



National Program of Cancer Registries



Registry Plus Software for Cancer Registries

Web Plus Training Manual for Facility Abstractors

Version 1.0

(Based on Web Plus Version 1.0)



Contents

Chapter 1: Introduction	1
Overall Learning Objectives	1
Overview of the Web Plus Training Manual	1
Web Plus Features.....	1
Users	2
Requirements for Web Access.....	2
Chapter 2: The Basics.....	3
Learning Objectives	3
Overview.....	3
Log In.....	3
Home Page	4
Abstracting Process.....	5
Data Entry Page	5
Changing Your Password	8
Web Plus Version Information	8
Logging Out	9
Questions.....	9
Chapter 3: Creating an Abstract.....	10
Learning Objectives	10
Overview.....	10
Entering Information into Fields.....	10
Questions.....	13
Activity – Creating an Abstract	13
Chapter 4: Adding Data to an Abstract.....	14
Learning Objectives	14
Overview.....	14
Opening and Updating an Abstract.....	14
Activity – Activity – Adding Data, Part One.....	17
Adding Data, Part Two	17
Text Fields	18
Activity – Using Text Fields.....	19
Print Preview.....	19
Deleting an Abstract	19
Questions.....	21
Activity – Adding Information and Deleting.....	21
Chapter 5: Correcting Errors.....	22
Learning Objectives	22
Overview.....	22
Understanding Edit Sets.....	22

Edit Errors Tab.....	22
Correcting Errors	23
Activity – Correcting Errors	24
Releasing the Abstract	25
Questions.....	26
Chapter 6: Running Reports.....	27
Learning Objectives	27
Overview.....	27
Opening Reports	27
Available Reports.....	29
Changing the Date Range of a Report	29
Local Reports	30
Abstracts Submitted Sorted by Abstractor Report.....	30
Abstracts Accessed Sorted by Patient Name Report	32
Descriptive Statistics on Released Abstracts Report	33
Activity Report	36
Audit Reports	36
Activity – Finding Report Information	38
Chapter 7: Final Learner Activity.....	39
Overview.....	39
Medical Record.....	39
Hints	39
Appendix A: Answers	40

Chapter 1: Introduction

Overall Learning Objectives

These are the overall learning objectives for the Web Plus Facility Abstractor training manual

- Learn the major functions of Web Plus.
- Create abstracts in compliance with cancer registry standards.
- Correct errors so that the abstract is error-free and complete.
- Release abstracts.
- View and modify the reports of Web Plus.

Overview of the Web Plus Training Manual

The Web Plus Facility Abstractor Training Manual provides you with the information to understand and use this web application. In this manual you not only learn about the tools in Web Plus 1.0, you also create an abstract and follow the process of updating and correcting the abstract until it is complete and released to the central registry. Also, each chapter contains questions that test your knowledge of Web Plus and activities that allow you to practice your new skills on your own.

Although Web Plus can use any of a number of edit sets, this manual uses the edit set “Central: VS11 NPCR Required.” The edit set you use at your facility may differ.

Web Plus Features

Web Plus 1.0 is a web-based application used to collect cancer data securely over the public Internet. It is most suited for physicians’ offices and other low-volume reporting sources that do not have facility-based cancer registries.

Records are saved in a database at the hosting central registry, and abstracts entered by one facility or office are not visible to other facilities or offices. Data entered are validated by the CDC EDITS Engine running on a web server. The data items collected and required, as well as the edit set used to edit the data, are managed by the hosting central registry.

Web Plus is hosted on a secure web server that has a digital certificate installed; the communication between the client and the server is encrypted with Secure Socket Layer (SSL) technology.

Users

The results from the design staff and usability testing have identified these types of Web Plus users

Users	Description
Facility Abstractor	Works in a local facility and handles patients' medical records and paperwork. When a patient is diagnosed with cancer, the facility abstractor reports the case to the state's central cancer registry.
Central Registry Abstractor/Reviewer	Reviews abstract submitted by hospitals and doctors' offices for completeness and accuracy; compares text in the abstract against codes submitted to make sure they are the correct codes; corrects any errors or discrepancies found; also abstracts new cases.
Central Registry Administrator	Sets up the local facilities with access to the Web Plus software to report their data; creates a configuration for the facilities and defines their required fields and validation rules.
Local Administrator	Manages local users of a facility.
File Uploader	Uploads files of abstracts in the appropriate NAACCR format that were not abstracted using Web Plus, views EDITS error report and cleans, or works with abstractors to clean, errors on rejected files prior to re-uploading.

Requirements for Web Access

Web Plus requires Microsoft Internet Explorer version 5.0 or later or a Mozilla browser to operate the system fully. Although Web Plus works at 800 X 600 resolution, it can be best viewed at 1024 X 768 or higher resolution. It is highly recommended that you change your resolution to 1024 X 768 or higher when using the Web Plus application.

Chapter 2: The Basics

Learning Objectives

In this chapter, you will learn to

- Identify the menu options of Web Plus.
- Understand the process of working on an abstract.
- Log in and out of Web Plus.
- Change your password.

Overview

This lesson covers the basics of Web Plus. You'll learn about logging in and out of Web Plus and the key elements of Web Plus.

Log In

To log in, complete these steps

1. Open your Internet browser and type the Internet address for the Web Plus in the Address field.
2. Press **Enter**.

Result: Either the network password window or the Web Plus window opens.

- If the Enter Network Password window opens, go to step 3.
- If the Web Plus window opens, go to step 5.

3. Click within the User ID field to place your cursor there.



4. Type **demo** into both the User Name and Password fields and click **OK**.

Result: The Web Plus Log in page opens.

5. Type **johndoe** in the User ID field and **abstractor** in the Password field.
6. Click **Log in**.

Result: The Web Plus home page opens.

Home Page

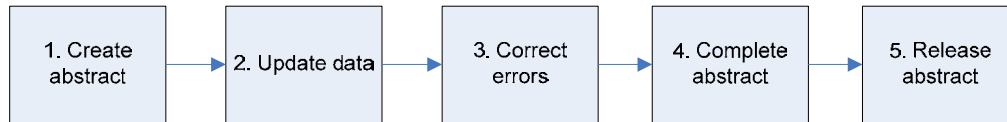
After you log in, the Web Plus Home page is displayed.

From this page you can access the main parts of Web Plus. Click on an option to open the page for the option. This table describes the menu options on the home page

Menu option	Description
New Abstract	Opens the data entry page for a new abstract
Find/Open Abstract	Opens the page to search for existing abstracts
Release Abstracts	Opens the page that lists all abstracts that are ready for release
Reports	Opens the page that lists the reports available for viewing
Change Password	Opens the change password page
Help	About - Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information
Log off	Logs the user off Web Plus; opens the Web Plus Log in page

Abstracting Process

The process of creating an abstract, entering data and ultimately releasing it to the central registry can all be done in Web Plus. After you create an abstract, you can save it at any time and return to your work at a later time. You can release the abstract to your central registry only after you have completed it, and eliminated any errors it may contain.



The process of generating and abstract includes the following steps

1. Create the abstract with the patient's name and social security number and save. You can add more information to the abstract and complete it whenever you want.
2. Enter codes, using the codes supplied by the Web Plus application, and text in the in the data entry fields. Save the abstract to retain the information you have entered.
3. Correct errors. Each time you open or save the abstract, Web Plus automatically edits the entered information for accuracy and completeness using the edit set and required fields chosen by your Web Plus administrator.
4. After you have entered all your data and corrected all errors, the system saves your new abstract as complete.
5. Release the completed abstract to the central registry. You can release abstracts individually or several at a time.

Data Entry Page

You enter your case information on the Data Entry page. To open the Data Entry page and view its content, follow these steps

1. Log in to Web Plus.
2. On the Web Plus menu, click **New Abstract**.

Result: The Data Entry page opens.

