STS INTERMACS AUDIT OVERVIEW
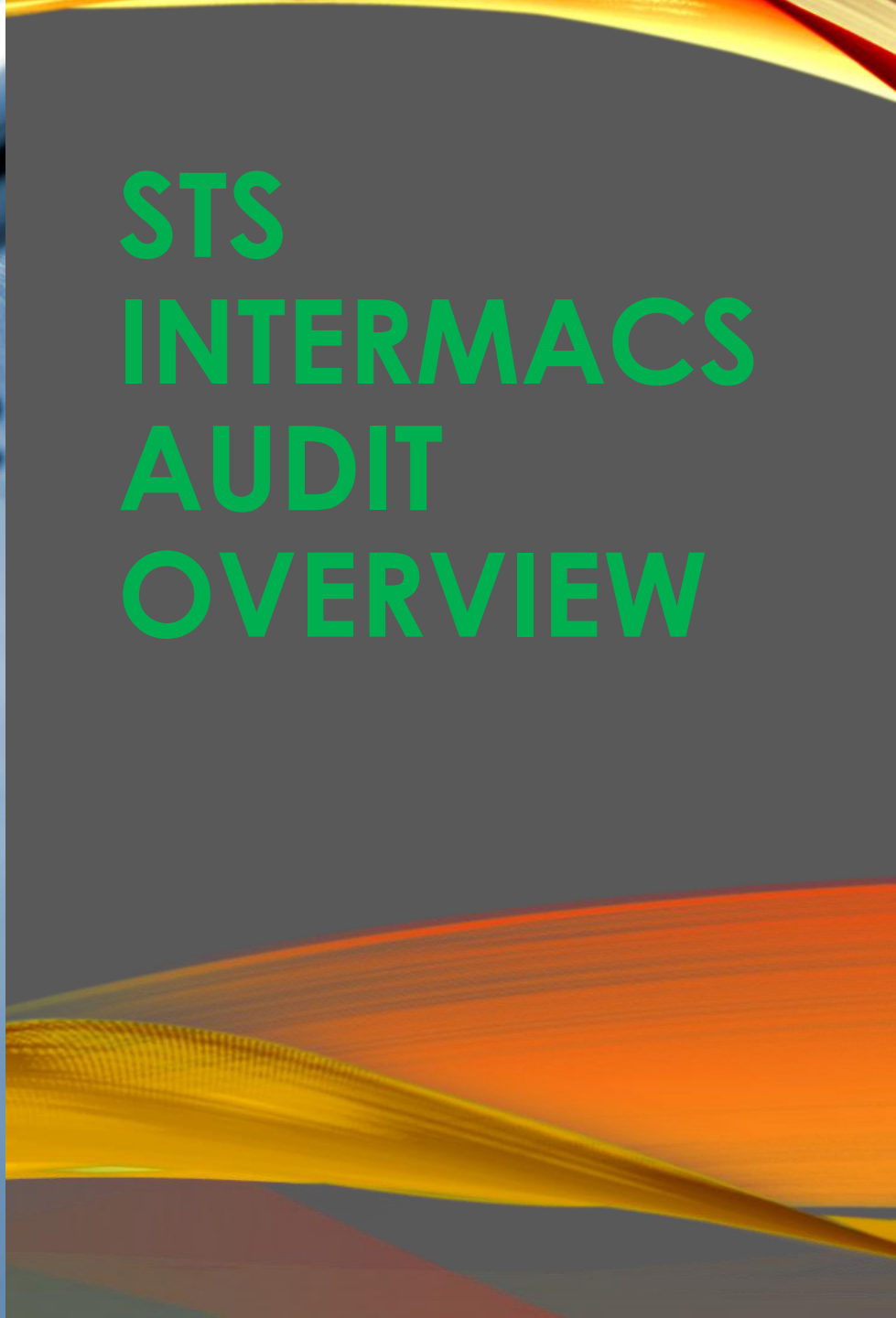
INSTRUCTION LETTER

THANK YOU FOR YOUR PARTICIPATION IN THE SOCIETY OF THORACIC SURGEONS (STS) INTERMACS AUDIT. THE PURPOSE OF THE AUDIT IS TO EVALUATE THE CONSISTENCY IN DATA COLLECTION PROCESSES AND VALIDATE THE DATA CONTAINED IN THE DATABASE.

ABOUT US

- Our company is Cardiac Registry Support (CRS) and we have been contracted by the STS to conduct the STS Intermacs Audit which includes cases from 10/05/2016 through 12/31/2017. 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 PROCESS

- The audit process includes data abstraction performed by Cardiac Registry Support on 10 cases between 10/05/2016 and 12/31/2017 submitted to University of Alabama at Birmingham Data and Clinical Coordinating Center

- In future slides 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 stsintermac@cardiacregsitrysupport.com

- Please include your Center Code on All communication with CRS.

