

Cancer Care Module Training Manual

Please note: This is an extract from the WinRecs User Guide, so please refer to that guide for further information on WinRecs functionality.

Introduction to MED2020's Cancer Care Module

MED2020 supports the following CCO Entities according to the Cancer Care Ontario Data Book. These are taken directly from the CCM module.

- 1. Patient Entity
- 2. Disease Entity
- 3. Health Care Provider Entity
- 4. NDFP

What do I need to know about setting up this module?

- CD-Key patch is required to activate the module.
- Patch to activate the NACRS Cancer Care fields for Activity Level Reporting.
- Build a new Institution Profile for the Cancer Care Submitting Institution Number 09## with a Care Type CC.
- Installation of the reporting views

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There are four new views added in the 2.8.8 Release dbo.CCM_Entity_RadPlanTreatActivity_VR dbo.CCM_Entity_SysDrugDelivery_VR dbo.CCM_Entity_ClinicVisit_VR dbo.I10_AmCare_CCM_VR
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- Folder of Standard Crystal Reports (CCM Reports folder)
- User Profile setting to allow user access to Cancer Care Module (CCM)
- Control File settings to enable and make visible the Cancer Care Fields for those coders that will be involved in cancer care reporting.

Patient Flow

How does a Patient flow through the system?

Patient is seen by physician provider - Cancer Identified

- May have been seen at your facility
- May be a referral to your facility

So what happens on the ADT system?

- Pre-registration or registration of this new patient entry needs to be sent to Cancer Care Module via the Interface.
- Interfaces require work on both sides (modifications)
 - o Outgoing to send the required data elements to WinRecs
 - Incoming to receive what is being sent to WinRecs

What do you need to do? Request modifications, prepare sample record patients and provide specifications based on what the interface can send to WinRecs' Cancer Care Module.

Cancer Care Registration completed

To clarify some misunderstandings, a patient is not registered with Cancer Care Ontario on each visit. They are registered once with Cancer Care Ontario per Primary Disease, otherwise the entry at Cancer Care Ontario is overwritten with the new information submitted. Once the registration is received and processed, what Cancer Care Ontario gets sent is updates to the registration or disease information or the visit related information which is referred to as ALR reporting information (Activity Level Reporting). Activity level reporting is what we are most familiar with DAD and NACRS reporting we presently do.

- Go to Cancer Care Module
 - o F4 and search for an Interfaced in patient
 - F5 and create a NEW entry for this disease registration
 - F7 SAVE your registration

What do you need to do? Ensure your interface does not send a transaction at each visit level as this will create multiple disease entries for the same primary diagnosis code where only 1 is required. Ensure that where multiple primary cancers are found that a subsequent Disease entity is added either via Interface or manually created.

Cancer Care Module Extract & Submission to CCO (monthly basis)

- See the Data Book for frequency expected in reporting and to confirm the extract required is what is within the Crystal Report.
- See the listing of Crystal Reports you can run to verify the content of your information for.
 - Disease Entity
 - Health Care Provider Entity
 - o NDFP Enrollment
- Run the Crystal Reports to export to XLS as this is the file type expected by Cancer Care Ontario.

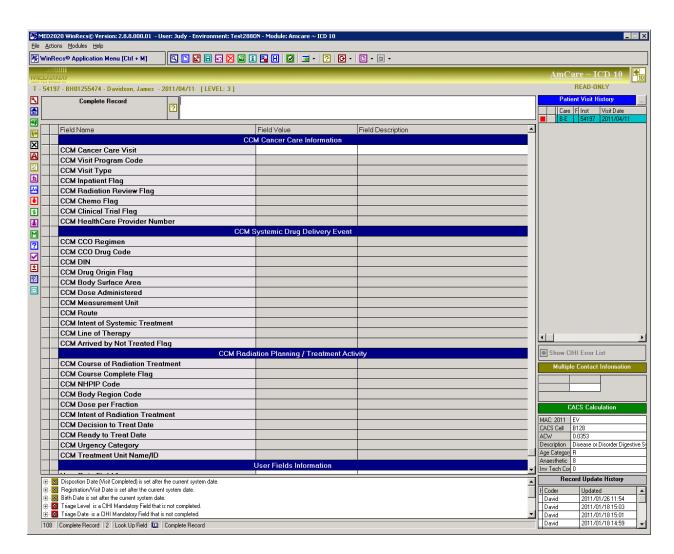
MED2020 provides the template for the report but following that and because information may differ from site to site, it is the sites responsibility to keep it updated to meet their reporting needs.

