

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

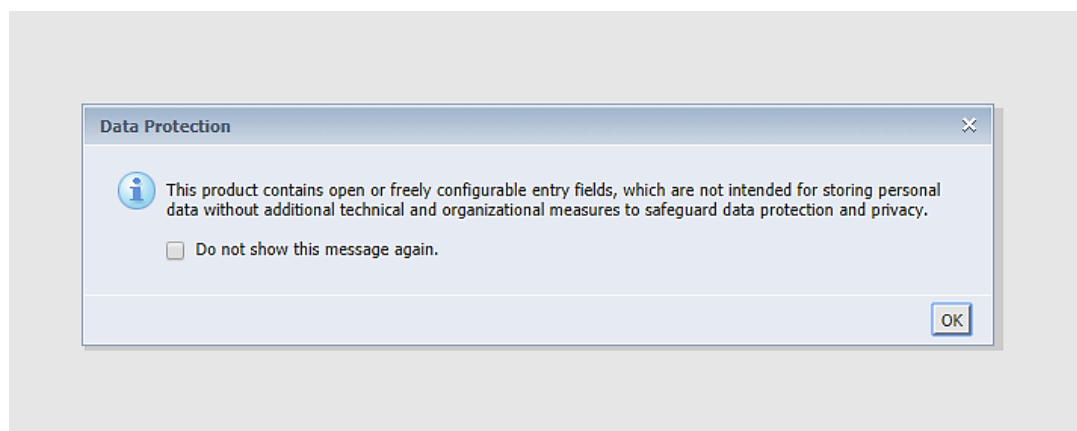
1. Select the Site Reports tab



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

- 2021 Performance Measures (Mets)
- 2022 CQI VBR and Gold Card Measures (Mets)
- 2022 Pay for Performance (P4P) Report
- 2023 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**

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 a software interface with a toolbar at the top. A red circle highlights the 'Export' icon in the toolbar, with a red arrow pointing to it. Below the toolbar, there is a 'Data up to date as of' field set to '6/18/19'. A message states: 'Patients on this report have one or more RT start dates that do not match the RT start date listed on the M1 form. Please verify the submitted dates.' Below this is a table with columns: 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, and M1 with identical RT-start date. The first row contains the date '8/13/18' in several columns. An 'Export' dialog box is open, showing 'Reports' selected, 'Data' unselected, 'Select All' and 'RT Date Check' checked, 'File Type: Excel (.xlsx)', 'Prioritize the formatting of documents' unselected, 'Prioritize easy data processing in Excel' selected, and 'Images DPI: Default'. A red arrow points to the 'File Type' dropdown.

5. The report will have 2-tabs:

- One for M1 and clinical form comparison: M1-Clinical Forms RT Start Date Check
- One for M1 and MRTD form comparison: M1-MRTD Form Start Date Check

The screenshot shows a report titled 'RT Start Date Check: M1 - Clinical Forms'. It has a 'Data up to date as of' field. A message states: '*Patients on this report have one or more RT start dates that do not match the RT start date listed on the M1 form. Please verify the treatment dates. Red cells indicate the RT Start Date to be corrected.' Below this is a table with columns: MROQC ID, Rt Start M1, Rt Start M2, Rt Start M3, Rt Start M4, Rt Start M6, and Rt Start Se2. The first row has a green cell under 'Rt Start M1'. At the bottom, there are two tabs: 'M1 - Clinical Forms RT Start Date Check' (highlighted in yellow) and 'M1 - MRTD Form RT Start Date Check'. A red arrow points to the first tab.

This is a close-up of the bottom navigation bar from the previous screenshot. It shows two tabs: 'M1 - Clinical Forms RT Start Date Check' and 'M1 - MRTD Form RT Start Date Check'. A red box highlights both tabs, and a red arrow points to the first tab.

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 M2/M3 form is different from the date listed on the M1 (11/13/20. The date should be fixed to match the M1 form.)

RT Start Date Check: M1 - Clinical Forms

Data up to date as of
3/14/22

**Patients on this report have one or more RT start dates that do not match the RT start date listed on the M1 form. Please verify the treatment dates. Red cells indicate the RT Start Date to be corrected.*

MROQC ID	Rt Start M1	Rt Start M2	Rt Start M3	Rt Start M4	Rt Start M6	Rt Start Se2
	11/13/20	6/9/21	6/9/21	11/13/20		

- ✓ *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**