Web Plus

Any State Cancer Registry
[email WebPlusHelp@state.gov](mailto:WebPlusHelp@state.gov)
 999-999-9999

New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Enter new abstract

All data items marked with an asterisk (*) are required.

HOSPITAL SPECIFIC

Reporting Hospital

Med Rec No.

Date 1st Contact

DEMOGRAPHIC

Last Name *

First Name

Middle Name

Social Security No.

Birth Date

Birthplace

AddrDx-No. and St.

AddrDx-City

AddrDx-State

AddrDx-Zipcode

County at DX

Edit Errors
Help

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help Icons

Special Code Lookup icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

Save

Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Notice that the page has two main sections. The box on the left contain the fields where you enter your case information. The box on the right contains two tabs: Help and Edit Errors.

3. In the entry box on the left, scroll down the list to view all of the fields, including the text fields.

The fields you see depend on your facility or center and the set up chosen by your administrator. The headings, such as Hospital Specific and Demographic, can vary. These are only headings; they do not signify a group of required fields. Your administrator uses them to organize the fields for clearer viewing and to help with data entry.



Refer to “Creating an Abstract,” page 10, to learn how to enter data in these fields.

4. In the right box, click each of the tabs to see the content.

These are the Web Plus tabs

Tab	Description
Help	This area describes the saving and editing of an abstract and provides a description of the data entry help icons available to the abstractor.
Edit Errors	This area lists any errors that may exist in an abstract after you have opened or saved the abstract. This editing feature helps you complete the abstract until it meets the standards acceptable to the central registry. You will learn more about the edit errors tab on page 22.

- Click the **Help** tab, if the section is not already open. This area provides a legend describing the data entry help icons available to the abstractor and briefly describes the process of saving your abstract.


Result: The Help box opens.


Edit Errors


Help


Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help Icons



Special Code Lookup  icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.



Calculate Field Value  icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help  icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

 **Print Preview**

These are the Web Plus icons

Icon	Description	Click the icon to . . .
	Special Lookups	open a listing of codes and terms to choose from. Find the term that best applies, and click on the code to the left of the term. When a specific code is clicked, it is automatically filled into the abstract for the data item.
	Calculate Field Value	calculate a value for a field from values in other fields.

Icon	Description	Click the icon to . . .
	Context-sensitive Help	open Help page with the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information about the data item.
	Print Preview	open page that shows all of the fields and the content you have entered in your abstract; this page allows you to print a copy of your abstract.

Changing Your Password

To change your password, complete these steps

1. On the Home page menu, click **Change Password**.

Result: The Change Password page opens.



2. Type your new password in both of the password fields.
3. Click **Change**.

Result: Your password is successfully changed.

Web Plus Version Information

To view Web Plus, NAACCR, and Collaborative Staging Algorithm Version information, complete these steps

1. On the Web Plus menu, point to **Help**.
2. Click on **About**.

Result: A page opens with information about the version of the Web Plus application, and the NAACCR and Collaborative Staging Algorithm versions included in the Web Plus application.

Logging Out

To log out of the Web Plus application, click **Log out** on the Home page menu.

Result: The Web Plus Log In page opens.

Questions

Answer the following questions about the basics of Web Plus (the answers are in Appendix A, page 40)

1. Which icon do you click to open a separate window to insert a code into a field?
2. How do you log out?
3. Do have to complete filling out the abstract at one time? What can you do to begin an abstract and then return to it later?

Chapter 3: Creating an Abstract

Learning Objectives

In this chapter, you will learn to

- Enter information into the data entry fields
- Understand the process for completing an abstract
- Use these data entry tools: drop-down lists, Help, and Special Lookups

Overview

In this chapter you create an abstract that you use throughout this manual. In succeeding chapters you will complete and release this abstract. This chapter also introduces you to some basic entry tools to help you enter information in Web Plus.

Entering Information into Fields

In this section, you create an abstract by entering essential data into the designated fields. You will also learn to use Help, drop-down lists, and special lookups.

To create an abstract, complete these steps

1. Log in, as described in “Log In,” page 3.
2. On the Web Plus menu, click **New Abstract**.

Result: The Data Entry page opens. The Reporting Hospital field is pre-filled.

Enter new abstract	
HOSPITAL SPECIFIC	
Reporting Hospital	1111111111
Med Rec No.	
Date 1st Contact	
DEMOGRAPHIC	
Last Name *	
First Name	

3. In the Med Rec No. field, type **162305**. (This is the medical record number used by the facility to identify the patient.)
4. Click your cursor in the Last Name field and type **Johnson**.

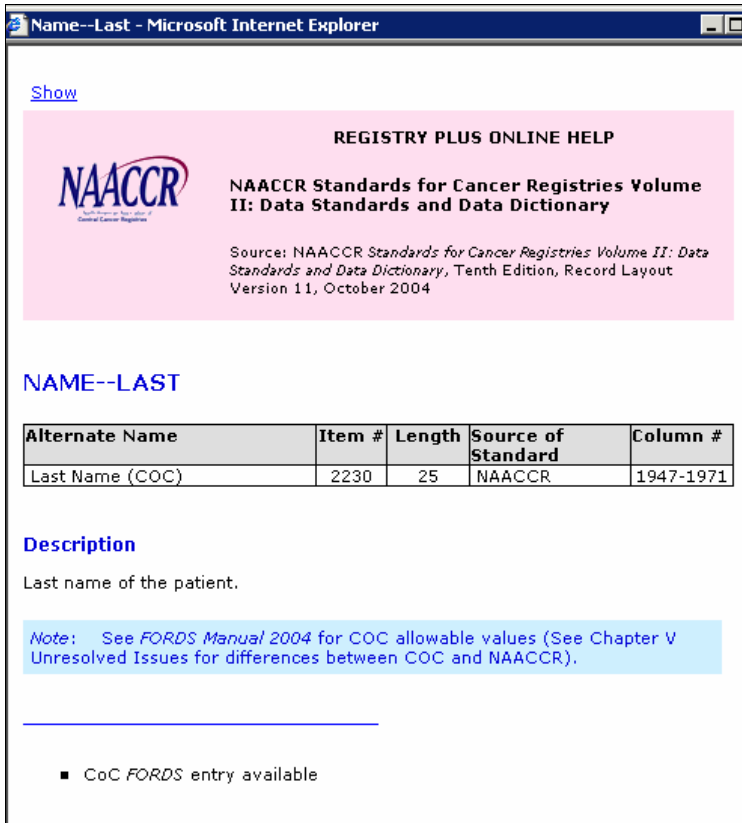


Note

When you enter name and address information into Web Plus, the application automatically capitalizes the entered text.

5. Click the Help icon  beside the Last Name field.

Result: A separate window opens giving you information about the field.



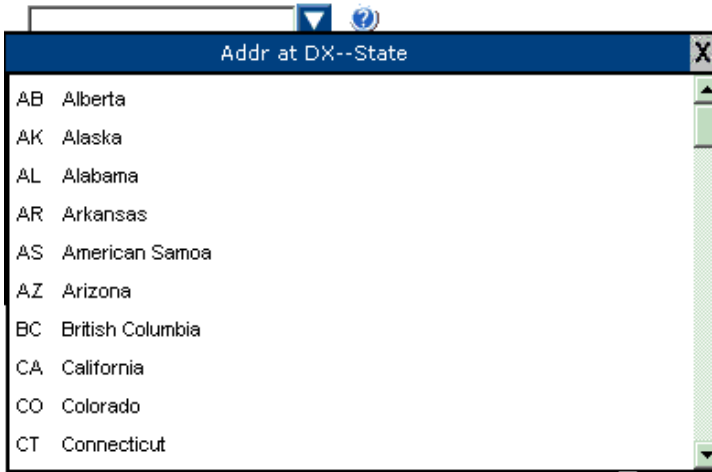
The context-sensitive Help information for Web Plus is from the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary. Each field has a help icon that you can click to open a page with information about the field.

