

Dear Primary Data and File Contact:

The Society of Thoracic Surgeons (STS) and Duke Clinical Research Institute (DCRI) are requesting participants in the Adult Cardiac, General Thoracic and Congenital Heart Databases review and, if needed, update the contact information for all roles and surgeons associated with your Participant ID(s).

STS will begin its invoicing process in early November and surgeon database participation fees are calculated on a per surgeon basis so it is important to ensure the surgeons associated with your site(s) are accurate. All surgeons associated with a PID will be billed for 2020 fees in early to mid-December 2019. If a surgeon is no longer associated with your site please remove him/her as a Surgeon Participant by completing and submitting a Participant Contact Form.

**The update process begins on Wednesday, September 11, 2019 and will end on Friday, September 27, 2019.**

Please follow the steps below to review and, if necessary, update your contact information:

- Log into the DCRI Registry System at the URL: <https://outcomes.dcri.duke.edu/registry> (use the same Username and Password you currently use to access your reports).
- Access the module where you download your National Reports. Download the report called “**Site Contract and Contact Summary Report**”. This report contains a list of all of the sites known to be associated with your Participant ID and the Hospital NPI numbers for them. This report also contains all the contacts currently associated with your facility and their roles. Your Hospital Name, Hospital NPI and all Surgeon NPIs, must be correct or your data submission files will not be processed.
- If a contact is no longer associated with your Participant ID, you will need to complete the Participant Contact Form indicating they are to be made Inactive. The form is available at <https://www.sts.org/sts-participant-contact-form>
- If you need to add a new contact, you do so on the same Participant Contact Form.
- Please note that according to the STS National Database Participation Agreement, the STS must have complete, accurate information on file for all surgeons submitting data. **If you add a new surgeon or anesthesiologist, a “Schedule A” or “Schedule B” form must also be completed and submitted along with the Participant Contact Form.** These forms can be downloaded from the same web page as the Participant Contact Form.

Thank you for taking the time to complete this process.

The STS Data Warehouse  
Duke Clinical Research Institute