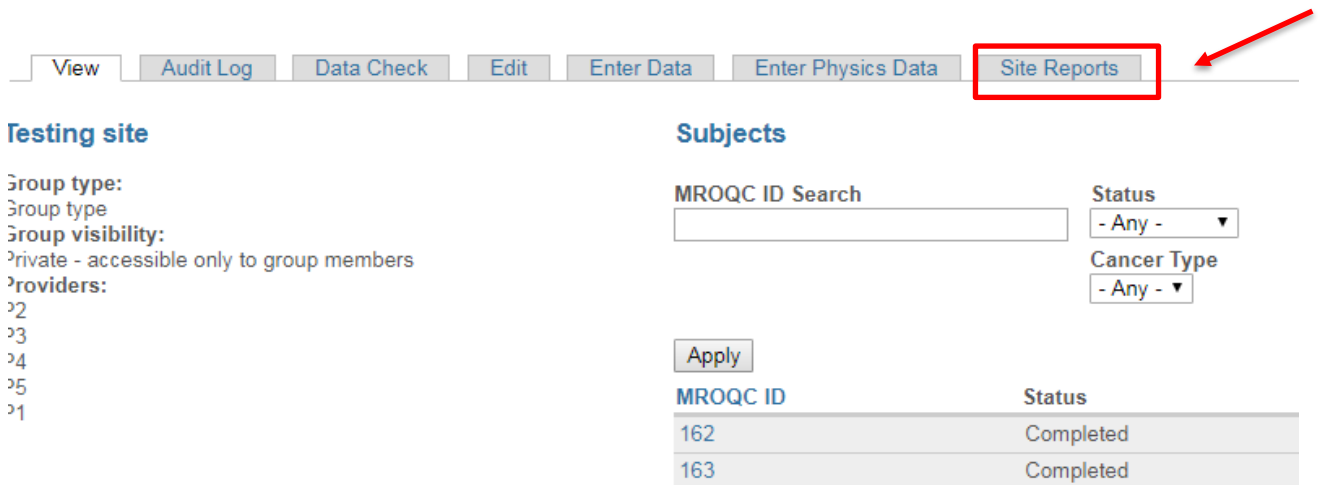


How to Use The: Clinical Missing Forms Report

1. Select the Site Reports tab



View | Audit Log | Data Check | Edit | Enter Data | Enter Physics Data | **Site Reports**

Testing site

Group type:
Group type

Group visibility:
Private - accessible only to group members

Providers:
2
3
4
5
1

Subjects

MROQC ID Search

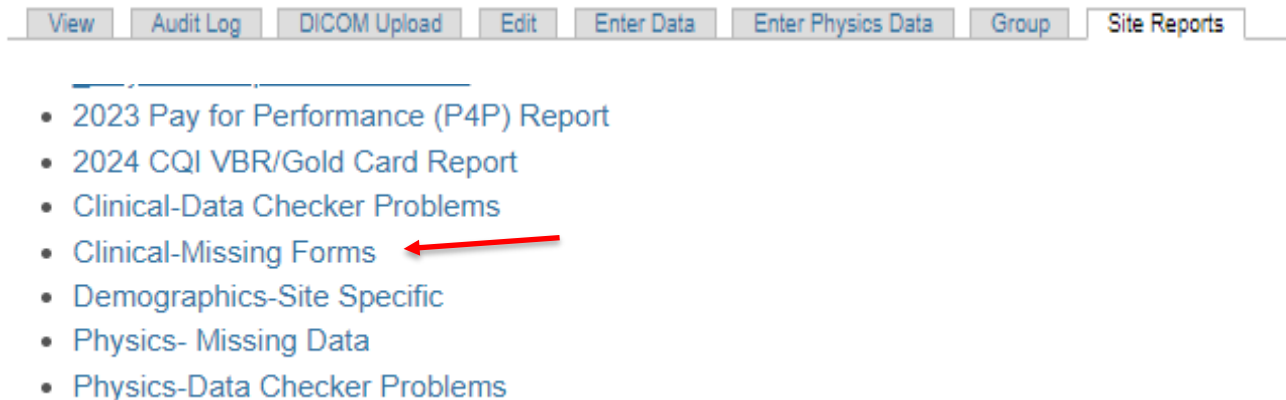
Status: - Any - ▼

Cancer Type: - Any - ▼

Apply

MROQC ID	Status
162	Completed
163	Completed

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**

- 2023 Pay for Performance (P4P) Report
- 2024 CQI VBR/Gold Card Report
- Clinical-Data Checker Problems
- Clinical-Missing Forms
- Demographics-Site Specific
- Physics- Missing Data
- Physics-Data Checker Problems