6. Close the Help window.
7. Type this information into these fields

Field	Value
First Name	Samuel
Social Security No.	111222333
AddrDx–City	Decatur

8. Go to the AddrDx–State field and click the arrow  for the drop-down list.

Result: A list of states opens.




9. Select **GA Georgia** from the list.

Result: The state code is entered in the field.



If you know the two-letter code for the state, you can type it in the field.

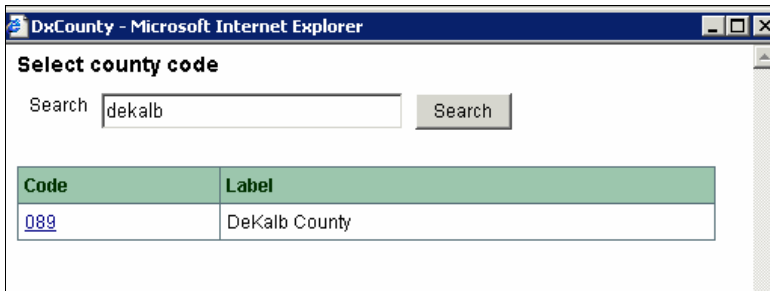
10. At the County at DX field, click the Special Lookup icon .

Result: A separate window opens, which provides a list of county codes.



11. In the Search field, type **DeKalb** and click **Search**.

Result: The system finds DeKalb county and its code.





You can also find the code by scrolling down the page or by clicking a page number at the top of the page to see other codes in the list.

12. Click the **089** code number for DeKalb county.

Result: The system enters the code in the County at DX field.

13. In the AddrDx–Zipcode field, type **30030**.

14. To save your entries, click **Save**.

Result: The Web Plus system saves your new abstract. You can open it later and continue to work on it until completion.



When you save the abstract, the system displays edit errors. The procedure for resolving these are described in “Correcting Errors,” page 23.

In the next chapter, “Chapter 4: Adding Data to an Abstract, page 14” you continue to add data to this abstract.

Questions

Answer the following questions about entering data (the answers are in Appendix A, page 40)

1. Which icon do you click to learn more about a field?
2. What is the purpose of a Special Lookup page?

Activity - Creating an Abstract

Create a new abstract of your own. Provide this information and then save your new abstract

- Patient name
- Social Security number
- Medical Record number
- City
- State
- County
- Zip Code

Remember this abstract name because you will use this information in another activity, “Activity – Adding Information and Deleting,” page 21.

Chapter 4: Adding Data to an Abstract

Learning Objectives

In this chapter, you will learn to

- Find a specific abstract.
- Enter information into text fields.
- Identify and use tools necessary for entering an abstract.
- Preview an abstract for printing.

Overview

In this chapter you continue to enter data in the abstract you have already started. This chapter does not address correcting edits; this will be done in the next chapter, “Correcting Errors,” page 22.

First you will find your abstract and then add data to the abstract.

Opening and Updating an Abstract

In this section, you learn to find an abstract, select a reason for opening the abstract, use a calculator field, and use pop-up window information.

To update an abstract, follow these steps

1. Log in, if you are not already, as described in “Log In,” page 3.
2. On the Web Plus menu, click **Find/Open Abstract**.

Result: The Find Abstract page opens.

Find Abstract

Enter patient's name or social security to search for. Search on partial name and social security is supported.

Name Social Security



Tip To find a specific abstract you can type in a name or a social security number such as 784500000, or a partial name or number.

3. Click **Find**.

Result: A list of all abstracts opens.

Web Plus

Any State Cancer Registry
[email: WebPlusHelp@state.gov](mailto:WebPlusHelp@state.gov)
 999-999-9999

New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Find Abstract

Enter patient's "first or last" name or social security to search for. Search on partial name and social security is supported.

Name Social Security

Locate the abstract of interest, and click on either the Open or Delete link in the Actions column of the table below.

Actions	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status
Open	5452	DOE	JANE	12/08/2004	999999999	11/14/1938	C443	1	JD	0	Released
Open	5453	SMITH	SUSAN	11/08/2004	999999999	04/26/1960	C509	1	JD	0	Released
Open	5454	DOE	JOHN	09/22/2004	999999999	11/14/1958	C619	0	JD	0	Released
Open	5455	JOHNSON	JANE	04/04/2004	999999999	04/14/1925	C209	0	JD	0	Released
Open	5456	JOHNSON	HAROLD	02/01/2004	999999999	11/14/1921	C809	0	JD	0	Released
Open	5457	SMITH	JOHN	03/25/2004	999999999	06/21/1945	C619	0	JD	0	Released
Open Delete	5489	JOHNSON	SAMUEL		111222333				JD	19	Incomplete

The list of abstracts has these twelve columns

Column Head	Description
Actions	You have the option to open or delete an abstract
AbsRefId	A system-generated number identifying the abstract
Last Name	Last name of patient
First Name	First name of patient
DxDate	Diagnosis date
Social Security	Patient's social security number
Birth Date	Patient's date of birth
Primary Site	The location of the major tumor
Laterality	Code for the side of a paired organ, or the side of the body on which the reportable tumor originated
Abstractor	Code for the person who created the abstract
Edit Errors	The number of errors found in the edit process after an abstract has been saved
Status	Web Plus has three types of statuses <ul style="list-style-type: none"> incomplete (not all data have been entered) complete (all errors have been addressed) released (sent to the central registry)

- Click **Open** in the Action column of the incomplete abstract you started for Samuel Johnson.

Result: The Reason for Opening page opens.



Note

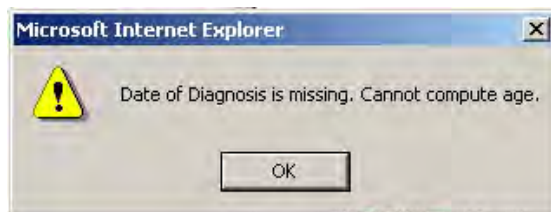
Any time that you open an abstract, you must give a reason for your action. It is required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Your Web Plus administrator has ready-made reasons for you to select. However, you can create your own in the Enter the reason . . . field.

- Select a reason from the drop-down list and click **Open**.


Result: The Data Entry page opens and displays the previously entered data for the abstract. The heading above the entry fields now is “Update Abstract” because the abstract already contains some information.

- At the Age at Diagnosis field, click the calculator icon  .

Result: An error message is displayed.



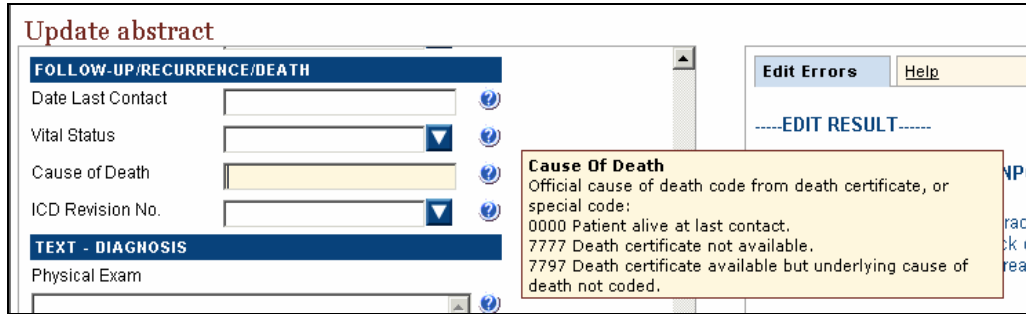
In order to use the calculator to calculate patient age at diagnosis, you must first enter the date of diagnosis and the patient’s birth date.

- Click **OK** to close the error message window.
- Type **06211945** in the Birth Date field and **03252004** in the Date of Diagnosis field.
- At the Age of Diagnosis field, click  again.

Result: The age of the patient is automatically computed and the age entered into the field.

- Scroll down to the Follow-Up/Recurrence Death section, and click in the Cause of Death field.

Result: A pop-up box appears. The pop-up window is another method of providing a field code to you.