Last Updated April 26 2011

Patient registered for treatment – Inpatient (DAD) or on Am Care basis (NACRS)

- As the patient attends your facility for treatment on an inpatient or outpatient basis you want to
 ensure that these visits do in fact get processed through from your ADT system to WinRecs.
- Some visits of a clinic nature may not currently be processed as they are not required by CIHI (ie. are non-mandated MISCodes).
 - For these cases, confirm with your CIHI representative that the submission of any additional MISCode abstracts to CIHI will not be problematic and inform them that they can expect these new clinic type records effective April 1st.
 - Update / modify your current interface to also send those visits to WinRecs and then the MED2020 interface needs to be updated to accept them.
- Visits will be populated in the NACRS module.
- Additional Cancer Care fields have been added to the standard NACRS module to allow you to
 enter the Chemo and Radiation Treatment fields required for visit level reporting.
- Please ensure that these fields are open via the Control File, for access for the coders that will be coding the cancer care patient information for you.
- MISCodes should drive the opening of these fields.

Below you will find a screen shot of these new fields:



Cancer Care ALR Extract & Submission to CCO (monthly basis)

Process flow is dependent on the hospital and CCO needs.

MED2020 provides you with the tools to capture and report off of the data however the frequency and process are the facilities to determine.

Troubleshooting:

Debugging problems with Staging requires the client to send to MED2020 the following information.

At minimum when we are debugging the Cancer Care module, we need you to provide to us the following pieces of information:

Staging version =

Diagnosis Code =

Topography Code =

Morphology Version =

Morphology Code =

Staging value =

To access the Cancer Care Data Book directly, click on the following link.

http://www.cancercare.on.ca/ext/databook/db1011/DataBook.html

Cancer Care Module – (CCM)



Overview

The Cancer Care module is a data collection tool within the WinRecs suite of modules, sharing a common Central Patient Index and allowing the collection of cancer care data specific to the Disease Registration and NDFP Enrollment.

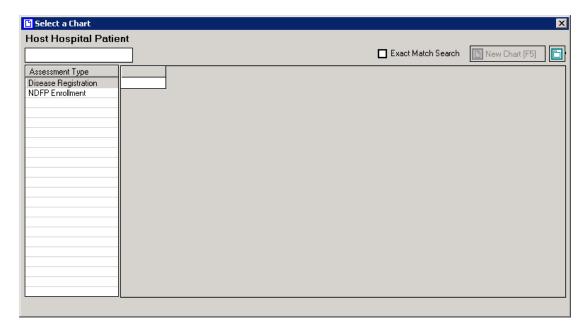
Please refer to the **Basic WinRecs Functionality** section of the User Guide for details on the record layout and functionality.

Creating a Disease Registration / NDFP Enrollment

Select the Cancer Care module from the *WinRecs Application Menu\Abstracting*, or from the *Modules* menu. For example: *Abstracting ICD 10-> Cancer Care [CCM]*.

New 🖺 (F5)

Select a chart screen will appear.



In the select a chart window, the option of creating a new Disease Registration or an NDFP Enrollment is provided. Highlight the option you wish.

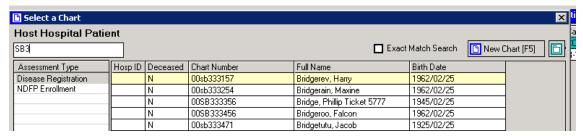
Note: An NDFP enrollment can only be created once a Disease Registration has been completed for a patient.