QUESTIONNAIRE

Facility Information

Included with your instructions will be a questionnaire reviewing data collection and submission process. Please complete and return to the address provided

STS Intermacs or Pedimacs Code:			
Facility Name			
City		State	
Physician Representative			
Phone		Email	
Site Administrator			
Phone		**Email**	

QUESTIONNAIRE CONT....

Data Collection Process	Responses
Are data collected from paper/scanned medical records, electronic health records (EHR), or both?	
Are data collected concurrently, retrospectively, or both?	
Who performs data abstraction? Please list all personnel and the sections they complete (ex. perfusionist, nurse, MD, PA, etc....)	
Who performs data entry? Please list all personnel (ex. perfusionist, nurse, MD, PA, etc....)	
Did any staff attend the 2018 STS Advances in Quality and Outcomes (AQO) conference?	

OBTAINING MEDICAL RECORDS

You will receive a patient list, in PDF format. Each case is listed by Patient ID, which is a de-identified number that links the case to the UAB DCCC and corresponds to a field in the Web Based Data Entry System (WBDES). The audit variables will be provided. Contacting your Medical Records and IT department will be of great benefit in obtaining the required medical record documents. The documents must be provided in PDF format with bookmarks denoting each section. In the presentation an example of the PDF file formatting with bookmarks. Please be aware that PDF editing software will be necessary for formatting bookmarks within the case files.

UPLOADING MEDICAL RECORDS

- After receiving your completed Questionnaire, you will receive your username and password for CRS Portal. This secure website enables you to upload your prepared Medical Records.

- All 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.

- Be sure to email stsintermac@cardiacregistrysupport.com when all files have been uploaded.

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.
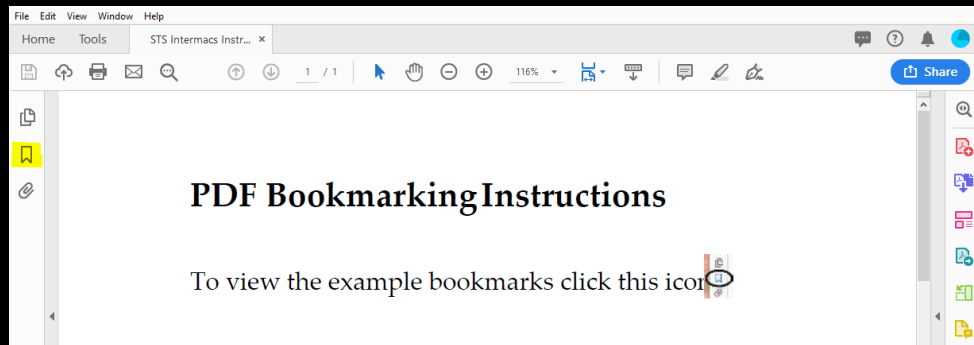
FINALLY!!!! AUDIT COMPLETE.

Your audit is complete. STS will send the final report to your Primary Data Contact and Physician Representative.

BOOKMARKING PDF

## PDF Bookmarking Instructions

To view the example bookmarks click this icon

To add bookmarks

1. Make sure you are on the page you would like to bookmark.
2. Click on the bookmark symbol.
3. Then name the bookmark and click enter.
4. Example of bookmark titles
   a. H&P
   b. Consults
   c. Diagnostic Information (labs, radiology, cath lab)
   d. Procedure(s) (OR, device information, anesthesia)
   e. Events
   f. Follow-up
   g. Misc (anything else that you want to include that provides supporting information for data elements)
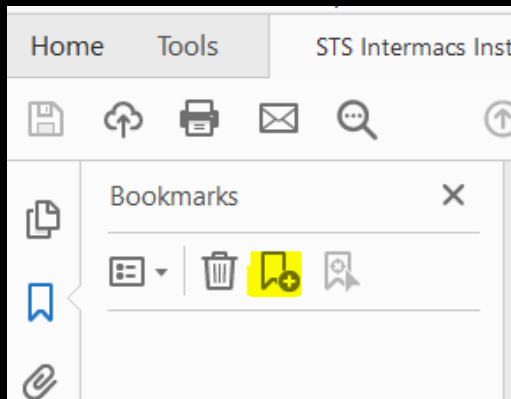
CRS PORTAL ACCESS

Go to: www.crshome.net
Click "LOGIN" in the upper right-hand corner.

LOGIN

Patients
V58269
v12345
v23456
v34567

- Your first log on, you will need to change your password

- After logging in with your changed password, your main page will open. Click on the Patient ID you wish to upload data for.

- Click and drag file(s) you wish to upload.

- There is a 1GB upload limit.

- Once you have uploaded the file(s), click on "Finished Uploading Data?" This will lock the file.

Thank you!!!
We look forward to working with you.