11. In the Cause of Death field, type **0000** for Patient alive at last contact.
12. Click **Save** to retain your changes to the abstract.

Activity - Activity - Adding Data, Part One

1. Continue entering information into the abstract for Samuel Johnson. Enter the following information in the appropriate fields (use the fields' drop-down lists to enter the proper codes)

Field	Content
AddrDx--No. and St.	101 Clairemont Ave.
Race 1	Black
Sex	Male

2. After you have finished entering the information, save your work.

Adding Data, Part Two

More data can be added that pertains to the medical history of the patient.

1. Add this information to the entry fields as shown

Field	Content	Values
Primary Site	Prostate NOS	C619
Laterality	Not a paired site	0
Histology ICDO3	Carcinoma, acinar	8550
Behavior ICDO3	Malignant	3
Grade	Grade 3, poorly differentiated	3

2. Click **Save**.

Text Fields

Text Fields are another type of data entry field. This is an area where you enter text to describe diagnostic and treatment information such as X-rays or surgery. The text fields displayed depend on the display type assigned to your facility by your Web Plus administrator.

You can use text fields to document supplemental information not contained within the coded values. You can also provide information that you are uncertain how to code so that a central abstractor/reviewer may code it properly in the data fields when the abstract is released to the central registry. The text is limited only by the maximum number of characters indicated for each field.

The information in text fields are not subject to Web Plus edits. However, some text fields can be designated as critical and are required to have information in the fields. In this case, the system does not read the information; it only requires the field to have text.



Note

Critical (required) fields are labeled with an asterisk (*).

The screenshot shows a web interface titled "Update abstract". Below the title is a blue header bar labeled "TEXT - DIAGNOSIS". There are five text entry fields, each with a maximum character limit and a help icon (question mark in a blue circle) to its right:

- Physical Exam (Max: 200 characters)**: Contains the text "Susp Firm RT Lobe Prostate".
- X-ray/Scan (Max: 250 characters)**: Is empty.
- Scopes (Max: 250 characters)**: Is empty.
- Lab Tests (Max: 250 characters)**: Is empty.
- Surgical Procedures (Max: 250 characters) ***: Is empty. The asterisk indicates it is a critical field.

In data entry box, scroll down to locate the below Text Fields and follow these steps to enter information

1. In the Physical Examination field, type the following information
Susp Firm RT Lobe Prostate.
2. In the X-ray/Scan field, type **Unknown.**
3. In the Histology Title field, type **Carcinoma, acinar.**
4. Save your work.

Activity - Using Text Fields

Practice entering information into text fields by typing more information for the Samuel Johnson abstract.

1. In the below text fields, type the following information

Field	Content
Lab tests	Slightly elevated PSA
Surgical Procedures	3/25/2004 Ultrasound guided BX RT lobe prostate 4/05/2004 TURP
Pathology	3/25/2004 S95-354: Prostate BX R lobe: Adenoca, presumably infil, acinar type, GR2

2. Click **Save** and check that the data you entered in the fields have been saved.



Work on correcting abstract errors begins in the next chapter, “Correcting Errors,” page 22. Critical (required) text field errors will be addressed in “Edit Errors Tab,” page 22.

Print Preview

The Print Preview feature allows you to view all of the fields and the content you have entered in your abstract. You can also print a copy of the abstract from the Print Preview window.

1. Open an abstract.
2. Click the **Print Preview** link .

Result: A separate window opens that displays all of your abstract entry fields and content.

3. To print a copy of the abstract, use your browser’s printer.

Deleting an Abstract

To delete an existing abstract, use the Find Abstract page. In this section, you create a new abstract, save it, find it, and then delete it.

To create and then delete an abstract, follow these steps

1. Log in, if you are not already, as described in “Log In,” page 3.
2. On the Web Plus menu, click **New Abstract**.

Result: The Data Entry page opens.

3. Create a new abstract by typing **Derrick Chung** in the name fields and **891234567** as a Social Security Number.

4. Click **Save**.

Result: The system saves the abstract to the database.

5. On the Web Plus menu, click **Find/Open Abstract**.

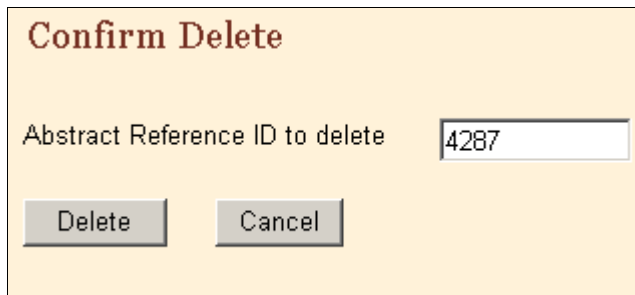
Result: The Find Abstract page opens.

6. Type 891234567 in the Social Security number field.

Result: The results display the Chung abstract entry.

7. Click **Delete** in the Action column. Be sure to note the Abstract Reference ID (AbsRefID) number.

Result: The Confirm Delete window opens. It displays the Abstract Reference ID number of the abstract you want to delete (ID number 4287 is an example; your Abstract Reference ID number will be different).

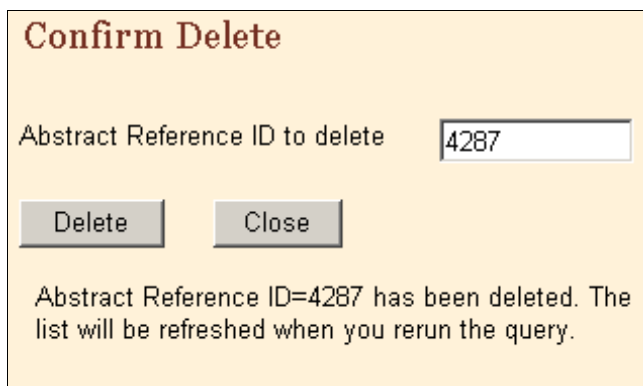


Confirm Delete

Abstract Reference ID to delete

8. Click **Delete**.

Result: On the Confirm Delete window a message confirms the deletion.



Confirm Delete

Abstract Reference ID to delete

Abstract Reference ID=4287 has been deleted. The list will be refreshed when you rerun the query.

9. Click **Close**.

10. On the Find Abstract window, click **Find** and confirm in the results window that the system has deleted the abstract.

Questions

Answer these questions about adding data to an abstract (the answers are in Appendix A, page 40)

1. What is the purpose of the text fields?
2. How can you print your abstract and what does the printed copy contain?
3. Which menu option do you click to open the page where you can delete your abstract?

Activity - Adding Information and Deleting

In this activity you continue with the abstract you created on page 13, view a print preview, and delete the abstract.

1. Find your own abstract you created and add this information into the text fields

Field	Content
Physical Exam	N.A.
X-ray/Scan	9/11/97 CT Neck showed no def abnormalities noted.

2. Calculate the diagnosis age by first adding the patient's birth date and his diagnosis date.
 3. View a print preview of your abstract.
 4. Delete the abstract.
-

Chapter 5: Correcting Errors

Learning Objectives

In this chapter, you will learn to

- Correct errors to complete an abstract.
- Understand how edit sets affect the completion of an abstract.
- Understand the edit error messages.

Overview

In this chapter you continue working on your abstract. You will use the Edit Errors feature of Web Plus to find errors or blank required fields and work toward the completion of your abstract. You can only release completed abstracts, which have no errors.

Understanding Edit Sets

Each abstract is edited whenever you save or open it. The edits applied to the information depend on the edit set selected for your facility by your Web Plus administrator. The edit set used for this training guide is “Central: VS11 NPCR Required.”

