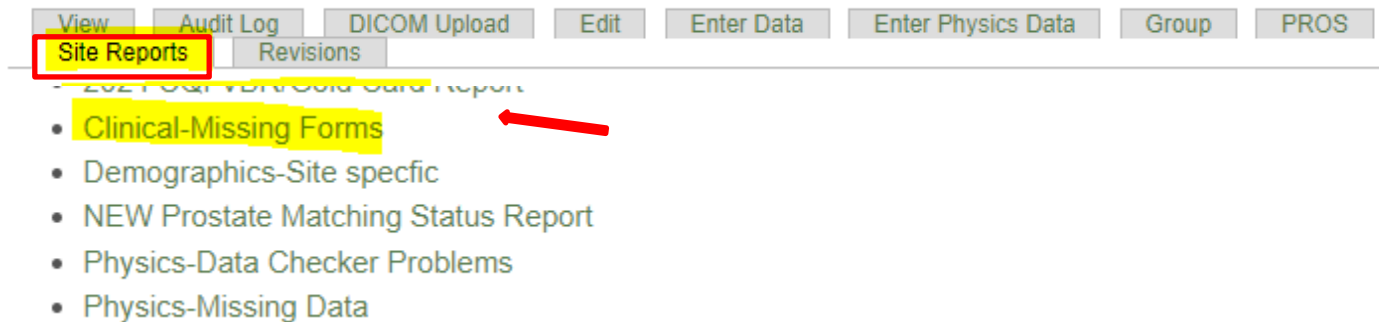
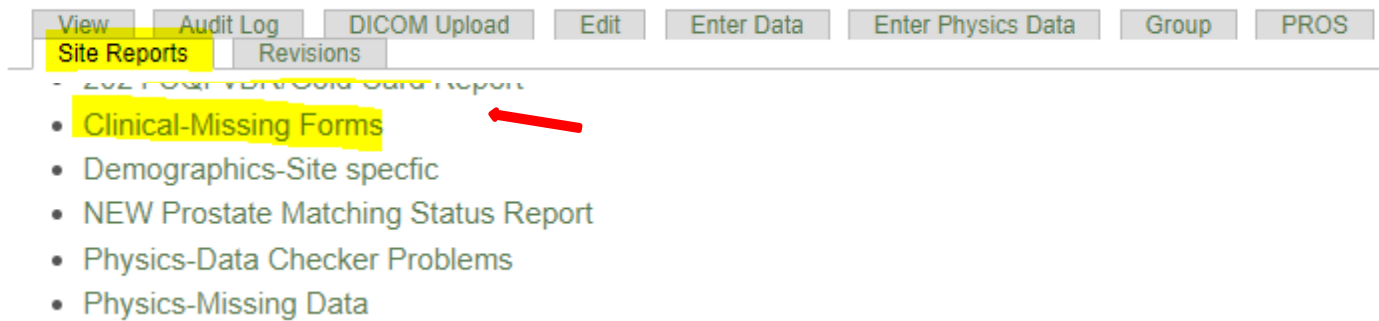


