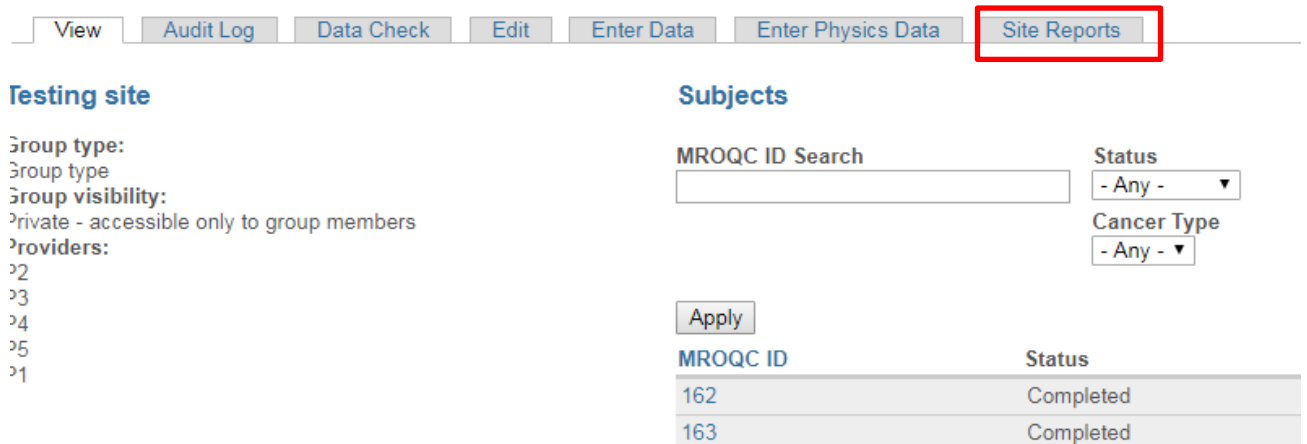


How to Use The: Clinical Missing Forms Report

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

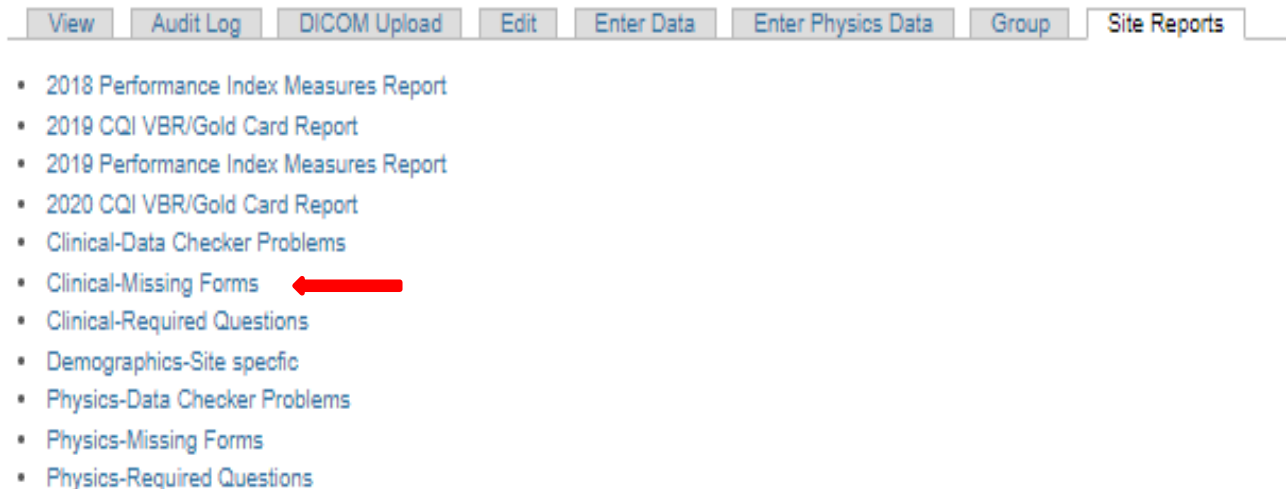
Status: - Any - ▼

Cancer Type: - Any - ▼

Apply

MROQC ID	Status
162	Completed
163	Completed

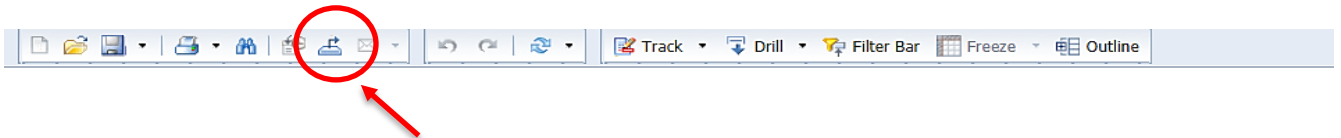
2. Right-click on the Clinical-Missing Forms Report and open the report in a new tab or window.



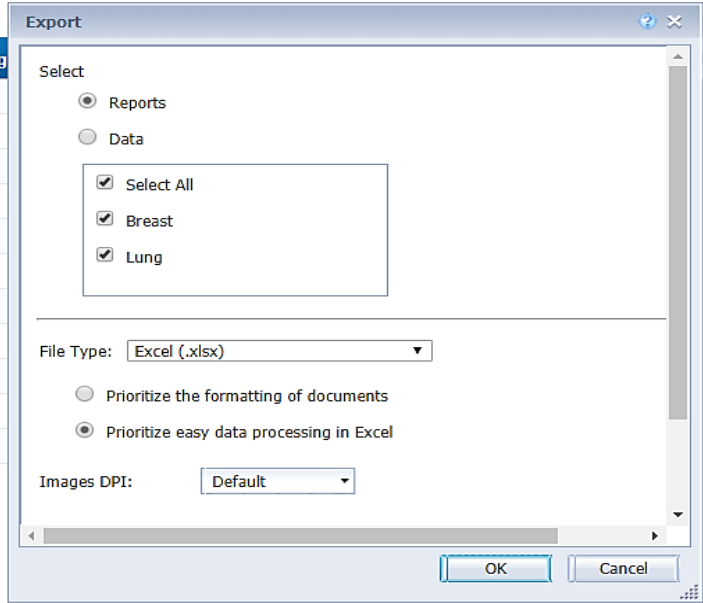
View | Audit Log | DICOM Upload | Edit | Enter Data | Enter Physics Data | Group | Site Reports

- 2018 Performance Index Measures Report
- 2019 CQI VBR/Gold Card Report
- 2019 Performance Index Measures Report
- 2020 CQI VBR/Gold Card Report
- Clinical-Data Checker Problems
- **Clinical-Missing Forms** ←
- Clinical-Required Questions
- Demographics-Site specific
- Physics-Data Checker Problems
- Physics-Missing Forms
- Physics-Required Questions

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



RT Start Date	Rt End Date	Missing B1	Missing B2	Missing
3/2/17	5/23/17			
5/31/17	6/28/17			
7/20/17	9/7/17			
3/7/17	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.

NID	RT Start Date	Rt End Date	Missing L1	Missing L2	Missing L3	Missing L4	Missing L5	Missing L6	Missing L7	Missing L8	Missing L9
X	3/13/17	4/21/17			2						2
X	3/21/17	5/16/17			1						
X	4/17/17	5/26/17			2						1
X	5/8/17	6/19/17			1						1
X	6/5/17	7/18/17									3
X	8/8/17	9/19/17			1						1
X	8/7/17	9/19/17									3
X	8/24/17	10/6/17		1	3						3
X	9/14/17	10/20/17		1	2						1

Represents the number of missing forms

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**