

1. Select the Site Reports tab

| View Audi | t Log DICOM Upload | Edit | Enter Data | Enter Physics Data | Group PROS | |
|--------------|--------------------|------|------------|--------------------|------------|--|
| Site Reports | Revisions | | | | | |
| | | | | | | |

- 2. Right-click on the Prostate Clinical -Missing Forms Report and open the report in a new tab or window.
 - Clinical- Data Checker Problems
 - Clinical-Missing Forms
 - Demographics-Site specfic
 - NEW Prostate Matching Status Report
 - Physics-Data Checker Problems
 - Physics-Missing Data
- 3. Export the report into Excel—select export document, Excel and choose All reports to export.
 - You can choose to export the report to other formats as well like: PDF, CSV, etc. by changing the format selection on the left

| File Ouery Analyze Display $\square \lor \lor$ | |
|--|--|
| Image: Second secon | |
| Missing Baseline Forms Missing P5 Missing P6 | |
| Manag Baseline Forms Clinical Missing Form Report Export to C Image Baseline Forms C | |
| Export Cancel | |

4. The report will display all the clinical missing forms due. There are three tabs: Missing Baseline Forms, Missing P5, and Missing P6.

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|------------------------|--------------------|--|---|--|--|--|--|----------------|------------|
| Missing Baseline Forms | Missing P5 | Missing P6 | Clinica | al Missing Fo Data Upto Date as 1/30/24 | of | rt | | | |
| | *MROQC *Matched | form should only be receives a data file I Status has 3 categ | e completed by from MUSIC ev gories: | sites instructed to ery Wednesday an | do so d updates the | prostate datab | ase during the | nightly data r | ın |
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5. How to read the report:

| M | ROQC ID | Enrollment Date | RT End Date | Matched Status | Missing P1 | Missing P2 | Missing P3 | Missing P4 | Missing P7 |
|---|---------|-----------------|-------------|----------------|------------|------------|------------|------------|------------|
| 1 | | 3/10/23 | 4/27/23 | Yes | 1 | | | | |
| | | 6/23/23 | 8/7/23 | Yes | | | | 1 | |

- **RT End date:** this field will populate if the physics survey has been submitted.
- **Enrollment date:** the date the patient was enrolled in the MROQC database.
- Matched status: states if the patient has matched with a MUSIC patient "Yes". Still awaiting a match to take place "Pending" or the period to wait for a match has passed "No".
 *For the sites that do not have a referring MUSIC practice the status will always be "No"
- **Missing P7** is considered missing only for sites without a referring MUSIC practice.
- Missing P5 includes only patients that have matched, and it shows the timepoint the form is missing.

Notes:

1) Patients are excluded from this report if they have:

* An Se2 on file with a termination date before the form due date

- * A P5 email scheduled to go out
- * A missing baseline survey (P1 or P2)
- * Not matched and your site does not follow the P7 process

2) Patients with forms more than 6 months past due or who are missing more than 1 P5 form, will appear grayed out

3) The most recent missing forms appear at the top of the table

*Due dates only appear for missing forms

| MROQC ID | Matching Status | RT end date | Missing P5 Timepoints | 6-month P5 Due | 12-month P5 Due | 24-month P5 Due Date |
|----------|-----------------|-------------|-----------------------|----------------|-----------------|----------------------|
| | Yes | 7/31/23 | 6m | 1/31/24 | | |
| | Yes | 7/28/23 | 6m | 1/28/24 | | |

• Missing P6 includes *ALL* missing P6 forms, and it shows the timepoint the form is missing.

| Clinica | I Missing Form Re | port- P6 |
|--|--|------------------------|
| | Data Upto Date as of | |
| | 1/30/24 | |
| Notes: | | |
| * This report includes | *ALL* missing P6 forms. | |
| * Patients are exclude date before the form | d from this report if they hav due date | ve and SE2 on file wit |

*The below table is sorted with the most recent missing forms on top

*Due dates are calculated with padded time added. For example, 6-month due date is calculated 6 months from RT end date + 3 months

*Due dates only appear for missing forms

| MROQC ID | RT end date | Matched Status | Missing P6 Timepoints | 6-month Due Date | 12-month Due Date | 24-month Due Date |
|----------|-------------|----------------|-----------------------|------------------|-------------------|-------------------|
| | 5/4/23 | No | 6m | 2/4/24 | | |

Report Information/ Tips

- ✓ The Report is refreshed every night and will only display eligible patients (patients with a status of active or completed). You should run the report at least once a week.
- ✓ The matching process takes a minimum of 24 hours to occur, and the matching process ends once the patient reaches 27 weeks from the date they were enrolled in the database.
- ✓ To clear errors, please email <u>support@mroqc.org</u>. The email should include the patient's MROQC ID, the error to clear and the reason why.