



Online Portal User Manual

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Logging in to your account

To log in to the BreastSurgANZ Quality Audit (BQA) online database go to <https://www.bqa.org.au> and enter your Email address and Password. If you are a new user, you will need to change the temporary password given to you on your first log on. Your password choice must be a minimum of ten characters and include at least one uppercase letter, one lowercase letter, one number and one special character. You may reset your forgotten password by clicking 'Lost or forgot your password?' link on the Log in page and follow the instruction sent to your email address registered with BQA.

Once you are logged in, surgeon users will see the Breast Audit Surgeon Summary Page which includes a brief summary of your recorded cases, in total, as well as grouped by year for recent years.

Summary of Data Collected

	Total Cases	Invasive Cases	In situ Cases	Unknown Cases
Total	255	148	74	33
Year 2016	18	11	3	4
Year 2015	14	8	2	4
Year 2014	7	7	0	0

Surgical Procedures	Invasive	In situ	Unknown
ABBI	1	0	0
Complete local excision	64	32	0
Open biopsy	33	10	3
Other surgery	4	0	0
Reconstruction	4	3	0
Re-excision	21	3	0
Total mastectomy	38	14	2

Therapy	Invasive	In situ	Unknown
Aromatase inhibitors	24	13	0
Chemotherapy	63	15	1
Ovarian Ablation	17	8	0
Radiotherapy	93	32	0
SERMS	63	19	0

Data managers will see a list of surgeon/hospital combinations that you have access to.

Data Manager Summary

My Surgeons	Hospital	Total Cases	2018	2017	2016	Surgeon's Account Active
Dr. Tester test account	Royal Adelaide Hospital	18		10	4	✔
Dr. Test User	Flinders Medical Centre	8		2		✔
Dr. Test User	Alfred Hospital	57	1	21	18	✔
Dr. Test User	Colac Area Health	13		5	5	✔

The table above will only show surgeons who have data saved.

For surgeon users, underneath the summary tables of your data in the system, are your personalised Key Performance Indicator calculations.

KPI Assessments for Records with Diagnosis Dates or Surgery Dates from 2004

Diagnosis Date: From: To:

KPI #	Key Performance Indicator (KPI)	Quality Threshold†	Practice Value‡	Numerator ‡	Denominator ‡‡	Excluded Cases ¶
1	Percentage of invasive cases undergoing breast conserving surgery referred for radiotherapy	85%	90%	45	50	85
2	Percentage of oestrogen positive invasive cases referred for hormonal therapy treatment	85%	84%	57	68	107
3	Percentage of invasive cases undergoing axillary surgery	90%	62%	58	94	95
4	Percentage of in situ cases undergoing breast surgery without axillary clearance	90%	78%	36	46	75
5	Percentage of high risk invasive cases undergoing mastectomy referred for radiotherapy	85%	100%	4	4	74
6	Percentage of high risk cases referred for chemotherapy	90%	59%	17	29	70

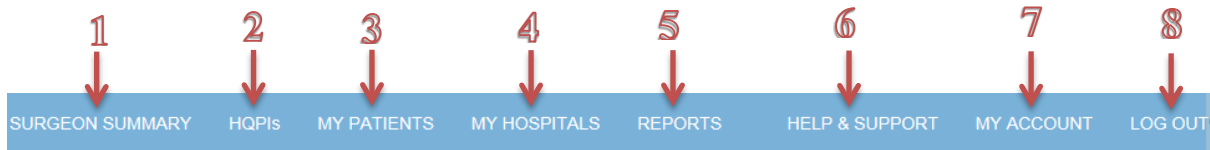
† Target value for the each KPI; ‡‡ Value achieved for each KPI; ‡ Number of cases which follow the criteria for each KPI; ‡‡ Number of cases which are considered for each KPI calculation; ¶ Number of cases excluded from the KPI calculation due to missing data; # Not Calculated.

