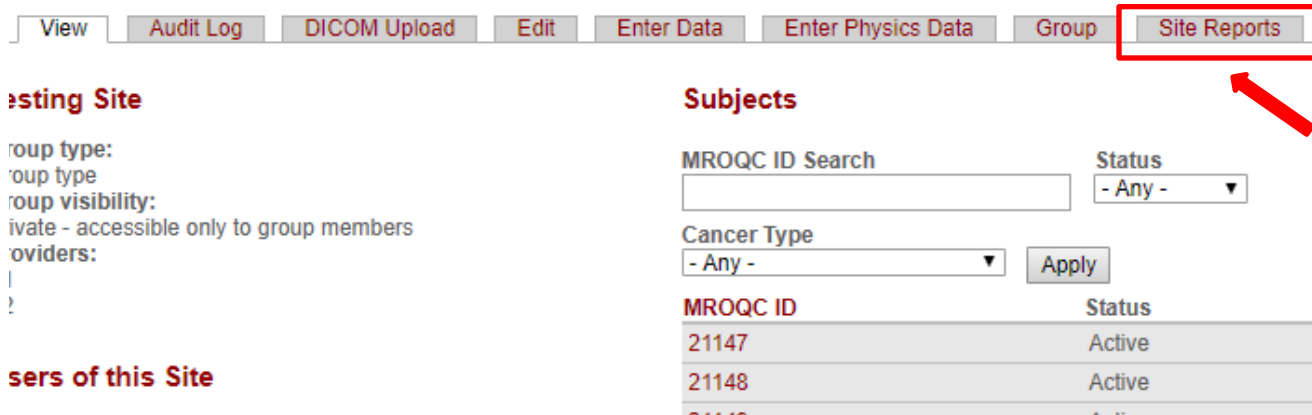


How to Use The: Bone Mets Clinical Missing Forms Report

1. Select the Site Reports tab



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

Testing Site

Group type:
Group type
Group visibility:
Private - accessible only to group members
Providers:
|
?

Subjects

MROQC ID Search Status **- Any -** ▼

Cancer Type **- Any -** ▼

MROQC ID	Status
21147	Active
21148	Active
21149	Active

Users of this Site

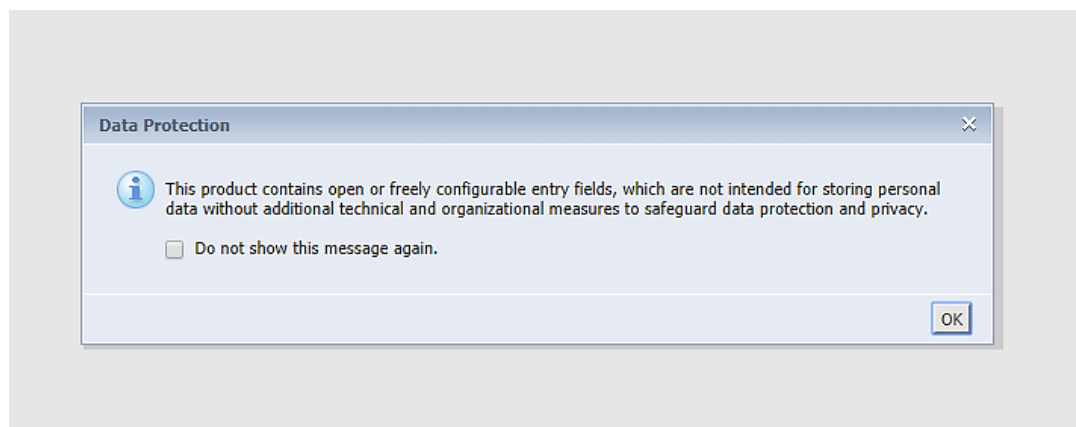
2. Right-click on the Clinical-Missing Forms Report and open the report in a new tab or window.