Enter the chart number of the patient in the data entry box, located below the *Host Hospital Patient* heading.

If the chart exists in CPI the chart number will populate.

If records are displayed, there a three ways to select a record:

- Double-click on the record
- Select the record with one click and press ENTER
- Using the up and down arrows, highlight the record and press ENTER

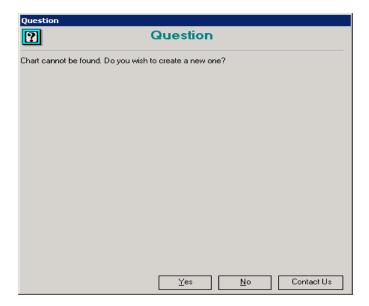


Selecting a record will bring you into a new disease registration or NDFP Enrollment.

Any common data elements between the CPI record and the Disease Registration and/or NDFP Enrollment will populate in your new record.

If the chart number entered in the select a chart window does not exist in CPI, you will receive the following message (see screen shot below).

Selecting "Yes" will load the Central Patient Index (C.P.I.) window and the user can enter a new C.P.I. record. (See *Creating a C.P.I Record* section of the WinRecs User Guide)



Completing the Record

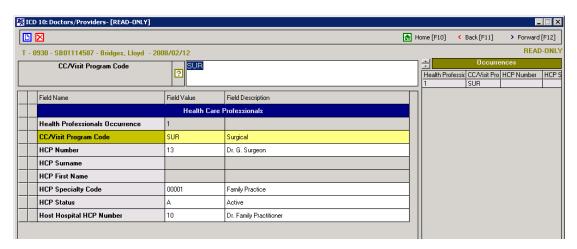
As you move through the record, fields can be entered with data. The field you are currently viewing is highlighted in yellow and the field name displays at the top of the window, next to the data entry box.

All data entry is done in the Data Entry box, once the information is 'entered'; the information will display in the field on the main grid.

An error message will be displayed at the bottom of the window in the Message List box for fields that are mandatory or suggested and not completed.

A record can be saved with mandatory fields missing. Any remaining errors will be displayed again when that record is accessed later.

Health Care Professionals Multi-Form



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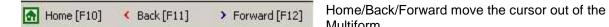
This optional multi-form is used to record any health care providers involved in the patient's care.

There are specific function keys available to process a multiform. They are:

New [1] (F5) - Creates a new occurrence.

As soon as you finish one occurrence press **Enter** and the system will automatically move to the next occurrence.

Delete (F9) - This button will delete the occurrence you have selected. The system will display a message "Are you sure you want to delete this occurrence?" to validate the deletion.



Home – Returns to the first active field in the Main Grid.

Note: Consult your facility's guidelines to learn when and how to record any Health Care Professionals

Saving the Record

Save (F7) to save the record.

If it is the first time the record has been saved there will be no other messages.

If the record was previously saved, the program will require it to be in **EDIT** mode from **READ ONLY**. Select **Edit** (F6), and then Save (F7).

Any changes made in **READ ONLY** mode will not be retained until the record is saved. If you select **Save** (F7) while in **READ ONLY**, a message displays: "You are not currently in edit mode. Would you like to save this record anyway?" Select 'Yes' to save the record. Select 'No' to return to the record without saving it. This allows the opportunity to not save any changes made on the record.

Locating an Existing Disease Registration / NDFP Enrollment

Select the Cancer Care module from the *WinRecs Application Menu/Abstracting*, or from the *Modules* menu. For example: *Abstracting ICD 10-> Cancer Care [CCM]*.

For details on searching, see **Basic WinRecs Functionality** section.

Facilities using batch or real-time interfaces to open records in a WinRecs database will use **Find** (F4) to locate existing chart numbers for data entry.

