SUBJECT: Hospital Indices List

SEE ALSO: MR-70-01, Abstracting a Case

INFORMATION

The purpose of this procedure is to inform tumor registry staff about the evaluation process and procedure for printing a hospital indices list for casefinding.

PROCEDURE:

1. Log into Soft Med.
2. The Programs menu will appear select "ClinTrac".
3. Select Clinical Abstracting.
4. The “Search for Patient ID” box will appear, select cancel. A menu bar will appear at the top of the screen. Select reports then select the "select report from list" box.
5. ClinTrac “select reports” box will appear. This will already be highlighted "Ca\Custom\Diagnosis (Primary Secondary).rpt", select OK.
6. Diagnosis (Primary & Secondary) screen will appear. The first tab at the top of the screen is “Selection Criteria”. This will be the screen that provides the information needed for the indices list. The discharge date will start with the first of the month being requested. For Example, type the beginning discharge date (01-01-2001) then tab to the ending date and type the last date of the month (01-31-2001). This report is printed monthly.
7. Using the mouse, select the edit box on the patient type(s) line. The ClinTrac “enter multiple value” box will appear.
8. Select the box with the red and black bars and then select inpatient. Select OK.
9. The screen will return to “Selection Criteria”. Using the mouse, click on diagnosis code and type in the first set of codes, which will be 140.0 press tab and type the ending codes 208.9, press tab. Type 0 then tab and type 99 in the age range fields. Using the mouse, select print and the program will start printing the first set of codes for the selected month. The diagnosis codes are as follows:
   140.0-208.9
   230.0-234.9
   238.4-238.7
   273.2-273.3
   284.9-285.0
   289.8-289.8
10. After the first report prints, use the mouse and select the diagnosis code again repeating the process outlined in #9 for the selected cancer codes.
11. When finished, exit and close out ClinTrac program.
12. Run the names of the patient through CPDMS and highlight the ones not in CPDMS. Place a check by the patients who are in CPDMS. Pull the charts that are not on the list for review. Abstract the patients chart if reportable (see the procedure on how to abstract a chart).

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