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

- 2019 Performance Measures (Mets)
- 2020 CQI VBR and Gold Card Measures (Mets)
- **Clinical - Missing Forms** ←
- Clinical - RT Dates
- OP33
- Physics - Missing Data

3. Select “do not show this message again” when the data protection dialogue box appears.

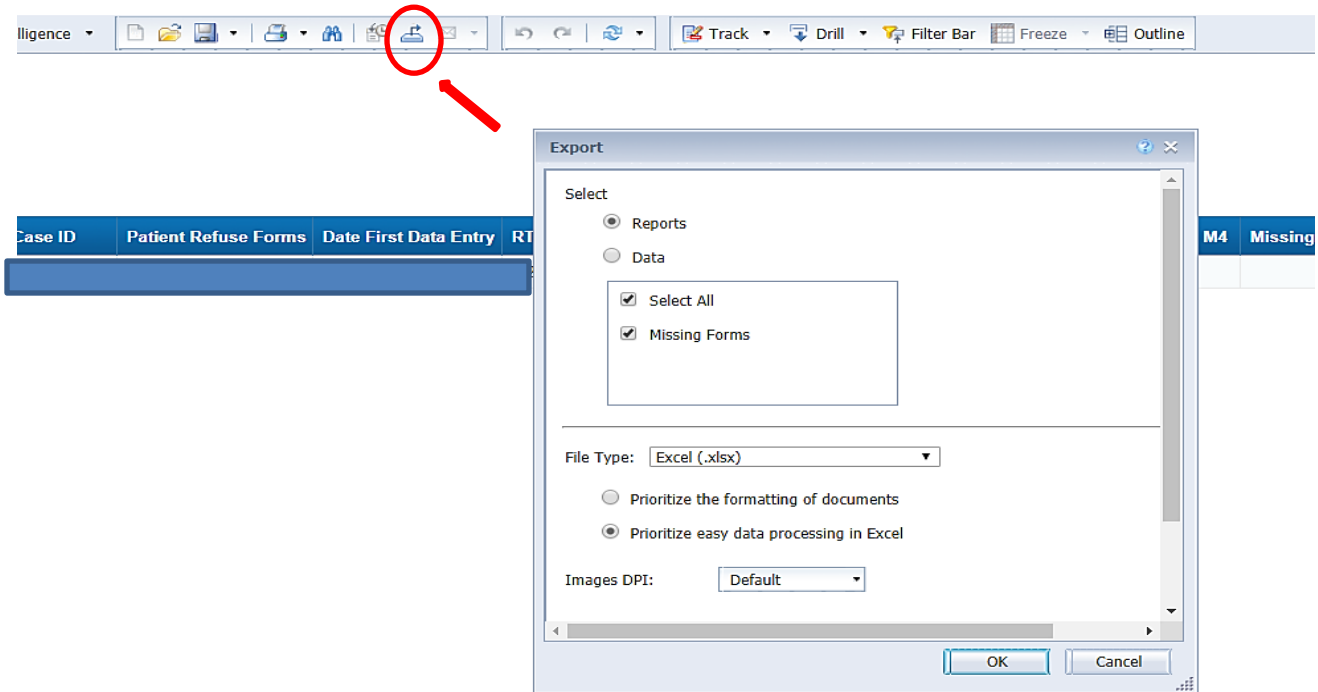


Data Protection

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.

4. Export the report into Excel—select the export option and download the report as an excel file.



5. The report will include patients that are missing any of the clinical baseline forms based on the criteria outlined below.

Case ID	Patient Refuse Forms	Date First Data Entry	RT Start	Date Audit Start	Missing M1	Missing M2	Missing M3	Missing M4	Missing M6
XXXXX	No	5/23/2018	5/21/2018	5/21/2018					1

- 1 indicates a missing form

Form Name & Number	Report Criteria
Baseline Clinical Data / M1	Trigger 1-week post RT start date. If RT start date is not entered, trigger report 1-week post database creation.
Baseline Medication Rec./ M2	Trigger 1-week post RT start date on M1
Systemic Therapy Data / M3	Trigger 1-week post RT start date on M1
Baseline Toxicity Evaluation/M4	Trigger 2-weeks post RT start date on M1.
Patient Pre-Treatment / M6	Trigger 2-weeks post RT start date on M1.

Report Information/ Tips

- ✓ The report is refreshed every night
- ✓ The report includes patients who are missing at least one baseline form
- ✓ Follow-up forms will not be included on the missing forms report until the conclusion of the follow-up pilot.
- ✓ To clear errors, please email support@mroqc-mets.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**