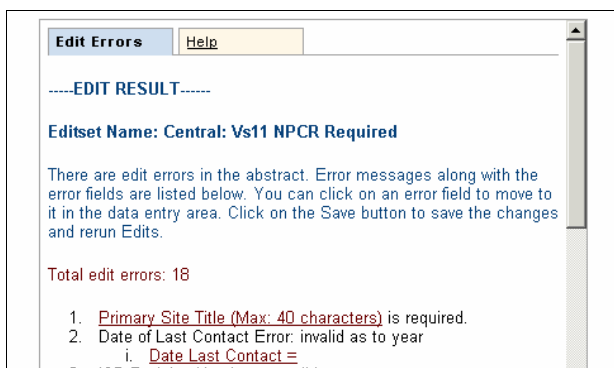
As an abstractor you must correct all identified errors to complete your abstract before you release it to the central registry.

Edit Errors Tab

The edit errors pane lists edits in the abstract. The edit set runs each time the abstract is saved or re-opened.

To correct your abstract errors, complete these steps

1. Log in, if you are not already, as described in “Log In,” page 3.
2. Find and open the Johnson abstract.
3. On the Data Entry page, click the **Edit Errors** tab in the information pane, if it is not already open.



4. Click the Primary Site Title (Max: 40 characters) link.
Result: The system moves your cursor to the Primary Site Title field.
5. Type **Prostate** in the field.
6. In Edit Errors, click the **Date Last Contact** link.
Result: The system moves your cursor to the Date Last Contact field.
7. In the Date Last Contact field type: **07152004**.
8. Click **Save** and check the errors box to ensure that the Primary Site Title and the Date Last Contact errors have been eliminated.



If there are any other critical text fields, indicated by an asterisk (*), that do not have an entry, type **NA** in the fields. Once the field has an entry, the next edit of the abstract eliminates the error for an empty critical field.

Correcting Errors

To continue correcting errors, complete these steps

1. In Edit Errors, click the **ICD Revision No. =** link.
Result: The cursor moves to the ICD Revision No. field.
2. At the ICD Revision No., use the pull-down menu to select, **0 – Patient Alive**.
3. Click **Save**.
4. **Result:** The system again runs an edit check. View the Edit Errors area now: the system has deleted the error for the ICD Revision No. code.
5. The procedure for correcting errors is the same for each error. Find an error identified by the system and correct or add the field information for the field.
6. In the Edit Errors box, scroll until you see the Conflict among RX Summ—Surg Prim Site, Primary Site, and Histologic Type ICD-O-3 error

12. Conflict among RX Summ--Surg Prim Site, Primary Site, and Histologic Type ICD-O-3

- i. RxSum-SurPrimSite =
- ii. Primary Site = C619
- iii. Histology ICDO3 = 8550

7. Click the **RxSum-SurPrimSite** link.

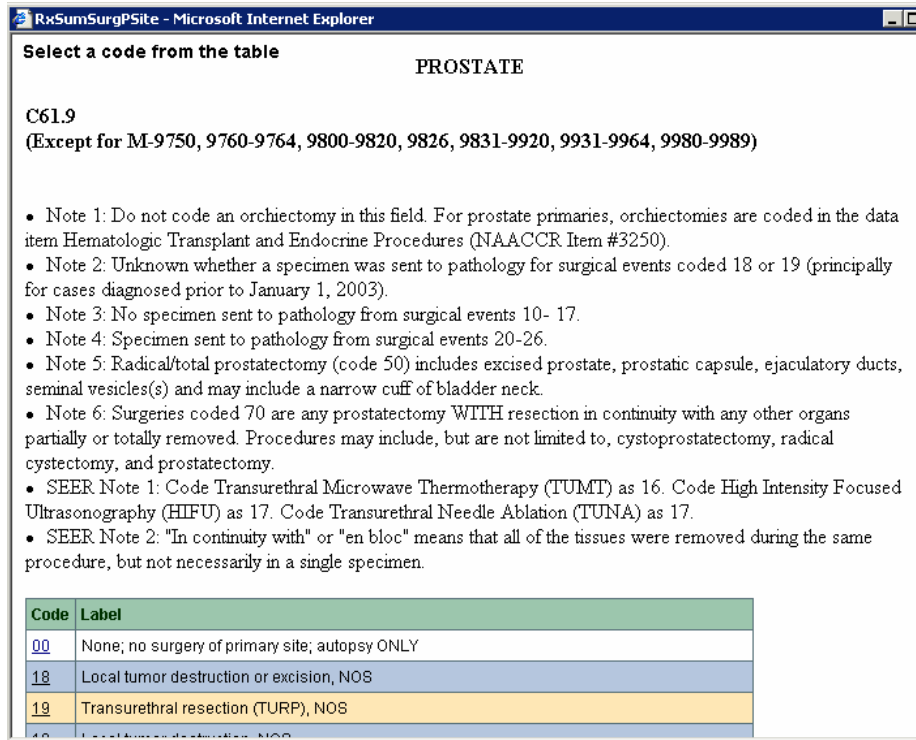
Result: The cursor is moved to the RxSum-SurPrimSite field.



Although in this exercise you do not have to click the link to the other fields because we know them to be correct as-is, this may not always be the case. When correcting errors, all fields identified by the edit should be verified, especially when setting an over-ride flag.

8. At the RxSum-SurPrimSite field, click the Special Lookup icon 

Result: A separate window opens containing Surgery to Primary Site codes.



9. Click on the **19** link to the left of Transurethral resection (TURP), NOS.

Result: The code of 19 gets filled into the RxSum-SurPrimSite field.

10. Click **Save** and check the errors box to ensure that the errors have been eliminated.

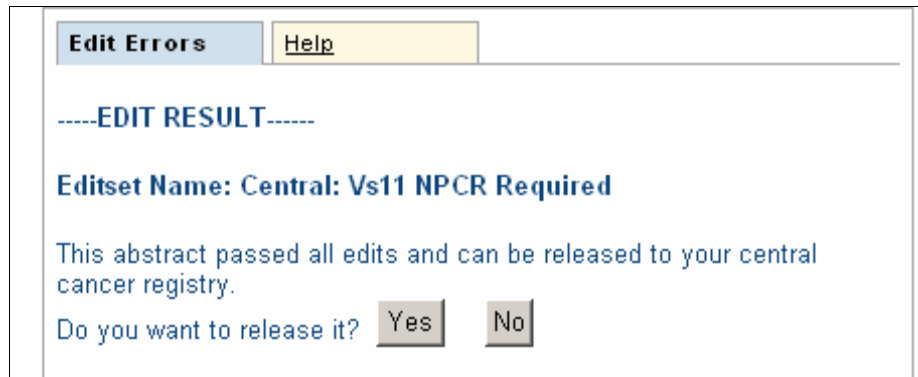
Activity - Correcting Errors

Continue correcting the errors, saving the abstract and re-running Edits until no errors remain. Use the information in this table to complete the abstract.

1. Click on the field links in the Edit Error area and enter the values listed in this table

Field/error	Description	Values
RxSum-ScpeRegLN	Scope of Regional Lymph Node Surgery	9 – Unknown or not applicable
RxSum-SurgOthReg	Surgery of Other Regional Site(s), Distant Site(s) or Distant Lymph Nodes (SEER/COC)	9 – Unknown
Vital Status	—	1 – Alive
Race 2 – 5	—	88 – No further race documented

2. If necessary, correct any other errors that may appear until you have completed all the required fields.
3. Save your work. When the Edit Result shows no errors, you have completed your abstract.



The screenshot shows a window titled "Edit Errors" with a "Help" button. Below the title bar, it says "----EDIT RESULT-----". The main text reads "Editset Name: Central: Vs11 NPCR Required". Below that, it says "This abstract passed all edits and can be released to your central cancer registry." At the bottom, there is a question "Do you want to release it?" followed by "Yes" and "No" buttons.

4. Do not release the abstract now. Click **No** and go to the next section, "Releasing the Abstract", below.

Result: The abstract is saved and completed, but not released.



The screenshot shows the "Web Plus" menu with options: "New Abstract", "Find/Open Abstract", "Release Abstracts", "Reports", "Change Password", "Help", and "Log out". Below the menu, a message states: "The abstract has not been released. You can release it later by selecting Release Abstracts from the menu."