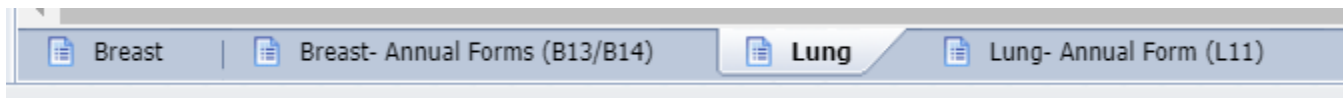
3. Export the report into Excel—select export document and Excel

RT Start Date	Rt End Date	Missing B1	Missing B2	Missing
5/2/17	5/23/17			
5/31/17	6/28/17			
7/20/17	9/7/17			
9/7/17	10/12/17			
10/3/17	10/31/17			
10/23/17				
10/11/17	11/3/17			
10/25/17	11/15/17			
10/27/17	12/14/17			
12/20/17	1/12/18			
3/12/18				

4. The report will display patients, separated by cancer type, who is missing at least one of the listed forms.

Header Definitions:

- **RT start date:** RT start date entered on enrollment form
- **RT end date:** RT end date entered on last week physician form(B9/L8)
- **Missing (form number):** Indicates the number of missing forms. Weekly forms will display the total number of missing forms based on the time between RT start date and RT end date.
- **The report has 4-tabs: Breast, Breast-Annual Forms (B13/B14), Lung, and Lung Annual Form (L11).** Each one of them will display patients who are missing any of the listed forms.
****Annual forms are divided to separate tabs based on the feedback received from the data abstractors.*



Breast Clinical Missing Forms

Data up to date as of
5/22/23

MROQC ID	RT Start Date	RT End Date	Missing B1	Missing B3	Missing B4-2 weeks	Missing B4-3 months	Missing B5	Missing B6	Missing B7	Missing B9	Missing B10-2 weeks	Missing B10-3 months
	4/21/23	5/5/23							1			
	4/14/23	5/4/23	1						1			
	4/14/23	5/3/23	1						1			
	4/14/23	5/3/23	1						1			
	4/14/23	5/2/23	1						1			
	4/14/23	5/5/23	1						1			
	4/14/23	5/3/23	1						1			
	4/10/23									1		
	4/7/23	4/20/23	1						1			
	4/7/23	5/19/23	1						1			
	4/4/23									1		
	4/3/23									1		
	3/23/23	5/7/23	1						1			
	3/23/23	4/10/23	1						1			

Notes:

- This report shows breast forms that are missing in 2022 and 2023
- As of 5/11/2023, missing forms will populate here, despite missing RT end date
- If RT end date is missing, RT end date is estimated 6 weeks from RT start date.

1-Represents the number of missing forms

Lung Clinical Missing Forms

Data up to date as of
5/22/23

SBRT Patients

MROQC ID	RT Start Date	RT End Date	Missing L1	Missing L2	Missing L3-End of Treatment	Missing L3-1month	Missing L3-3month	Missing L3-6month	Missing L4	Missing L5	Missing L6	Missing L7	Missing L8	Missing L9-1 month	Missing L9-3month	Missing L9-6month	Missing L10	Missing L3-1st follow-up	Missing L3-2nd follow-up	Missing L9-1st follow-up	Missing L9-2nd follow-up
	5/8/23	3/19/23	1							1							1				
	4/14/23	5/17/23							1												
	4/10/23												1								
	4/7/23		1						1	1	1		1								
	3/21/23								1	1			1								
	3/13/23	4/20/23	1								1										
	3/13/23		1								1			1							
	3/13/23		1								1			1							
	2/13/23			2								2		1							
	10/28/22		1								1							1		1	
	10/24/22					1	1						1		1						
	10/20/22						1						1			1					
	10/19/22					1	1						1	1	1						
	10/14/22	5/3/23	1	23							1	23									
	10/6/22	11/16/22					1									1					
	8/29/22		1								1			1							
	8/29/22		1						1	1	1		1								
	8/8/22	9/30/22														1					
	6/6/22		1						1	1	1		1								
	5/9/22	5/19/22																		1	1
	3/29/22	4/15/22																			1
	2/23/22	4/14/22		3												1					

5. Annual Forms:

For breast- Annual missing forms will populate this report, regardless of presence of RT End Date.

