STS Quality Module
How to Get Started!

Quick Reference Sheet (QRS)

ALL Fee-For-Service procedures *(claims submitted under Medicare Part B)* should be entered into the Quality Module for surgeons participating in the Physician Quality Reporting System (PQRS).

Logging in

- Go to the following address in your web browser: https://outcomes.dcri.duke.edu/registry
- Enter your Username and Password (both are case-sensitive)
- **Users accessing both Quality Modules and Report Modules or multiple participants:**
  - Upon logging in you will see a drop down box in a window labeled DCRI-Registry System-Set Focus. Select your participant ID and type of module (Quality or Report) from this drop down list and click on the Set Focus button.
  - To Change Focus (select another module type or database participant) click on the 'Change Focus' in the upper right corner of all pages in the module.

Changing Your Password

Click on the **Edit Profile** option on the blue menu bar at the top of the screen.

- Type a new password into the 'Password' field and re-type this password into the 'Verify Password' field.
- Click 'Submit'
- You will receive a message stating "Profile *XXX* updated." The next time you log into the DCRI Registry System, use your new password.
- Passwords expire every six months. You will be prompted to change your password once your current password has expired.

Completing the Challenge Question and Challenge Response

In order to use the 'Help: I forgot my password' link on the login page, you must first create your own challenge question and provide the appropriate challenge response.

- Click on the **Edit Profile** option on the blue menu bar at the top of the screen.
- Click in the Challenge Question box and create your own challenge question ("what is my mother's maiden name", "what is my brother's first name", etc.). Provide the appropriate challenge response.
- Click 'Submit' and a new temporary password will be emailed to you.

Using "Forgot My Password" Utility

You can retrieve a forgotten password without contacting an administrator by following these steps:

- Click on the "Forgot My Password" link on the logon page.
- You will be prompted with the challenge question you set up previously.
- Provide the response that you defined to go along with the challenge question.

If the response you provide matches the one defined in your profile, your password will be e-mailed to the address in your profile

Downloading Documents

- Click on the **Documents** option on the blue menu bar at the top of the screen.
- To download general documents, such as the Data Collection Form and Quick Reference Sheet, click 'View' next to General Documents.
- To download participant documents, such as the Module Data Quality Report and List of PQRI Surgeons, click 'View' button next to Participant Documents.
- Download the desired document by clicking on the title of the document.
- Once the .pdf document is opened, you can print the document or save it to your computer.

Entering Procedure Records

- Select the **Records** option from the blue menu bar at the top.
- Select **Create Record** from the second blue menu bar at the top of the screen.
    - Enter the procedure Record ID <u>from your Adult Cardiac Surgery Database data</u>.
    - Click Submit.
    - The Data Collection Form screen will open. Enter the procedure Surgery Date <u>from your Adult Cardiac Surgery Database data</u>.
    - Select an answer for each of the three measures.
    - If the record is now complete, check the Complete box
    - Click Submit.

Editing Procedure Records

- Select the **Records** option from the blue menu bar at the top.
- Locate a specific procedure record by entering the Record ID and click 'Search'. Or leave the search criteria blank and click 'Search' to display a complete list of records entered.
- Once the desired record has been located, the following actions may be taken:
    - Click in the Edit column to edit the Record ID. Make the desired changes, then click 'Submit'. A message above the user profile will indicate whether the changes were saved successfully.
    - Click in the DCF column to edit the Data Collection Form.
    - Click in the Delete column to permanently delete a record.

Exporting Data

- Select the **Data** option from the blue menu bar at the top.
- Select **Participant Data Export** on the far left side of the second blue menu bar at the top of the screen.
- Select the fields to be displayed. (Using the Shift + End key will select all of the fields.)
- Enter the range of dates to view.
- For Output Format, select either On Screen to just view the records or Ascii Text to create a comma-delimited data file that can be easily opened using Excel. The exported data file can be viewed or saved to your computer.

Creating & Modifying User Profiles – SITE ADMINISTRATORS ONLY

This feature is accessed through the **Users** option on the blue menu bar at the top of the screen. Please note that access to all STS modules is possible through a single Username. If you need to gain access to a new module with an existing Username, please contact your Clinical Data Specialist at the DCRI.

Creating Users

- Before creating a new user, ensure that a Username does not already exist for this person.
- Select the **Create User** option on the second blue menu bar at the top of the screen to display a blank user profile screen.
- Enter user's full name and email address, and create a Username and Password.
    - *Username should consist of the following, all in lower case and without any spaces: first initial of first name + full last name + 01*
    - *If requested Username is already taken, an error message will appear and a different Username must be created. In this case, simply add consecutive numbers after the Username. For instance, ssmith02, ssmith03, etc.*
- Follow current password requirements as stated on the dashboard page.
- Check the 'Password Expired' box so that new user will be prompted to change their password when they first log in.
- To assign site user permissions, check the third box next to 'Registry-Site-User.' If the user will also need the ability to delete procedure records, check 'Registry-Site-User-with Delete' AND 'Registry-Site-User'. Note: In order to best ensure security of documents, the PDFC should be the sole 'Registry-Site-Admin'.
- Click 'Submit'

A message at the top of the user profile screen will indicate whether user creation was successful.

Modifying Existing User Profiles

- Select the **Users** option from the blue menu bar at the top.
- Locate a specific user via desired search criteria (Username, First and/or Last Name, or Email Address) and click 'Search', or leave the search criteria blank and click 'Search' to display a complete list of users.
- Once the desired user has been located, the following actions may be taken:
    - Click in the Edit column to display the user's profile. Make the desired changes, then click 'Submit'. A message above the user profile will indicate whether the changes were saved successfully. Note: Site administrators will not have the ability to see or change a user's challenge question or response.
    - Click in the Delete column to permanently delete a user's profile. Note: *The account will be deleted immediately.* Accounts deleted in error will need to be re-created by a site or DCRI administrator.