You can release your abstract here by clicking **Yes**, but you can also release one or more abstracts on the Release Abstracts page. For further details, see the next section, "Releasing the Abstract."

Releasing the Abstract

Once your abstract has no errors, it is completed, and you can release it to the central registry.

Follow these steps to release an abstract

1. On the Web Plus menu, click **Release Abstracts**.

Result: The system displays a list of completed abstracts.

Web Plus
Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Release Abstracts

Please select the abstracts that you would like to release to your central registry by checking the box in the Release column. Then click the Release Selected Abstracts button at the bottom of the page. Please note that only completed abstracts are available for release.

AbsRefID	Last Name	First Name	Abstractor	Date Case Completed	Release
5487	JOHNSON	SAMUEL	JD	04/20/2006	<input type="checkbox"/>

Select All
Unselect All
Release Selected Abstracts

- Click the box in the Release column for the Samuel Johnson abstract.



Note

To select all of the abstracts listed, click the **Select All** button.

- Click **Release Selected Abstracts**.

Result: The system releases the selected abstracts to your designated central registry and changes the status of the abstracts to Released. Use the Find/Open page to view the released abstracts. You can view them but cannot amend them.

Web Plus

New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Your selected abstracts have been released to the central registry. Thank you!

Questions

Answer these questions about correcting and releasing abstracts (the answers are in Appendix A, page 40)

- How can you release more than one abstract at a time?
- What are two ways to release a single abstract?
- Where do you find the errors list?

Chapter 6: Running Reports

Learning Objectives

In this chapter, you will learn

- How to open a report.
- How to set a date range for a report.
- About the reports available in Web Plus.

Overview

Web Plus provides reports for monitoring abstract reporting and system activity. You can view and print several types of reports. You can also set the date ranges for the information in the reports.

Opening Reports

To open a report after you have logged in, complete these steps

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available for you.



2. Click the **Abstracts Submitted Sorted by Abstractor** link.

Result: The Abstracts Submitted Sorted by Abstractor report page opens.

4/26/2006 11:17:18 AM

Any State Cancer Registry
Test Facility
Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range: From: To: [Printable Form](#)

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999	456789	11/14/1958	09/22/2004	C619	0	3	3	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
DOE, JANE	999999999	234567	11/14/1938	12/08/2004	C443	1	2	9	4/7/2006	04/07/2006 (0 d)	04/07/2006 (0 d)
JOHNSON, SAMUEL	111222333	162305	06/21/1945	03/25/2004	C619	0	3	3	4/26/2006	04/26/2006 (0 d)	04/26/2006 (0 d)
JOHNSON, JANE	999999999	567890	04/14/1925	04/04/2004	C209	0	3	9	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
JOHNSON, HAROLD	999999999	678901	11/14/1921	02/01/2004	C809	0	3	9	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
SMITH, JOHN	999999999	123456	06/21/1945	03/25/2004	C619	0	3	9	4/12/2006	04/12/2006 (0 d)	04/12/2006 (0 d)
SMITH, SUSAN	999999999	345678	04/26/1960	11/08/2004	C509	1	3	2	4/7/2006	04/10/2006 (3 d)	04/10/2006 (3 d)

3. To print the report, click on the **Printable Form** link.

Result: A page opens with a printable version of the report.

4/26/2006 11:18:53 AM

Any State Cancer Registry
Test Facility
Web Plus Cancer Abstract Submissions by Abstractor
Abstracts Submitted from March 26, 2006 through April 26, 2006

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999	456789	11/14/1958	09/22/2004	C619	0	3	3	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
DOE, JANE	999999999	234567	11/14/1938	12/08/2004	C443	1	2	9	4/7/2006	04/07/2006 (0 d)	04/07/2006 (0 d)
JOHNSON, SAMUEL	111222333	162305	06/21/1945	03/25/2004	C619	0	3	3	4/26/2006	04/26/2006 (0 d)	04/26/2006 (0 d)
JOHNSON, JANE	999999999	567890	04/14/1925	04/04/2004	C209	0	3	9	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
JOHNSON, HAROLD	999999999	678901	11/14/1921	02/01/2004	C809	0	3	9	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
SMITH, JOHN	999999999	123456	06/21/1945	03/25/2004	C619	0	3	9	4/12/2006	04/12/2006 (0 d)	04/12/2006 (0 d)
SMITH, SUSAN	999999999	345678	04/26/1960	11/08/2004	C509	1	3	2	4/7/2006	04/10/2006 (3 d)	04/10/2006 (3 d)

For optimum printing results, print Web Plus reports in landscape mode. To print in landscape, click on File→Page Setup, and click on **Landscape**.



Tip In addition, if you wish to remove the internal report name from the upper left-hand corner of the printed report, remove the **&w&b** from the header field. If you wish to remove the URL listing from the bottom of the report, remove the information in the footer field (the date prints on the report already).

Available Reports

The below table describes reports that are available for viewing by a Web Plus abstractor. Click the name of the report to open a separate window displaying the report.

This report . . .	Lists . . .
Local Reports	
Abstracts Submitted Sorted by Abstractor	all abstracts that a facility has released within a given time period. The abstracts are sorted first by the name of the abstractor and then by patient name.
Abstracts Accessed Sorted by Patient Name	all abstracts that a facility has released within a given time period sorted by patient name.
Descriptive Statistics on Released Abstracts	descriptive statistics on released abstracts such as demographics and site group.
Activity Report	the number of released and unreleased abstracts for each month of the selected date range.
Audit Reports	
System Logins	the users from your facility and their times for logging in and out of Web Plus within a selected date range.
Abstract Updates	the dates and times that abstracts from your facility have been updated.
Abstract Searches	the abstractor and the date and time for all searches for abstracts at your facility.
Abstract Deletions	the dates and times that abstracts have been deleted at your facility.
Abstract Releases	information about abstracts released from your facility including release time and date and abstractor.

Changing the Date Range of a Report



To change the date range of a report, complete these steps

1. On the Web Plus menu, click **Reports**.
2. Click **Abstracts Accessed Sorted by Patient Name**.

Result: The Abstracts Accessed sorted by Patient Name report page opens.

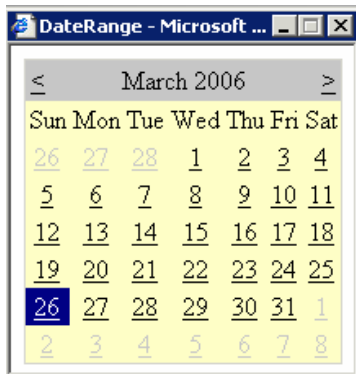
4/24/2006 10:10:02 PM

**Any State Cancer Registry
Test Facility
Web Plus Cancer Abstracts Accesses**

Choose a date range: From:  To: 

- Click the calendar icon beside the **From** date field.

Result: The calendar window opens.



- Click on the date you want. To change the month, click on either the \leq or \geq symbols in the month header. The system inserts the date in the field, and closes the calendar window.



Tip

You can also type the date directly into the field by using the mm/dd/yyyy format, such as 04/01/2006 for April 1, 2006.

- Repeat steps 3 and 4 for the **To** date field.
- Click **Select**.

Result: Web Plus displays the report again with the information in the date range you selected.

Local Reports

Abstracts Submitted Sorted by Abstractor Report

The Abstracts Submitted Sorted by Abstractor report provides the history of the abstract: when it was created, completed, and submitted to the central registry.

To access the Abstracts Submitted Sorted by Abstractor report, follow these steps

- On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

- Click on the **Abstracts Submitted Sorted by Abstractor** link.

Result: The Abstracts Submitted Sorted by Abstractor report page opens in a separate window.