1. A list of **Key Performance Indicators**, based on current national breast cancer guidelines
2. **Quality Threshold** set by audit Steering Committee – your practice value should not be below this value.
3. Your **performance level** for each indicator. Value in red suggests practice value is below Quality Threshold value.
4. These numbers show how many cases are **included** in each calculation. Clicking these values will bring up a filtered ‘My Patients’ list of episodes counted in each calculation.
5. Shows how many cases are **excluded** from each calculation due to missing data. If your calculation does not appear to reflect your current practice, it may be due to cases missing items necessary for this calculation. Again, you can click on the figure to see a list of cases that have been excluded.
6. You can **filter** these calculations by time period.

Note: You can also locate incomplete cases through the Incomplete Cases Report (see [page 17](#)). Or they are marked with a red cross on the My Patients screen (see [page 7](#)). All Minimum Dataset fields need to be entered for the case to be considered ‘complete’ (see [page 10](#)).

Navigation

The Navigation Menu is located on the top panel. Clicking on any menu item during data entry will save and close the case you are working on.



1. This option will bring you back to the **Summary** screen (see [page 3](#)).
2. HQPI stands for High Quality Performance Indicator. These are similar to the KPIs, but are not audited. See [page 6](#).
3. Click here to access a list of patients entered under your account. From the **My Patients** screen you can edit patient records, add new episodes to existing patients, or enter new patients (see [page 7](#)).
4. Click **My Hospitals** to add a hospital to your personalised hospital list shown during data entry (see [page 16](#)).
5. The Online **Reports** section of the portal allows you to export your data into Microsoft Excel format for further analysis. You may also view and download your list of incomplete cases in PDF or Microsoft Excel format.
6. The **Help & Section** section contains general information on the BQA, including links to support materials and BQA Helpdesk.
7. The **'My Account'** section allows you to view and edit your user details, including changing your email address and password.
8. **Log out** of the system when your data entry is complete to keep your account secure.

For data managers, Option 1 is labelled Data Manager Summary, Option 2 and 4 is not available.

HQPIs

HQPI stands for High Quality Performance Indicator. These are additional indicators of quality to the original Key Performance Indicators.

Note that the HQPIs only apply from the date they were introduced. The table will populate with cases as you enter relevant data.

HQPI #	High Quality Performance Indicator (HQPI)	Practice Value††	Numerator ‡	Denominator ‡‡	Excluded Cases ¶
1	Rate of immediate breast reconstruction for in situ breast cancer patients requiring mastectomy	0%	0	0	0
2	Rate of immediate breast reconstruction for invasive breast cancer patients requiring mastectomy	0%	0	0	1
3	Rate of breast conservation for tumour < 2cm	0%	0	0	1
4	Rate of involvement of a breast case nurse in management of the patient	0%	0	0	0
5	Rate of discussion of patients at a multidisciplinary meeting	0%	0	0	0
6	Rate of use of neo-adjuvant chemotherapy in women < 50yo	0%	1	1	0

†† Value achieved for each HQPI; ‡ Number of cases which follow the criteria for each HQPI; ‡‡ Number of cases which are considered for each HQPI calculation; ¶ Number of cases excluded from the HQPI calculation due to missing data; # Not Calculated.

1. Your **performance level** for each indicator.
2. These numbers show how many cases are **included** in each calculation. Clicking these values will bring up a filtered 'My Patients' list of episodes counted in each calculation.
3. Shows how many cases are **excluded** from each calculation due to missing data. If your calculation does not appear to reflect your current practice, it may be due to cases missing items necessary for this calculation. Again, you can click on the figure to see a list of cases that have been excluded.

You can filter these calculations by time period using the filter boxes above the table:

Diagnosis Date: From:  To: 


My Patients

The My Patients screen shows an alphabetical listing of all your patient records entered into the audit. Cases with missing information are marked with a red cross while complete cases are marked with a green tick. The header columns are sortable.

ADD PATIENT

To enter data for a **new patient**, enter the first three letters of the patient last name and their date of birth into the “Add” boxes and click Add Patient. Data managers will also need to select a surgeon to enter against.

To add a new patient enter first 3 letters of last name, DOB and click "Add Patient"

1st 3 letters	DD-MM-YYYY		Add Patient
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You will then be presented with the option of completing the Full Dataset or Minimum Dataset for this patient.

