


Prostate Clinical Missing Forms Report

1. Select the Facility Reports tab

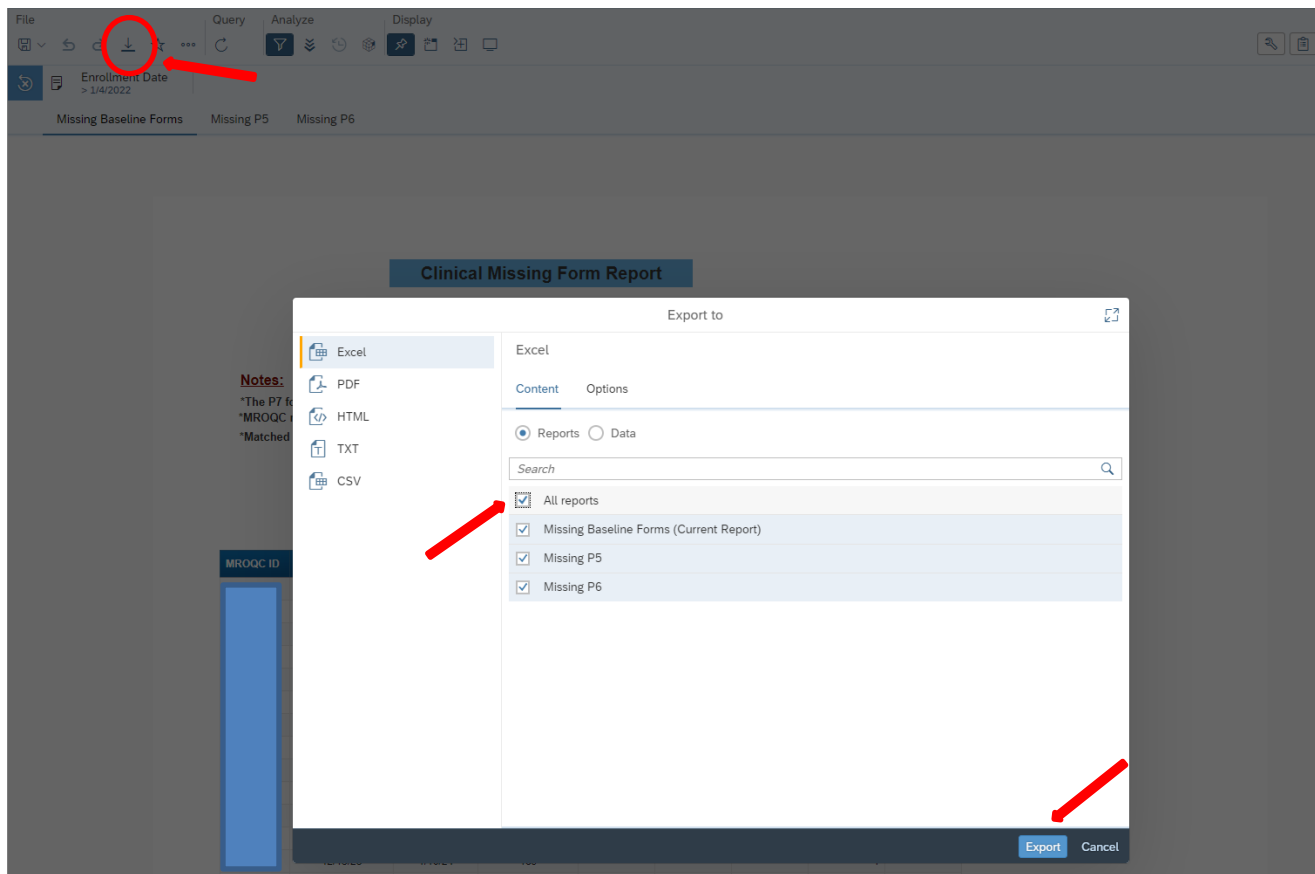


2. Right-click on the Prostate Clinical -Missing Forms Report and open the report in a new tab or window.

- Clinical- Data Checker Problems
- Clinical-Missing Forms 
- Demographics-Site specific
- 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



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

Clinical Missing Form Report

Data Up to Date as of
1/30/24

Notes:

- *The P7 form should only be completed by sites instructed to do so
- *MROQC receives a data file from MUSIC every Wednesday and updates the prostate database during the nightly data run
- *Matched Status has 3 categories:
 - *Yes = the patient has matched with a MUSIC patient
 - *Pending = the patient has not matched with a MUSIC patient, it has been <27 weeks from the patient's enrollment date, AND your site does not utilize the P7 form
 - *No= the patient has not matched with a MUSIC patient and it has been > 27 weeks since the patient's enrollment date OR your site utilizes the P7 form

MROQC ID	Enrollment Date	RT End Date	Matched Status	Missing P1	Missing P2	Missing P3	Missing P4	Missing P7
	3/10/23	4/27/23	Yes	1				
	6/23/23	8/7/23	Yes				1	
	9/1/23		Yes	1			1	
	9/1/23		Yes	1			1	
	9/1/23		Pending	1				
	9/1/23		Yes	1			1	

5. How to read the report:

MROQC ID	Enrollment Date	RT End Date	Matched Status	Missing P1	Missing P2	Missing P3	Missing P4	Missing P7
	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.

Clinical Missing Form Report- P6

Data Up to Date as of

1/30/24

Notes:

- * This report includes *ALL* missing P6 forms.
- * Patients are excluded from this report if they have and SE2 on file with a termination date before the form due date
- *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 support@mrogc.org . The email should include the patient's MROQC ID, the error to clear and the reason why.