4/26/2006 6:17:56 PM

Any State Cancer Registry
Test Facility
Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range: From: To: [Printable Form](#)

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999	456789	11/14/1958	09/22/2004	C619	0	3	3	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)
DOE, JANE	999999999	234567	11/14/1938	12/08/2004	C443	1	2	9	4/7/2006	04/07/2006 (0 d)	04/07/2006 (0 d)
JOHNSON, JANE	999999999	567890	04/14/1925	04/04/2004	C209	0	3	9	4/10/2006	04/10/2006 (0 d)	04/10/2006 (0 d)

The report contains these columns for each abstract, and the abstracts are grouped by abstractor

Column Heading	Description
Patient Name	Name of patient on abstract
Social Security Number	Patient's social security number
Medical Record Number	Patient's medical record number
Birth Date	Patient's birth date
Diagnosis Date	Diagnosis date of the tumor being reported
Primary Site	ICD-O-3 topography code for the primary site of the tumor being reported
Laterality	Laterality code for the tumor being reported
Behavior	ICD-O-3 behavior code for the tumor being reported
Grade	ICD-O-3 grade/differentiation code for the tumor being reported
Date Created	Date the abstract was created
Date Completed	Date the abstract was completed, with the lag time (in days) between date of creation and completion in parentheses
Date Released	Date the abstract was released to the central registry, with the lag time (in days) between date of completion and release in parentheses



The date range can be modified for the Abstracts Submitted Sorted by Abstractor report.

If you would like to print the report, click on the **Printable Form** link, and print the report in landscape mode using your browser's printer.

Abstracts Accessed Sorted by Patient Name Report

The Abstracts Accessed Sorted by Patient Name report provides the dates and times that an abstract is opened and the reason why it was opened.

To access the Abstracts Accessed Sorted by Patient Name report, follow these steps

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

2. Click the **Abstracts Accessed Sorted by Patient Name** link.

Result: The Abstracts Accessed Sorted by Patient Name report page opens in a separate window.

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	User ID	Date & Time Accessed	Reason Accessed
DOE, JANE	999999999	234567	11/14/1938	12/08/2004	C443		1 JOHNDOE	4/7/2006 1:26:00 PM	test
DOE, JOHN	999999999	456789	11/14/1958	09/22/2004	C619		0 JOHNDOE	4/10/2006 1:37:00 PM	update
SMITH, JOHN	999999999	123456	06/21/1945	03/25/2004	C619		0 JOHNDOE	4/12/2006 11:35:00 AM	update

The Abstracts Accessed Sorted by Patient Name report contains these fields

Field/Headings	Description
Patient Name	Name of patient on abstract
Social Security #	Patient's social security number
Medical Record Number	Patient's medical record number
Birth Date	Patient's birth date
Diagnosis Date	Diagnosis date of the tumor being reported
Primary Site	ICD-O-3 topography code for the primary site of the tumor being reported
Laterality	Laterality code for the tumor being reported
User ID	User ID of the abstractor
Date & Time Accessed	Date and time that the abstractor opened the abstract
Reason Accessed	Reason that abstract was opened



The date range can be modified for the Abstracts Accessed Sorted by Patient Name report.

If you would like to print the report, click on the **Printable Form** link, and print the report in landscape mode using your browser’s printer.

Descriptive Statistics on Released Abstracts Report

The Descriptive Statistics on Released Abstracts report includes a series of tables consisting of the number and percent of released abstracts broken down by the following county of residence, zip code of residence, sex and race, age group, site group, and treatment group.

To run and/or modify the report for Descriptive Statistics on Released Abstracts complete these steps

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

2. Click the **Descriptive Statistics on Released Abstracts** link.

Result: The Descriptive Statistics on Released Abstracts report page opens.

4/26/2006 6:25:44 PM

Web Plus for Any State Cancer Registry
Test Facility
Descriptive Statistics on Released Abstracts

[Printable Form](#)

Select a Date Range: From: To: Select all released

Select Level of Site Group Detail: ▼

Include Site Groups with no cases? Yes No Group by managing physician? Yes No

County of Residence	
County	Count of cases (%)
Out of State	6(100%)
Total	6(100%)

Zip Code of Residence	
Zip Code	Count of cases (%)
99999	6(100%)
Total	6(100%)

The descriptive statistics provided are broken down as follows

Grouping Variable(s)	Groupings by...
County of Residence	individual county of residence at diagnosis
Zip Code of Residence	individual zip code of residence at diagnosis
Sex and Race	patient sex (male/female) by race (white/black/other)
Age Group	ten age groups (0-9, 10-19,...90+)

Grouping Variable(s)	Groupings by...								
Site Group	three levels of primary site grouping <table border="1" data-bbox="743 310 1237 550"> <thead> <tr> <th data-bbox="750 319 1015 371">Grouping Level</th> <th data-bbox="1015 319 1230 371">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="750 371 1015 424">Aggregate</td> <td data-bbox="1015 371 1230 424">18 categories</td> </tr> <tr> <td data-bbox="750 424 1015 476">Subaggregate</td> <td data-bbox="1015 424 1230 476">60 categories</td> </tr> <tr> <td data-bbox="750 476 1015 529">Recode</td> <td data-bbox="1015 476 1230 529">78 groups</td> </tr> </tbody> </table>	Grouping Level	Description	Aggregate	18 categories	Subaggregate	60 categories	Recode	78 groups
Grouping Level	Description								
Aggregate	18 categories								
Subaggregate	60 categories								
Recode	78 groups								
Treatment Group	type of summary treatment (RX Summ) recorded Surgery of Primary Site Chemotherapy Hormone BRM Other Rad-Regional RX Modality Transplant/Endocrine								

The following options are available to modify the Descriptive Statistics on Released Abstracts report

Option	Description
Date Range	Includes only those abstracts that were released within the specified date range
Select all released	When clicked, all abstracts released by the facility will be included, regardless of date released
Select Level of Site Group Detail	Specifies what level of primary site grouping to use for the report; the default grouping is 18 categories
Include site groups with no cases	When Yes is clicked, the primary site distribution will show all site groups for the level of detail chosen, whether or not abstracts were released containing each of the site groups When No is clicked, only those primary site groups contained in the released abstracts released will appear on the report
Group by managing physician	When Yes is clicked, the records in the report will be grouped into sections by managing physician, displaying the descriptive statistics for abstracts released by each managing physician

- Next to Include Site Groups with no cases, click on **Yes**.

4. Click **Run**.

Result: Web Plus displays the report again with all 18 site groupings displayed.

5. Click on the **Printable Form** link.

Result: A separate window opens with the report formatted for printing.

5/1/2006 10:02:28 AM

Web Plus for Any State Cancer Registry
 Test Facility
 Descriptive Statistics on Released Abstracts
 Abstracts Released from April 1, 2006 through May 1, 2006

Level of Site Group Detail: Aggregate (18 categories)
 Include Site Groups with no cases? No
 Group by managing physician? No

County of Residence

County	Count of cases (%)
Out of State	6(100%)
Total	6(100%)

Zip Code of Residence

Zip Code	Count of cases (%)
99999	6(100%)
Total	6(100%)

Race

Sex	Count of cases (%)			Total
	Black	White	Other	
Male	2(33.33%)	2(33.33%)	0(0%)	4(66.67%)
Female	0(0%)	2(33.33%)	0(0%)	2(33.33%)
Total	2(33.33%)	4(66.67%)	0(0%)	6(100%)

Age Group

Age Group	Male	Female	Total
0-9	0(0%)	0(0%)	0(0%)
10-19	0(0%)	0(0%)	0(0%)
20-29	0(0%)	0(0%)	0(0%)
30-39	0(0%)	0(0%)	0(0%)
40-49	1(16.67%)	1(16.67%)	2(33.33%)
50-59	1(16.67%)	0(0%)	1(16.67%)
60-69	0(0%)	1(16.67%)	1(16.67%)
70-79	1(16.67%)	0(0%)	1(16.67%)
80-89	1(16.67%)	0(0%)	1(16.67%)
90+	0(0%)	0(0%)	0(0%)
Total	4(66.67%)	2(33.33%)	6(100%)