Add Patient

Please select which data entry form you wish to use.

Minimum Dataset

Full Dataset

The **minimum dataset** comprises only the essential fields for calculating your performance thresholds, and appears as a single scrolling screen.

The **full dataset** comprises the screens for entering all the fields in our database.

You may change from one dataset to the other at any time while entering your case data.

Cancel

The **Full Dataset** view includes all fields collected by the BQA, both mandatory and optional, thus allowing the full research and record keeping potential of the audit to be utilised.

The **Minimum Dataset** view provides a shorter alternative to the full dataset while including all data items necessary for threshold calculations on key performance indicators.

You may change from one dataset to the other at any time while entering your case data as long as you have mandatory fields entered.

PATIENT LIST

Show 10 entries Search: 08-2016 ↓ 1

PatientId	DOB	Complete	Date Created	First Diagnosis	Episodes	View/Edit	Add	Delete
AAB-11121900	11-12-1900	✔	14-01-2008	01-08-2016	1	👁	+	🗑
HAD-01081987	01-08-1987	✘	31-08-2016		1	👁	+	🗑 4
LEE-01081989	01-08-1989	✘	02-08-2016		1	👁	+	🗑
MDS-02081988	02-08-1988	✘	02-08-2016	02-08-2016	1	👁	+	🗑
MDS-22051956	22-05-1956	✘	15-08-2016	15-08-2016	1	👁	+	🗑
PRO-15081987	15-08-1987	✘	15-08-2016	15-08-2016	1	👁	+	🗑
ZZZ-01011970	01-01-1970	✘	11-08-2016	01-01-2016	1	👁	+	🗑
ZZZ-02011940	02-01-1940	✘	31-08-2016	01-08-2016	1	👁	+	🗑

Showing 1 to 8 of 8 entries (filtered from 239 total entries) First Previous 1 Next Last

1. **Search** box.
2. Indication of **completeness**. A red cross indicates the case is missing Minimum Dataset items. A green tick indicates all necessary data items are complete.
3. The **View/edit** option will bring up a list of episodes for that patient. From that list, you can open an episode for editing or download a PDF episode summary of the episode.
4. **Add** another episode of breast cancer to an existing patient.
5. **Delete** a patient record and any episodes associated with that patient.

FIND PATIENT

To find an **existing patient**, use the search box above the patient list (1). You can search using any criteria in the patient list. The example above is searching for “08-2016” to show any cases created or with a diagnosis date in August 2016.

ADD EPISODE TO EXISTING PATIENT

If a patient has bilateral synchronous breast cancer, develops cancer in the contralateral breast at a later time, or has a recurrence/second primary in the same breast three months after surgery with clear margins, click the “Add” icon (4) and enter data for the new treatment period.

EDIT OR ADD INFORMATION TO EXISTING EPISODE (including follow-up)

To add information to an existing cancer episode for a patient (missing information or follow-up data for example), click “View/Edit” icon (3).

If the patient has a second primary or recurrence in the same breast less than three months after surgery, click “View/Edit” icon and include treatment under original episode.

DELETING DATA

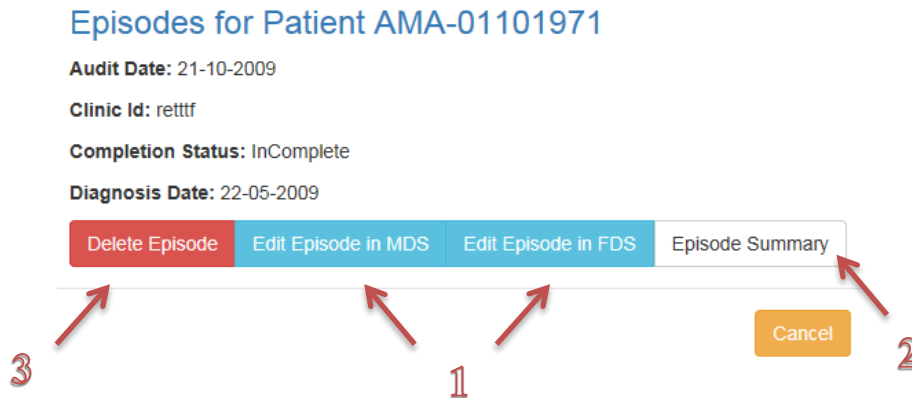
You can delete an entire patient record from the My Patients screen. Click on the “Delete” icon (5).