## Prostate Matching Status Report

### 1. Select the Site Reports tab

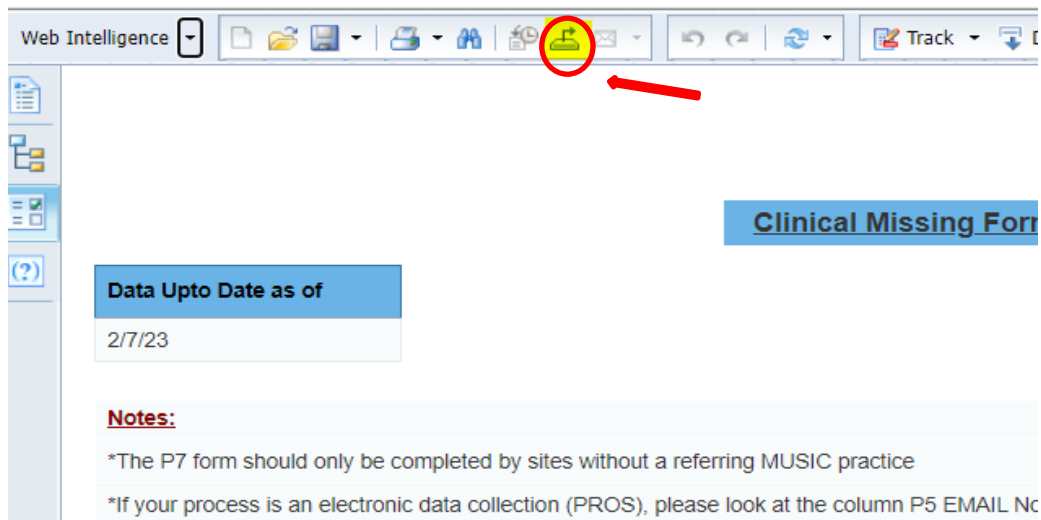


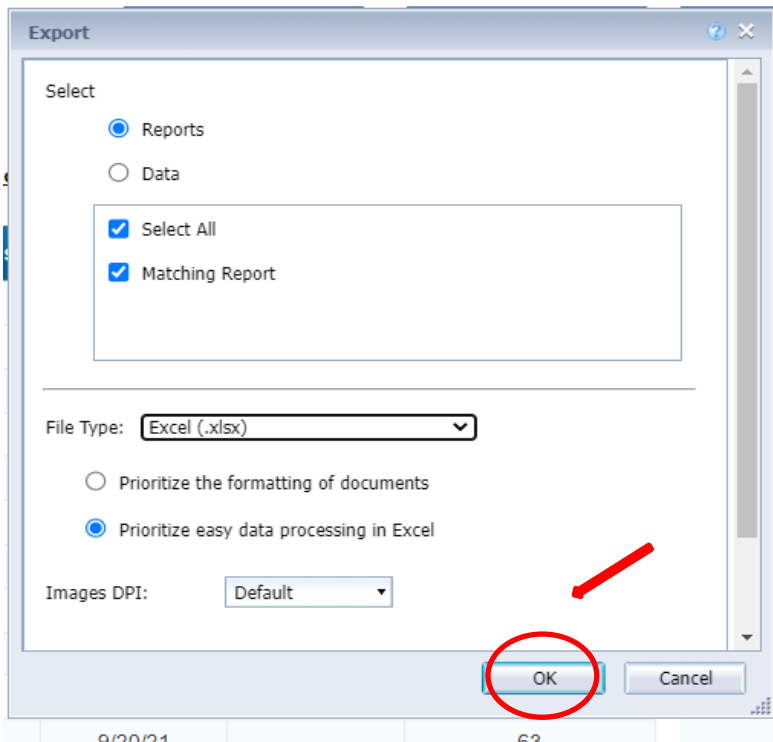
### 2. Right-click on the Prostate Clinical -Missing Forms Report and open the report in a new tab or window.



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

- You can choose to export the report to other formats as well like: PDF, CSV, etc. by changing the format selection on the drop-down menu on the File Type





Select Ok and a excel file will download to your desktop.

4. The report will display all the clinical missing forms due. There are three tabs: Missing Baseline Forms, Missing P5, and Missing P6.

MROQC ID	Enrollment Date	RT End Date	Matched Status	Missing P1	Missing P2	Missing P3	Missing P4	Missing P7
	12/20/22		Pending				1	
	12/20/22		Yes				1	



5. How to read the report:

MROQC ID	Enrollment Date	RT End Date	Matched Status	Missing P1	Missing P2	Missing P3	Missing P4	Missing P7
	12/20/22		Pending				1	
	12/20/22		Yes				1	

- **RT End date:** this field will populate if the physics survey has been submitted.
- **Enrollment date:** the date the patient was enrolled in the MROQC database.
- **Matched status:** states if the patient has matched with a MUSIC patient “Yes”. Still awaiting a match to take place “Pending” or the period to wait for a match has passed “No”.  
*\*For the sites that do not have a referring MUSIC practice the status will always be “No”*
- **Missing P7** is consider missing only for sites without a referring MUSIC practice.
- **Missing P5** includes only patients that have matched, and it shows the timepoint the form is missing.

**Notes:**

- 1) Patients are excluded from this report if they have:
  - \* An Se2 on file with a termination date before the form due date
  - \* A P5 email scheduled to go out
  - \* A missing baseline survey (P1 or P2)
  - \* Not matched and your site does not follow the P7 process
- 2) Patients with forms more than 6 months past due or who are missing more than 1 P5 form, will appear grayed out
- 3) The most recent missing forms appear at the top of the table

Due dates only appear for missing forms

MROQC ID	Matching Status	RT end date	Missing P5 Timepoints	6-month P5 Due	12-month P5 Due	24-month P5 Due Date
	Yes	3/18/22	6m	9/18/22		

Missing Baseline Forms

Missing P5

Missing P6

- **Missing P6** includes \*ALL\* missing P6 forms, and it shows the timepoint the form is missing.

## Clinical Missing Form Report- P6

Data Upto Date as of

3/9/23

**Notes:**

- \* This report includes \*ALL\* missing P6 forms.
- \* Patients are excluded from this report if they have and SE2 on file with a termination date before the form due date
- \*The below table is sorted with the most recent missing forms on top
- \*Due dates are calculated with padded time added. For example, 6-month due date is calculated 6 months from RT end date + 3 months

\*Due dates only appear for missing forms

MROQC ID	RT end date	Matched Status	Missing P6 Timepoints	6-month Due Date	12-month Due Date	24-month Due Date
	3/18/22	Yes	6m	12/18/22		

### **Report Information/ Tips**

- ✓ The Report is refreshed every night and will only display **eligible** patients (patients with a status of active or completed). **You should run the report at least once a week.**
- ✓ The matching process takes a minimum of 24 hours to occur, and the matching process ends once the patient reaches 27 weeks from the date they were enrolled in the database.
- ✓ To clear errors, please email [support@mrogc.org](mailto:support@mrogc.org) . The email should include the patient's MROQC ID, the error to clear and the reason why.