



STS Adult Cardiac Audit Instructions

Thank you for your participation in The Society of Thoracic Surgeons (STS) Adult Cardiac Surgery Database (ACSD) audit. The purpose of the audit is to evaluate the consistency in data collection processes and validate the data contained in the database.

Our company is Cardiac Registry Support (CRS) and we have been contracted by the STS to conduct the STS Adult Cardiac Audit which includes cases from 1/1/2018 through 12/31/2018. CRS has been abstracting and auditing data across various registries since 2009. By adhering to the STS Training Manual, it is the goal of CRS to provide an educational experience with feedback that will assure integrity of the data collected.

The audit process includes data abstraction performed by Cardiac Registry Support on 20 isolated CABG, isolated Valve or Valve+CABG combination cases between 1/1/2018 and 12/31/2018 submitted to Duke Clinical Research Institute (DCRI).

Below you will find the steps required to complete the audit process. If at any time you have audit related questions or concerns, contact us at Adultcar@cardiacregistrysupport.com Please include your STS Participant ID in all communication with CRS.

Step 1: Complete the Questionnaire

You will find an attachment titled “CRS Adult Cardiac Questionnaire” in the email in which you received this document.

Email your auditor at Adultcar@cardiacregistrysupport.com before _____ to set up a pre-audit phone call. The purpose of the phone call is to assist you in completing the questionnaire and provide instructions regarding the assembly of the medical records for the audit. During the phone call, you will be provided a username and password to the CRS secure file portal.

Alternatively, you may thoroughly complete the questionnaire independently and email it to Adultcar@cardiacregistrysupport.com by _____. Upon receipt of your questionnaire, CRS will email you your username and password to the CRS secure file portal.

Step 2: Obtain Medical Records and OR Case Log

Attached is a patient list, in Excel format. Each case is listed by STS Record ID, which is a de-identified number that links the case to the STS Database and corresponds to a field in your vendor software. The audit variables can be found in Appendix A on page 3-5. Contact your Medical Records and IT department to assist with obtaining the required medical record documents. The documents must be provided in PDF format with bookmarks denoting each section. Attached is an example of the PDF file format with bookmarks. Please be aware that PDF editing software will be necessary for formatting bookmarks within the case files.



The uploaded medical records will then be reviewed by CRS for correct and complete PDF file editing. If the file is not bookmarked appropriately the site will be notified and asked to correct and re-upload the medical records. Sites will have 5 business days to make the changes to the PDF files and re-upload to the portal. If documentation is missing, the site will be notified and asked to upload the requested documents. If CRS does not receive the missing files within 5 business days, the data element will be considered a mismatch. Once the upload is complete the portal will be locked.

Operating Room Log Comparison

To evaluate the comprehensiveness of the database inclusion, the auditor will execute a comparison of surgical cases that were performed during the months of **May, June, and July 2018**. This will be based on a list of cases submitted to DCRI for the same timeframe and what your facility provides on the Operating Room Log for comparison. Upload the Operating Room generated log (list) of all surgical cases completed by your STS Surgeon(s) for the specified time frame into the folder titled "OR Log Comparison" located in the CRS Portal.

The OR Log must also include STS Record ID, admission and surgery dates, along with procedure descriptions for each case. Please do NOT upload medical record numbers for these cases. This document will need to be provided in Excel spreadsheet format per attached example. Dependent upon the information provided from your facility's OR log, you may need to correlate each case within your vendor tool to obtain and provide the STS RecordID on the spreadsheet.

Step 3: Upload Medical Record and OR Case Log

After receiving your login and password to the secure CRS portal, follow the instructions below to access the portal and reset your password. Once you have successfully logged into the portal and obtained all audit documents, upload the requested medical record documents and OR log by _____.

Your uploaded files will be maintained in a designated access-controlled location that employs encryption to protect data at rest. All access to the designated location is audited and monitored. Transmission of the data is conducted using compliant encryption algorithms and verified certificates meeting Health Insurance Portability and Accountability Act of 1996 (HIPAA) standards.

Instructions on how to access and use our secure portal can be found on pages 6 and 7 of this document.

Notify CRS via e-mail at AdultCar@cardiacregistrysupport.com when all files have been uploaded and are ready for audit. Be sure to include your STS Participant ID.

Step 4: Audit is Performed

Once CRS has received all required medical record documents, the audit will be performed. During this time, you may be contacted regarding any questions or missing information to ensure a thorough and accurate audit.

Step 5: Final Report

STS will send the final report to your Primary Data Contact and Surgeon Representative.