If you wish to delete a specific episode from the patient record but not all episodes, you will need to choose the “View/Edit” icon on the My Patients screen, then click on the “Delete” option for the episode you want to delete in the pop-up list of episodes.

Be very careful when deleting data as once deleted, you will not be able to recover it.

EPISODE LIST

After clicking on “View/Edit Episode” for a particular patient, the following options will be displayed.



1. To add new information to an episode or edit existing information, click either “Edit Episode in MDS” or “Edit Episode in FDS”.
2. Clicking on “Episode Summary” will download a PDF summary of that episode, similar to the printed paper forms available for data collection on the BQA administration webpage (www.surgeons.org/bqa). See example below.
3. Delete this particular episode. If you delete all breast cancer episodes from a patient, this will also delete the patient record.

BreastSurgANZ Quality Audit – Case Summary		Case Complete <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Surgeon Name: Dummy User			
Patient Details			
Name	AMA	Date Of Birth	01/10/1971
Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Postcode	5644
Private/Public	<input checked="" type="checkbox"/> Private <input type="checkbox"/> Public	Clinic Reference	retttf
Indigenous Status	Not Recorded		
Diagnosis			
Diagnosis Date	22/05/2009	Invasive/Insitu	<input type="checkbox"/> Invasive <input checked="" type="checkbox"/> InSitu
Referral Source	<input checked="" type="checkbox"/> Symptomatic from GP	<input type="checkbox"/> Breast Screen(AUS)	<input type="checkbox"/> Breast Screen(NZ) <input type="checkbox"/> Other
Menopausal Status	<input type="checkbox"/> Pre <input type="checkbox"/> Peri <input checked="" type="checkbox"/> Post	Bilateral Synchronous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Gestational Status	<input type="checkbox"/> Currently pregnant	<input type="checkbox"/> Recently pregnant (last 12 months)	<input type="checkbox"/> Not pregnant (now or last 12 months)
Surgery			
Open Biopsy	CLE	22/09/2009	Re-Excision
Total Mastectomy	Reconstruction	<input type="checkbox"/> No Surgery	
Axillary Surgery			
Sentinel Node	22/09/2009	Level 1	Level 2
Level 3	<input type="checkbox"/> No Axillary Surgery		
DCIS Pathology			
Tumour Size(mm)	Histological Grade of Tumour <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
Distance to closest Circumferential margin (mm)	Distance to closest Vertical margin (mm)		
Number of Axillary nodes examined	4	Number of positive axillary nodes	0
Necrosis	<input type="checkbox"/> Present <input type="checkbox"/> Absent		
Adjuvant Therapies			
	Radiotherapy	SERMS	Aromatase Inhibitors
Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Referred but not used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Refusal of recommended treatment			
<input type="checkbox"/> No	<input type="checkbox"/> BCS	<input type="checkbox"/> Mastectomy	<input type="checkbox"/> Axillary Surgery
<input type="checkbox"/> Radiotherapy	<input type="checkbox"/> Hormone Therapy	<input type="checkbox"/> Unspecified refusal	<input type="checkbox"/> > one therapy

Minimum Dataset

The Minimum Dataset view is a one-page scrolling screen, showing only the fields necessary to enter for a case to be considered complete. The first fifteen questions are shown below.

Notice the red asterisks. These indicate a **mandatory field**. An episode cannot be saved if these questions are blank. The blue asterisk indicates a **required field** which counts to the completeness of a case. An episode with any missing required fields will be marked as Incomplete.

Data managers should note that the mandatory hospital field will only display once a surgeon is chosen from the surgeon drop-down.