- Missing Year 1 B13/B14 forms will only populate if they were due in 2022 or 2023.
- Missing Year 2 B13/B14 forms will only populate if year 1 is received and the due date for Year 2 is in 2022 or 2023.
- Missing Year 3 B13/B14 forms will only populate if year 1 and year 2 are received and the due date for Year 3 is in 2022 or 2023.

Breast Missing Annual Forms (B13/B14)

Data up to date as of

5/22/23

MROQC ID	Rt Start Date	Rt End Date	Patient Refused Surveys	Missing B13- Year 1	Missing B13- Year 2	Missing B13- Year 3	Missing B14- Year 1	Missing B14- Year 2	Missing B14- Year 3
	3/30/22	1/14/20	No			1			1
	1/20/22	2/8/22	No	1			1		
	1/20/22	2/14/22	No	1			1		
	1/19/22	2/10/22	No	1			1		
	1/17/22	2/8/22	No	1			1		
	1/13/22	2/11/22	No	1			1		
	1/7/22	1/30/22	No	1			1		
	1/8/22	2/8/22	No	1			1		
	1/3/22	2/16/22	No	1			1		
	12/16/21	1/28/22	No	1					
	12/11/21		No	1			1		
	10/25/21	11/17/21	No		1			1	
	9/30/21	11/9/21	No					1	
	1/27/21	2/17/21	No		1			1	
	1/18/21	2/9/21	No		1			1	
	1/18/21	2/12/21	No		1			1	

Notes:

- As of 5/11/2023, annual missing forms will populate this report, regardless of presence of RT End Date.
- If RT End Date is not present, it is estimated to be 6 weeks for RT start date.
- Due dates for each year are calculated as follows:
 - o Year 1: 15 months from RT End Date
 - o Year 2: 15 months from completion of Year 1 form
 - o Year 3: 15 months from completion of Year 2 form
- Missing Year 1 B13/B14 forms will only populate if they were due in 2022 or 2023
- Missing Year 2 B13/B14 forms will only populate if year 1 is received and the due date for Year 2 is in 2022 or 2023.
- Missing Year 3 B13/B14 forms will only populate if year 1 and year 2 are received and the due date for Year 3 is in 2022 or 2023.

For Lung -> The report will show all missing L11 forms.

- The report may vary from the P4P measure, as this report pulls in patients with a missing RT end date and the P4P measure does not. This report also allows for 3 months post due date before flagging as missing and the P4P measure does not.
- Due dates for each year are calculated as follows:
 - o Year 1: 15 months from RT End Date
 - o Year 2: 15 months from completion of Year 1 form
 - o Year 3: 15 months from completion of Year 2 form

Lung Missing Annual Form (L11)

Data up to date as of

5/22/23

MROQC ID	RT Start Date	RT End Date	Missing L11- Year 1	Missing L11- Year 2	Missing L11- Year 3

Notes:

- This report shows all missing L11 forms
- This report may vary from the P4P measure, as this report pulls in patients with a missing RT end date and the P4P measure does not. This report also allows for 3 months post due date before flagging as missing and the P4P measure does not.
- Due dates for each year are calculated as follows:
 - o Year 1: 15 months from RT End Date
 - o Year 2: 15 months from completion of Year 1 form
 - o Year 3: 15 months from completion of Year 2 form

Report Information/Tips

- ✓ Run Clinical-Missing Forms Report before running the Clinical-Data Checker Problems Report
- ✓ Report is refreshed every night
- ✓ The report includes patients who are missing at least one form.
- ✓ To clear an error, please email support@mroqc.org. The email should include the patient's MROQC ID, the error you would like to remove and the reason why.
- ✓ **Run report at least once per week**