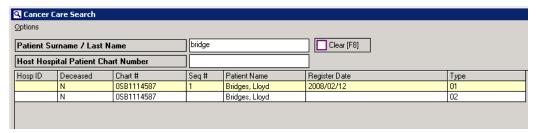
Facilities not using interfaces to open records in WinRecs will manually create new disease registrations or NDFP Enrollments using **New** (F5)

Find (F4)

To change the fields used in the search, click in the text box next to the field or press F3

Check/uncheck the Exact Match Search check box as required (if searching by Host Hospital Patient Chart Number).

Type the search text in the Data Entry Box and press **ENTER**.



Note: There can be up to 4 search fields. The number of search fields used can be customized. Click Options in the Cancer Care Search window to view the options.

Hint: To search for records for an entire month, type 00 for the day (DD).

Record Types

The Cancer Care Search results window will display a number of columns with data elements displayed to assist the user in selecting the appropriate record.

The Type column will indicate:

- 01 for a Disease Registry or
- 02 for an NDFP Enrollment record

Adding an NDFP Enrollment Record

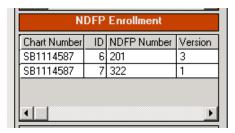
As documented earlier in this section, the NDFP record can only be created based on an existing Disease Registration. More than one NDFP enrollment can be added per disease registration.

Viewing an NDFP Enrollment

A side-bar information pane on the disease registration record will indicate any NDFP Enrollments for this registration.

The individual NDFP Enrollment records can be viewed simply by double-clicking on the selected record, from within the information pane.

The selected record will load, and details can then be reviewed/updated.

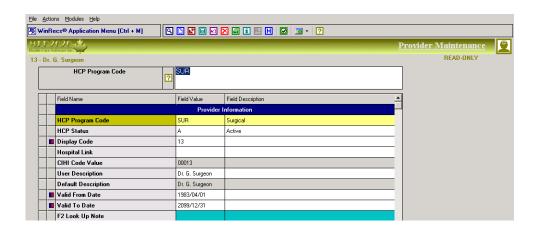


Defaulting Field Values / Changing Field Sort Order

Several fields in the Disease Registration and/or the NDFP Enrollment may be practical for defaulting values. Please refer to the **Control File** section of the User Guide for setting defaults for fields and customizing the sort order of fields in either of these record types.

Providers

Specific fields have been added to the Provider Maintenance module in WinRecs (found under System Maintenance) to allow entry of the HCP Program Code and HCP Status for the Health Care Professionals related to the Cancer Care module. Please see **Provider Maintenance** in the WinRecs User Guide for details on editing the provider records.



Submitting Data

Creation of submission files is performed via the WinRecs Report Generator. Data is extracted based on the parameter values presented and entered.

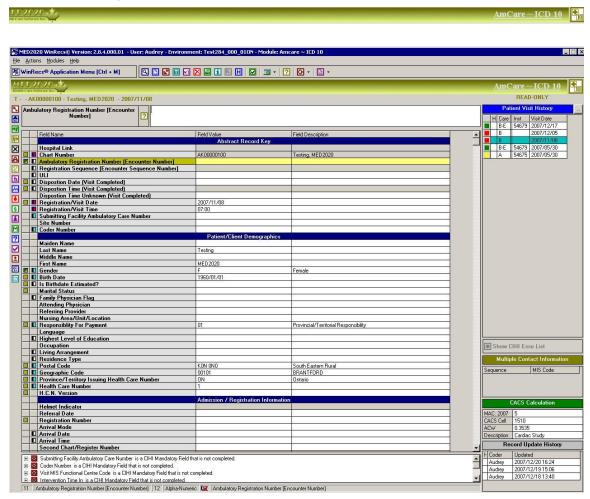
Specific submission reports for:

- 1) Disease Entity
- 2) NDFP Enrollment
- 3) Provider's Entity
- 4) Patient Entity

... are available to run and export to the desired application, such as Microsoft Excel.

See the Report Generator section of the WinRecs User Guide for details on how to generate reports.