Hovering your mouse over the **Help icons** will display a short definition and/or advice on how to answer this question. The BQA Data Dictionary provides further information about each field and can be downloaded as a PDF from the BQA administration webpage (www.surgeons.org/bqa).

The screenshot shows a form with three sections: Patient Details, Multi-disciplinary Care, and Diagnosis. Fields are marked with red asterisks for mandatory and blue asterisks for required. Annotations include:

- help**: Points to the question mark icon in the Name field.
- mandatory**: Points to the red asterisk in the Name field.
- required**: Points to the blue asterisk in the Invasive / In situ field.

Fields and their values:

- Name: AAB
- DOB: 23-04-1953
- Gender: Female
- Indigenous Status: Unknown
- Postcode: 5897
- Private / Public: Public
- Clinic reference: epis2
- Hospital / Clinic: Aorangi Hospital
- Breast Care Nurse: Yes
- Multi-disciplinary Treatment: Unknown
- Invasive / In situ: Invasive
- Diagnosis date: 01-01-2000
- Referral Source: Symptomatic (from GP)
- Bilateral Synchronous: No
- Menopausal Status: Post

If you would like to enter information that is not included in the Minimum Dataset view, you can **switch views** to the Full Dataset at any time, provided the mandatory (red asterisk) fields have been completed. Just click the Full Dataset button at the bottom of the screen.

The screenshot shows the bottom of the form with the following buttons:

- Save And Close
- Undo
- Close Without Saving
- Full DataSet

A red arrow points from the text **switch view** to the Full DataSet button.

If any Minimum Dataset fields are left blank, an error message appears when the case is closed. The case will also be marked with a red cross in your “My Patients” list, indicating the case is **incomplete**.

Completeness Alert

The following fields were not filled in for the previous record and hence the record will be marked incomplete.

Patient Detail: AAB-23041953

- At least 1 invasive margin size is needed.
- Histological grade of tumour is missing
- Vascular/Lymphatic invasion is missing

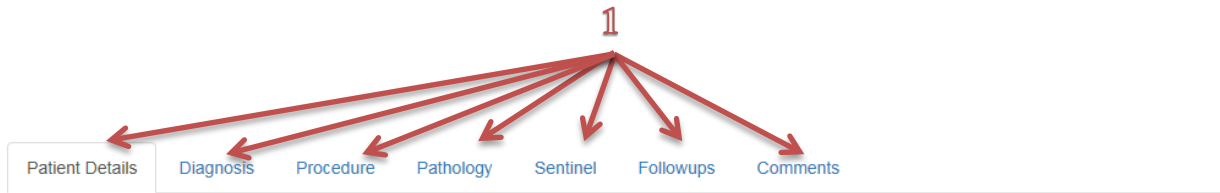
list of missing required fields

Save and Close

Save and Continue Editing

Full Dataset

The Full Dataset view consists of seven screens, providing for entry of all BQA data fields. Each screen can be accessed through the tabs directly above the data fields.



Patient Details

Name: *
AAB

DOB: *
23-04-1953

Diagnosis date: *
01-01-2000

Gender: *
 Female Male

Multi-disciplinary Care

Breast Care Nurse: *
Yes

Multi-disciplinary Treatment: *
Unknown

Patient Details | Diagnosis | Procedure | Pathology | Sentinel | Followups | Comments

Invasive / In situ: *

Invasive In situ

Referral Source: *

Symptomatic(from GP) **4**

Bilateral Synchronous: *

No Yes

Previous Surgery:

No prev surgery Same breast Contralateral breast Both breasts Unknown

1. Tabs to **access** each screen of the Full Dataset. Clicking on one of these tabs will save the case and move on to the section in question.
2. **Help** icons – hover mouse here to display a short definition and/or advice on how to answer this question.
3. Red asterisks indicate a **mandatory** field – the episode cannot be saved without entering this information.
4. Blue asterisks indicate **Minimum Dataset** items. If these are left blank, the episode is marked as incomplete with a red cross in the “My Patients” list. An error message will appear on closing the case (see [page 7](#)).