Site Group

Site Group	Male	Female	Total
Bones and Joints	0(0%)	0(0%)	0(0%)
Brain and Other Nervous System	0(0%)	0(0%)	0(0%)
Breast	0(0%)	1(16.67%)	1(16.67%)
Digestive System	1(16.67%)	0(0%)	1(16.67%)
Endocrine System	0(0%)	0(0%)	0(0%)
Eye and Orbit	0(0%)	0(0%)	0(0%)
Female Genital System	0(0%)	0(0%)	0(0%)
Invalid	0(0%)	0(0%)	0(0%)
Leukemia	0(0%)	0(0%)	0(0%)
Lymphoma	0(0%)	0(0%)	0(0%)
Male Genital System	2(33.33%)	0(0%)	2(33.33%)
Miscellaneous	1(16.67%)	0(0%)	1(16.67%)
Myeloma	0(0%)	0(0%)	0(0%)
Oral Cavity and Pharynx	0(0%)	0(0%)	0(0%)
Respiratory System	0(0%)	0(0%)	0(0%)
Skin excluding Basal and Squamous	0(0%)	1(16.67%)	1(16.67%)
Soft Tissue including Heart	0(0%)	0(0%)	0(0%)
Urinary System	0(0%)	0(0%)	0(0%)
Total	4(66.67%)	2(33.33%)	6(100%)

Treatment Group

Treatment Group	Count
RxSumSurgPSite	6(100%)
RxSumChemo	0(0%)
RxSumHorm	1(16.67%)
RxSumBRM	0(0%)
RxSumOth	6(100%)
RadReglModal	2(33.33%)
RxSumTransEndo	0(0%)

Activity Report

The Activity report provides information on the abstracting activity at your facility, in terms of the number of released and unreleased abstracts.

To open the Activity report



1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

2. Click the **Activity Report** link.

Result: The Activity Report window opens.

Web Plus for State Cancer Registry
Activity Report

Select a Date Range: From:  To: 

Group by managing physician? Yes No

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Released	0	0	0	6	0	0	0	0	0	0	0	0	6
Unreleased	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	6	0	0	0	0	0	0	0	0	6

The default From date is January 1 of the current year, and the default To date is the current day.

The date range can be modified for the Activity report. If the specified date range spans more than one year, the report will display the number of released and unreleased cases for each year rather than each month.



Note

You can also group the information in the Activity report by managing physician; just click on **Yes** next to Group by managing physician.

If you would like to print the report, click on the **Printable Form** link, and print the report in landscape mode using your browser's printer.

Audit Reports

This table describes the audit reports available for viewing by the Web Plus facility abstractor. Clicking the name of the report opens a separate window displaying the report.

This Report . . .	Lists . . .
System Log-ins	the user, date, and time of all Web Plus system log-ins and log outs at your facility within a selected date range

This Report . . .	Lists . . .
Abstract Updates	the user, date, and time of all abstract updates at your facility
Abstract Searches	the user, date, and time of all abstract searches at your facility
Abstract Deletions	the user, date, and time of all abstract deletions at your facility
Abstract Releases	information about abstract releases from your facility including release time and date, and abstractor

1. Click the **System Log-ins** link.

Result: The Login Audit report page opens.

Login Audit Report			
Choose a date range:	From:	<input type="text" value="04/01/2006"/>	To: <input type="text" value="05/01/2006"/> <input type="button" value="Select"/>
Date Report Run: 5/1/2006 10:41:58 AM			Printable Form
Facility	UserID	Date-Time	Action
1111111111	JOHNDOE	4/7/2006 12:29:00 PM	Logged in
1111111111	JOHNDOE	4/7/2006 12:33:00 PM	Logged out
1111111111	JOHNDOE	4/7/2006 12:34:00 PM	Logged in

The report contains these column headings

Column Heading	Description
Facility	Facility ID Number of your facility
UserID	User ID of the user
Date-Time	Date and time of the log in/out
Action	Indicates the user activity being logged <ul style="list-style-type: none"> • Logged in • Logged out • Invalid log in attempt

2. Close the report window.
3. On the Reports page under Audit Reports, click **Abstract Updates**.

Result: The Abstract Update Log Opens.

Abstract Update Log			
Choose a date range:	From:	<input type="text" value="03/12/2006"/>	To: <input type="text" value="04/12/2006"/> <input type="button" value="Select"/>
Date Report Run: 4/12/2006 7:48:59 PM			
AbsRefID	UserID	Facility	DateTime
5421	JOHNDOE	1111111111	3/16/2006 2:02:00 PM
5421	JOHNDOE	1111111111	3/16/2006 2:02:00 PM
5427	JOHNDOE	1111111111	3/21/2006 7:57:00 AM
5427	JOHNDOE	1111111111	3/21/2006 7:58:00 AM

The Abstract Update Log contains these column headings

Column Heading	Description
AbsRefID	A unique, system-generated number identifying the abstract
UserID	User ID of the abstractor
Facility	Number of facility that sent the abstract
Date-Time	Date and time of the action

The remaining audit reports contain the same column headings and information as the Abstract Update Log for their specific user activities

- Abstract Searches.
- Abstract Deletions.
- Abstract Exports.
- Abstract Releases.

Activity - Finding Report Information

Look at the list of reports and find this information

- The case you abstracted earlier.
 - The number of updates done to abstracts in the last month.
 - The last user to update the Samuel Johnson abstract.
-

Chapter 7: Final Learner Activity

Overview

For your final activity you will create an abstract from a medical record. Enter the information into the appropriate fields, save it, correct errors, and release the abstract.

Medical Record

Seaford Nanticoke Memorial Hospital Discharge Summary

Reporting Physician: Anne Bobula

Patient Information

Medical Record Number: 67234

Last Name: Orvis

First Name: John

Middle Name: Wayne

Address: 2276 Waverly St., Philadelphia, PA 19101.

County: Philadelphia

Race: Black

Sex: Male

Date of Birth: February 28, 1925

Social Security Number: 456456456

Admission: June 12, 2004

Discharge: June 18, 2004

Notes

Mr. Orvis was admitted for follow-up of prostate biopsy positive for cancer performed May 30 in Doctor's Clinic. Radical prostatectomy was performed on 6/13/04. Findings included a 1.5cm adenocarcinoma in prostate, grade 1. All nodes negative. Patient was discharged in good condition. No further treatment is contemplated.

Hints


These are a few hints to help you complete your abstract

- Fill in what you know at first and then save your work. Web Plus will run the edit check and show the entry fields' blanks or errors.
- Look at the Help page for a field if you need to interpret the field name.
- Use the Search feature on the Lookup page to find the proper code.

Appendix A: Answers

Chapter 2: The Basics

These are the answers to the questions (page 9) about the basics of Web Plus

1. Click the Special Lookups  icon to open a separate window to insert a code into a field.
2. To log out, click **Log Out** on the Web Plus menu.
3. You do not have to complete filling out the abstract at one time. Begin an abstract and save it. Then you can return to it later by using the Find/Open Abstract tool.

Chapter 3: Creating an Abstract

These are the answers to the questions (page 13) about entering data

1. You click the **Help** icon to learn more about a field.
2. The Special Lookup page provides codes for specific field information.

Chapter 4: Adding Data to an Abstract

These are the answers to the questions (page 21) about adding data to an abstract

1. Text fields provide an area to enter written information about a patient's medical history.
2. Click the **Print Preview** link to open a copy of an abstract in a separate window. This preview displays all of the fields and entered data for the abstract. Use your browser's printer to print out a copy.
3. Click **Delete** in the Action column of the Find Abstract page to open the page where you can delete your abstract.

Chapter 5: Correcting Errors

These are the answers to the questions (page 26) about correcting and releasing abstracts

1. To release more than one abstract at a time, click **Release Abstracts** on the Web Plus menu and select the abstracts you want to release.
2. You can release an abstract by clicking the **Yes** button in the Edit Result box after you have completed it or by releasing it from the Release Abstract page.
3. The errors list is in the Edit Errors box on the right side of the Data Entry page.