



INSTRUCTIONS FOR UPDATING INCOMPLETE CASE EPISODES

OPTION 1: Using incompleteness reports

Step 1: Identify incomplete case

Click on **'My Reports'** on the blue navigation panel on the top of the screen. There are two reports available:

a. List of incomplete cases (PDF)

Select **'List of incomplete cases (PDF)'** and click **'View Report'**. This will give you a list of incomplete cases in pdf format.

The list will not tell you what is missing in each case; it will only give you enough information to identify the case (i.e. patient ID, diagnosis date, hospital and clinic reference).

b. Export incomplete cases (XLS)

Select **'Export incomplete cases (XLS)'** and click **'View Report'**. This will export the lists of incomplete Invasive cases and incomplete In situ cases with Minimum Dataset fields. Guidelines on entering the required fields for an incomplete case are available on the front cover of the Excel report.

Step 2: Locate incomplete case

To locate incomplete episodes listed on either report: click on the **'My Patients'** link on the blue navigation panel, then input the first three letters of patient surname and/or patient date of birth, as listed in report, into the **'Search'** box at the right corner above My Patients table.

Step 3: Enter missing data

Click **'View/Edit icon'** for the relevant patient, then click **'Edit Episode in MDS'** on the relevant episode.

If you have used the Export report, enter the information that was indicated as missing.

If you have used the List report, note that all questions on the MDS screen need to be completed (with the exception of total extent of lesion for invasive cases, neo-adjuvant therapy and gestational status).

When a case is saved and closed, a pop-up box will inform you if any questions in the MDS have been left incomplete. If this happens, go back and enter the missing information.

The case should now be labelled with a green tick in the **'My Patients'** list.

OPTION 2: Directly through the My Patients list

Step 1: Identify incomplete case

Go to the **'My Patients'** section of the website. All 'incomplete' cases are labelled with a red cross. Click on the **'Incomplete'** column heading in the table to sort your cases by completeness.

Step 2: Enter missing information

Click **'View/Edit icon'** for the relevant patient, then click **'Edit Episode in MDS'** on the relevant episode.

Every question on the MDS screen needs to be completed (with the exception of total extent of lesion for invasive cases, neo-adjuvant therapy and gestational status).

When a case is saved and closed, a pop-up box will inform you if any questions in the MDS have been left incomplete. If this happens, go back and enter the missing information.

The case should now be labelled with a green tick in the **'My Patients'** list.