Click here to **switch views** to the Minimum Dataset:

Save Undo Close Without Saving Save and Next

Minimum DataSet **←**

Procedures

To enter a surgical procedure in the **Full Dataset view**, click the Surgical Procedure status button.

Patient Details Diagnosis Procedure Pathology Sentinel Followups Comments

Diagnostic Procedures

Diagnosis	Result
Add Diagnostic Procedure	

Surgical Events *

Type	Detail	Surgery Date	Discharge Date
<input type="checkbox"/> No Surgery <input type="checkbox"/> No Axillary Surgery			
Surgical Procedure Status			

On the Surgical Procedure Status screen, click on each of the procedures you want to add (1), enter a surgery date for each procedure (2) and click Save (3). From the Surgical Procedure Status in the Full Dataset view, you can enter more than one of the same procedure, as you can see from the example below.

Show Procedure Status

Complete local excision	09-11-2016	Discharge Date	Delete Row
Re-excision	09-11-2016	Discharge Date	Delete Row
Re-excision	09-11-2016	Discharge Date	Delete Row
Sentinel Node	09-11-2016 <input type="text"/>	Discharge Date	Delete Row

Add Breast Surgery Procedure: *

- Open Biopsy
- CLE
- Re-excision
- Total Mastectomy
- Reconstruction
- Other Surgery
- ABBI

No surgery

Add Axillary Surgery Procedure: *

- Sentinel Node
- Level 1
- Level 2
- Level 3
- Unknown

No Axillary surgery

3

Save Cancel

Close

Record a surgical procedure in the **Minimum Dataset view** by entering a date in the box associated with that procedure.

In order to delete saved records please use the 'Procedures' tab in the Full Dataset

Surgery-date *

Open Biopsy:

Re-Excision:

Reconstruction:

CLE:

Total Mastectomy:

No Surgery

In order to delete saved records please use the 'Procedures' tab in the Full Dataset

Axillary Surgery-date *

Sentinel Node:

Level 2:

Level 1:

Level 3:

No Axillary Surgery

To **remove a procedure**, once entered, you will need to do this from the Full Dataset view. Deleting a date in the relevant box on the Minimum Dataset view will not remove the procedure record from the database.

Surgical Events *

Type	Detail	Surgery Date	Discharge Date	
Breast surgery	Complete local excision	02-07-2021		



Pathology

The set of pathology questions shown during data entry is different for invasive and in situ. Because of this, you will not see any pathology questions until you have specified invasive or in situ.

Diagnosis

Invasive / In situ: Invasive In situ ← Before invasive/in situ specified

Diagnosis date: DD-MM-YYYY

Referral Source: Select a title

Bilateral Synchronous: No Yes

Menopausal Status: Pre Peri Post Male

In order to delete saved records please use the 'Procedures' tab in the Full Dataset

Surgery-date

Open Biopsy: DD-MM-YYYY **CLE:** DD-MM-YYYY

Re-Excision: DD-MM-YYYY **Total Mastectomy:** DD-MM-YYYY

Reconstruction: DD-MM-YYYY No Surgery

In order to delete saved records please use the 'Procedures' tab in the Full Dataset

Axillary Surgery-date

Sentinel Node: DD-MM-YYYY **Level 1:** DD-MM-YYYY

Level 2: DD-MM-YYYY **Level 3:** DD-MM-YYYY

No Axillary Surgery ← Pathology not shown

Refusal Of Treatment

Refusal of Treatment: Select an item

Diagnosis

Invasive / In situ: Invasive In situ ← Invasive/in situ specified

Diagnosis date: DD-MM-YYYY

Referral Source: Select a title

Bilateral Synchronous: No Yes

Menopausal Status: Pre Peri Post Male

In order to delete saved records please use the 'Procedures' tab in the Full Dataset

Surgery-date

Open Biopsy: DD-MM-YYYY **CLE:** DD-MM-YYYY

Re-Excision: DD-MM-YYYY **Total Mastectomy:** DD-MM-YYYY

Reconstruction: DD-MM-YYYY No Surgery

In order to delete saved records please use the 'Procedures' tab in the Full Dataset

