

# STS Quality Module

## STS Quality Module How to Get Started!

## *Quick Reference Sheet (QRS)*

The STS Quality Module is an Internet-based electronic data capture (EDC) tool (using the DCRI Registry System) for the collection of specific variables for quality measurement that are supplemental to (and will be linked to) the STS Adult Cardiac Surgery data. The DCRI Registry System allows site-based personnel to enter clinical data into a data collection form via the Internet. The data are stored and maintained in a database at the DCRI.

Because the CMS PQRI program is only for Medicare Fee For Services (FFS) claims, the data fields in the STS Quality Module are to be completed **ONLY** for those records that have indicated a “Yes” to Medicare FFS (claims submitted under Medicare Part B), STS data v2.61 Custom Text Field, Sequence #3450.

### Logging in

Before you can begin data entry, you must first log into the STS Quality Module data entry website via the DCRI Registry System.

1. Go to the STS Quality Module data entry website: <https://outcomes.dcri.duke.edu/registry>
2. Enter your User Name and password.
3. Click the **Enter** button.

**NOTE:** If you encounter difficulty accessing the DCRI Registry System, please contact Carol Elliott at the DCRI: [carol.elliott@duke.edu](mailto:carol.elliott@duke.edu).

### The Dashboard Page

**Step 1.** Once you're logged into the DCRI Registry System, you will automatically be directed to the Dashboard page. The Dashboard page consists of new and important messages concerning the STS Quality Module and the DCRI Registry System. Please review these messages each time you log into the DCRI Registry System.





### Changing Your Password

- Step 2.** Prior to using the DCRI Registry System, you **MUST** change your password by completing the following steps:
- a. Click on the **Edit Profile** menu option at the top of the Dashboard screen.
  - b. Type a new password into the 'Password' field and re-type this password into the 'Verify Password' field.
  - c. Click 'Submit'
  - d. You will receive a message stating “Profile XXX updated.” The next time you log into the DCRI Registry System, use your new password.

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**NOTE:** If you just completed *Step 2* above you will need to click on the **Home** menu option to return to the Dashboard page.

## Menu Options and Icons

- Step 3.** Become familiar with the functionality of the DCRI Registry System menu options by clicking on:
- Subjects:** Create, view and update subjects
  - Users:** (site admin permissions only) create, view, modify or delete users
  - Documents:** View Quality Module documents
  - Data:** Export data to external applications
  - Edit Profile:** Update personal profile (i.e., name, email, password)
- Step 4.** Become familiar with the functionality of the DCRI Registry System icons:
- Double Arrow  icon: Clicking on this icon changes the order in which items appear.
  - Book  icon: Clicking on this icon allows you to open a new DCF and/or update an existing DCF.
  - Pencil  icon: Clicking on this icon enables you to either edit the subject details or make changes to a specific user account.
  - Delete  icon: Clicking on this icon enables you to either delete subjects or user accounts.

## Helpful HINTS!!

Remember the following when using the STS Quality Module:

- The menu options are dependent upon your permissions. If you have *site administrator* permissions, you **WILL** have access to privileges of the User menu option (i.e. viewing/adding/updating users). If you have *site user* permissions, you will **NOT** have access to these User menu option privileges. Furthermore, the delete  icon will only appear for those who have *delete* permissions.
- Before creating a new record, you will need to have already created a record in STS data version 2.61 in your STS software package to know the correct RecordID to use in the Quality Module.