

# How to Use The: Physics & Clinical RT Start Date Errors Report

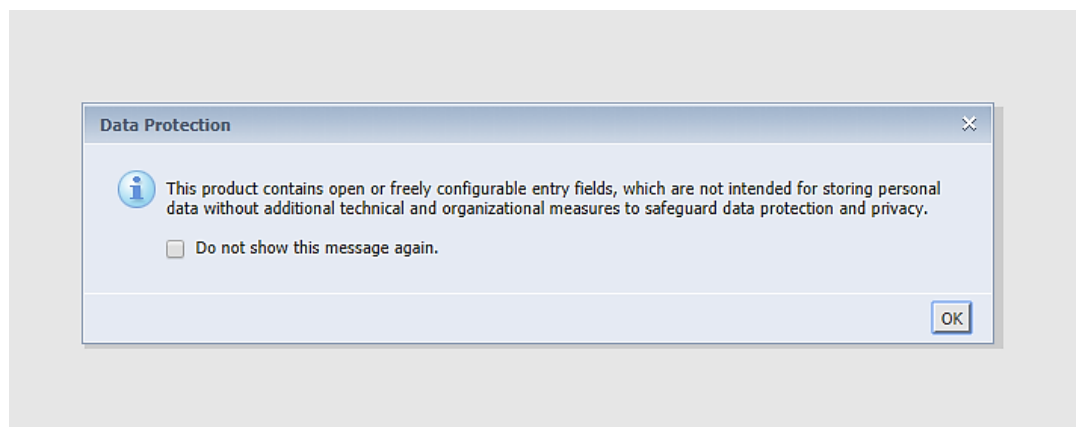
## 1. Select the Site Reports tab



## 2. Right-click on the Physics & Clinical RT Start Date Errors Report and open the report in a new tab or window.



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



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

The screenshot shows the Web Intelligence interface with the 'Export' dialog box open. The 'Select' section has 'Reports' selected. The 'File Type' dropdown is set to 'Excel (.xlsx)'. A red arrow points to this dropdown. The 'Export' dialog also includes options for 'Select All', 'RT Date Check', 'Prioritize the formatting of documents', 'Prioritize easy data processing in Excel', and 'Images DPI'.

ID	M1 - RT Start Date	M2 - RT Start Date	M3 - RT Start Date	M4 - RT Start Date	M5 - RT Start Date	M6 - RT Start Date	M7 - RT Start Date	M8 - RT Start Date	MRTD - RT Start Date	SE2 - RT Start Date	M1 with identical RT-start date
	8/13/18	8/10/18	8/13/18	8/13/18					8/13/18		

5. The RT-start dates that are different from the M1 form should be verified and fixed. (Example: The RT start date listed on the M2 form is different from the date listed on the M1 (8/13/18). The date should be fixed to match the M1 form.)

The screenshot shows the Web Intelligence interface with the data table. The M2 - RT Start Date cell (8/10/18) is highlighted in blue, and a red arrow points to it. The table shows the following data:

ID	M1 - RT Start Date	M2 - RT Start Date	M3 - RT Start Date	M4 - RT Start Date	M5 - RT Start Date	M6 - RT Start Date	M7 - RT Start Date	M8 - RT Start Date	MRTD - RT Start Date	SE2 - RT Start Date	M1 with identical RT-start date
	8/13/18	8/10/18	8/13/18	8/13/18					8/13/18		

✓ *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.*

**6. 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@mrogc.org](mailto:support@mrogc.org). The email should include the patient's MROQC ID, report name and the reason why.
- ✓ **Run report at least once per week**