Axillary Surgery-date

Sentinel Node: DD-MM-YYYY **Level 1:** DD-MM-YYYY

Level 2: DD-MM-YYYY **Level 3:** DD-MM-YYYY

No Axillary Surgery

Invasive Pathology

Tumour Size (mm): ← Pathology shown

Total Extent of Lesion in mm (DCIS plus invasive carcinoma) (if greater than invasive tumour size):

Histological Type of Tumour: Select a type

Vascular/Lymphatic Invasion: Present Absent Unknown

Histological Grade of Tumour: Select a grade

Invasive Tumour: Distance to closest circumferential margin: 0mm means involved margin

Invasive Tumour: Distance to closest vertical margin: 0mm means involved margin

Number of axillary nodes examined:

Number of positive axillary nodes:

Receptor Status	Oestrogen *	Progesterone *	HER2 *
Positive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Negative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Not Done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

My Hospitals

During data entry, you will need to specify at which hospital a patient received their treatment using a drop-down list of hospitals in Australia and Aotearoa New Zealand. To personalise this list, only showing those hospitals where you operate, use the My Hospitals function of the online portal.

This function is not available for data managers as their accounts are set according to the signed data manager access request form. If changes are required, a data manager access amendment form must be completed.

Hospitals

My hospitals

Show 10 entries Search:

Name	Suburb	State	Remove from my Hospitals
Alfred Hospital	Prahran	VIC	
Colac Area Health	Colac	VIC	

Showing 1 to 2 of 2 entries (filtered from 475 total entries) First Previous **1** Next Last

Hospitals not in my list

Show 10 entries Search:

Name	Suburb	State	Add to my Hospitals
Abergeldie Hospital	Glen Osmond	SA	
Adori Day Clinic	Auburn	NSW	
Albany Hospital	Albany	WA	
Albury Base Hospital	Albury	NSW	
Albury Wodonga Private Hospital	Albury	NSW	
Alice Springs Hospital	Alice Springs	NT	
Allamanda Private Hospital	Southport	QLD	
Angaston and District Hospital	Angaston	SA	
Anglesea Procedure Centre	Hamilton	NZ	
Angliss Health Service	Ferntree Gully	VIC	

Showing 1 to 10 of 473 entries (filtered from 475 total entries) First Previous **1** 2 3 4 5 ... 48 Next Last

1. When you first go to My Hospitals you will see a list of hospitals entitled '**Hospitals not in my list**'. This is a list of all the hospitals currently available for data entry into the BQA database.
2. Use the **Search** box to search for your hospital. If your hospital is not listed, contact the audit helpdesk (breast.audit@surgeons.org).
3. When you find the correct hospital, click **Add**. This will move the hospital into your own My Hospitals list.
4. **My Hospitals** lists all the hospitals that will appear in your drop-down hospital options during data entry.

My Reports

The My Reports section of the portal provides the facility to export the list of incomplete cases in your account as well as your entered data into an Excel spreadsheet for personal analysis.

Data managers have access to the incomplete cases reports only.



1. To access one of the reports, select the report you wish to view and click **View Report**. You will then be able to open or save the report.
2. The **List of incomplete cases (PDF)** report is a list of patient records that are incomplete. It provides enough information to locate the incomplete record, including their diagnosis date, clinic reference and the hospital where surgery was performed. It does not identify which fields are missing.
3. The **Export incomplete cases (XLS)** exports minimal data for incomplete cases to determine what is missing from each case. Guidelines on completing the required fields are available on the front cover of the Excel report.
4. If you wish to **export** all of your data to Excel for personal analyses click Export all data to Excel (XLS), which will open up an Excel workbook containing all of your BQA cases.

Contact the BQA Helpdesk

The BreastSurgANZ Quality Audit is managed by the Morbidity Audits Department of the Research, Audit and Academic Surgery Division of the Royal Australasian College of Surgeons, under the direction and ownership of Breast Surgeons of Australia and New Zealand.

For further information or assistance, contact the helpdesk:

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Email: breast.audit@surgeons.org

Webpage: www.surgeons.org/bqa