Appendix A: Adult Cardiac 2018 Audit Variables

<u>2.9</u> <u>Sequence</u>	<u>ShortName</u>
SeqNo30	RecordID
SeqNo65	DOB
SeqNo70	Age
SeqNo75	Gender
SeqNo160	RaceBlack
SeqNo165	RaceAsian
SeqNo180	RaceOther
SeqNo185	Ethnicity
SeqNo205	HospName
SeqNo305	Admit Dt
SeqNo310	SurgDt
SeqNo330	HeightCm
SeqNo335	WeightKg
SeqNo360	Diabetes
SeqNo365	DiabCtrl
SeqNo375	Dialysis
SeqNo380	Hypertn
SeqNo385	InfEndo
SeqNo390	InfEndTy
SeqNo405	ChrLungD
SeqNo420	FEV1
SeqNo485	LiverDis
SeqNo490	ImmSupp
SeqNo505	PVD
SeqNo525	CVD
SeqNo530	CVA
SeqNo585	CreatLst
SeqNo595	TotBlrbn
SeqNo610	INR
SeqNo670	PrCAB
SeqNo675	PrValve
SeqNo775	POCPCI
SeqNo800	POCPCIn
SeqNo885	PrevMI
SeqNo890	MIWhen
SeqNo895	CardSympTimeOfAdm



SeqNo911	HeartFail
SeqNo915	ClassNYH
SeqNo930	CarShock
SeqNo935	Resusc
SeqNo1030	MedBeta
SeqNo1130	MedsInotr
SeqNo1170	NumDisV
SeqNo1195	PctStenLMain
SeqNo1540	HDEFD
SeqNo1545	HDEF
SeqNo1590	VDInsufA
SeqNo1595	VDAort
SeqNo1600	VDStenA
SeqNo1615	VDGradA
SeqNo1680	VDInsufM
SeqNo1685	VDMit
SeqNo1690	VDStenM
SeqNo1731	VDMiPrimEt
SeqNo1775	VDInsufT
SeqNo1780	VDTr
SeqNo1785	VDStenT
SeqNo1966	RiskDiscussed
SeqNo1975	Status
SeqNo2290	AbxDisc
SeqNo2626	IMAUsed
SeqNo2627	NoIMARsn
SeqNo3395	VSAVPr
SeqNo3408	VSAVSurgType
SeqNo3460	AnlrEnl
SeqNo3500	VSMVPr
SeqNo3505	VSMitRAnnulo
SeqNo3515	VSLeafResTyp
SeqNo3539	VSNeoPost
SeqNo3566	VSMitRSlidP
SeqNo3620	MitralImplatTy
SeqNo3730	IABPWhen
SeqNo4250	AFibLes1
SeqNo6555	PostCreat
SeqNo6591	PostopIntub
SeqNo6595	VentHrsA



SeqNo6615	ICUReadm
SeqNo6690	SurSInf
SeqNo6700	DeepSternInf
SeqNo6750	Complics
SeqNo6755	COPReBld
SeqNo6765	COPReVlv
SeqNo6771	COPReGft/CRReintMI
SeqNo6778	COPReOth
SeqNo6780	COPReNon
SeqNo6810	CNStrokP
SeqNo6835	CPVntLng
SeqNo6870	CRenFail
SeqNo6930	COTAFib
SeqNo7001	Mt30Stat
SeqNo7005	DischMortStat
SeqNo7008	DischDt
SeqNo7060	DCASA
SeqNo7070	DCADP
SeqNo7105	DCBeta
SeqNo7115	DCLipLowStat
SeqNo7140	Readmit
SeqN7145	ReadmitDt
SeqNo7160	ReadmRsn



CRS Portal Instructions

Go to: www.crshome.net

Click "LOGIN" in the upper right-hand corner.



LOGIN

Enter your email address and **the supplied password**. Your email address is case sensitive. Be sure to use only lower-case letters as shown in the provided username from CRS.

Login

E-Mail Address

Password

After your 1st login, you will be required to change your password.



Reset Password

E-Mail Address

Password

Confirm Password

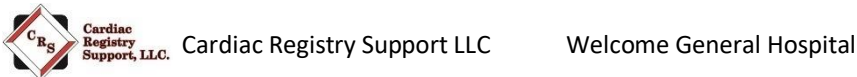


After updating your password, log in again with your new password. On the main page click on the Record ID you wish to upload data for.



Patients
OR Case Log
v12345
v23456
v34567

On the Patient detail page, drag the files you wish to upload to the upload area. You can drag and drop as many files as needed into this area. You can leave this Portal detail page and re-enter at any time to upload more files.

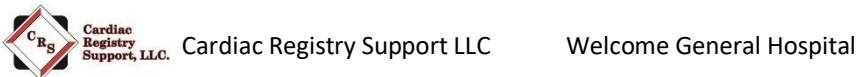


[Back](#)

Uploads	Finished Uploading Data?
Drop files here to upload	


Upload Files for patient #v12345

You will see all of the file names you have uploaded on the right-hand side of the patient detail page.

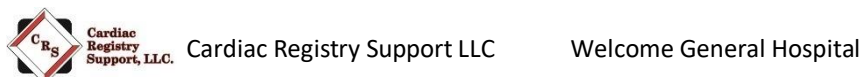


[Back](#)

Uploads	Finished Uploading Data?
16.9 KB Paitent_data	


Upload Files for patient #v12345
 Patient_data.pdf

Once you have finished uploading data for this patient, click the "Finished Uploading Data?" button to close uploads.



[Back](#)

Uploads
Files uploads have been finished for this patient

Upload Files for patient #v12345
 Patient_data.pdf

When file upload for all patients is complete notify CRS at AdultCar@cardiacregistrysupport.com.