Abstracting ICD10 – NACRS

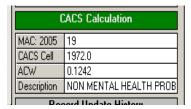


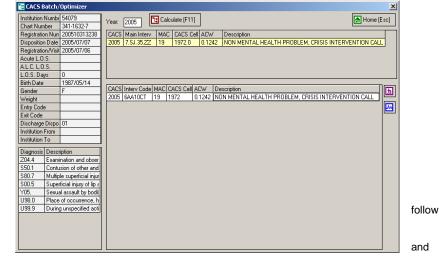
Multiple Contact Information Box



CACS Calculations Box

Displays the CACS cell the case is grouped to. To view details or optimize the case double click below the CAC Calculation bar. For details on CACS Grouping see Section 8 - Groupers





Abstracting a NACRS case

To abstract a NACRS (AmCare) case, instructions in ICD-10 Abstracting section. Refer to the current CIHI NACRS manual for field requirements details.

Edit Validation for Level 1-3

In the Amcare Module, there is the option to display edits at a site's potentially differing submission levels. For those sites submitting strictly at Level 1 NACRS, only the level 1 edits will display on screen within the abstract.

For sites with a combination of Level 1 and 3, or Level 2 and 3, the Show Messages icon on the WinRecs toolbar, plus the Actions drop-down menu, will provide an option to select the alternate edit validation. The default setting upon opening the abstract is the highest level of edits.





Cancer Care Module Pre-Designed Reports

These reports were developed in Crystal 8, specifically for use with the Cancer Care Module and for the purpose of providing a means to submit data following the Data Submission Specifications in the CCO Database 2007 – 2008.

CCM HealthCare Professional Submission Report.rpt – This report used to extract the data from the Cancer Care Module for the Healthcare Professionals Data Submission requirements as per the CCO Databook 2007 - 2008. View is selecting on HCP Program Code, HCP Status, and Main Provider Specialty. It is suggested report be set up to generate from the Provider Maintenance using Report Selection List. Once the report has been generated it is to be exported to Excel.

CCM Patient Submission Report.rpt – This report used to extract the data from the Cancer Care Module for the Patient Entity Submission data requirements as per the CCO Databook 2007 - 2008. The report uses a Registration date range parameter to select the date range for the data submission. Once the report has been generated it is to be exported to Excel.

CCM Disease Submisson Report.rpt – This report used to extract the data from the Cancer Care Module for the Disease Entity Submission data requirements as per the CCO Databook 2007 - 2008. The report uses a Registration date range parameter to select the date range for the data submission. Once the report has been generated it is to be exported to Excel.

CCM NDFP Enrollment Submission.rpt - This report used to extract the data from the Cancer Care Module for the NDFP Enrollment Entity Submission data requirements as per the CCO Databook 2007 - 2008. The report uses a Date of First Treatment date range parameter to select the date range for the data submission. Once the report has been generated it is to be exported to Excel.

CCM Incomplete Staging Data.rpt – This report extracts abstracts if the Clinical Staging at Diagnosis OR Pathological Staging at Diagnosis fields are not completed and are required as per the Diagnosis Code. Records grouped by Group Option parameter, ie: Data Entry/Coder, Registration Month or None. Detailed listing displaying Chart #, Full Name, Registration Date, Diagnosis Code and Description, Clinical and Pathological Staging fields with summary data on number of abstracts by Group and Grand Total.

CCM Incomplete Abstracts Report.rpt – This report extracts abstracts if the IsAbstractValidated is not equal to "Y". Records grouped by Group Option parameter, ie: Data Entry/Coder, Registration Month, Incomplete Status or None. Detailed listing displaying Chart #, Full Name, Registration Date, Diagnosis Code and Description and incomplete status description with summary data on number of abstracts by Group and Grand Total.

CCM Patient Listing with Referral Dates.rpt – This report extracts Cancer Care Module abstracts within the Registration Date Range. The records are sorted by Registration Date. The detailed listing displays, Chart #, Full Name, Registration Date, Diagnosis Code and description, Clinical Staging at Diagnosis, Pathological Staging at Diagnosis, Medical Oncologist Referral Date, Radiation Oncologist Referral Date, Surgical Referral Date and Other Support Care Referral Date.