.*

7. **The report includes active patients based on the following criteria:**
   a. Patients on this report have one or more RT start dates that do not match the RT start date listed on the M1 form.
   b. Errors on this report require immediate review.
   c. Patients on this report are excluded from the Bone Mets performance & incentive program measure.

Report Information/ Tips
   ✓ The report is refreshed every night
   ✓ To clear errors, please email support@mroqc.org .The email should include the patient's MROQC ID, report name and the reason why.
   ✓ **Run report at least once per week**