



STS Pedimacs Audit Instructions

Thank you for your participation in The Society of Thoracic Surgeons (STS) Pedimacs 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). We have been contracted by the STS to conduct the STS Pedimacs Audit which includes cases from October 5, 2016 through December 31, 2017. CRS has been abstracting and auditing data across various registries since 2009. By adhering to the Pedimacs User's Guide, it is the goal of CRS to provide feedback that will assure the integrity of the data collected.

The audit process includes reviewing three cases – between October 5, 2016 through December 31, 2017 – submitted by your site to the University of Alabama at Birmingham Data and Clinical Coordinating Center.

Please note the below steps required to complete the audit process. If at any time you have questions or concerns, please contact us at stspedimacs@cardiacregistrysupport.com. Please include your Pedimacs Site Code in all communication with CRS.

Step 1: Contact your Auditor

Email your auditor at stspedimacs@cardiacregistrysupport.com before _____ to set up a phone call. The purpose of the phone call is to gather some preliminary information about your facility and how you abstract and enter data. The attached questions will be discussed on the phone call. Answers to the above questions will be provided to STS in a final audit summary. During our phone call, you will be provided a username and password to access the CRS secure file portal.

Step 2: Upload the Medical Records (Due _____)

Attached is the list of patients who will be audited in Excel format. Each case is listed by a Pedimacs ID number which is a de-identified number that links the case to the UAB DCCC and corresponds to a field in your Web-Based Data Entry System (WBDES). The audit variables can be viewed on page three and four. Do not include oversampling cases in the upload. You may wish to prepare and save the first two cases on the oversampling list on your site.

Contact your Medical Records and/or IT department to assist with obtaining the required medical record documents. The documents must be provided in PDF format with bookmarks denoting each section. Below are sample PDF instructions to use as a guide to create your medical records document. **If your Medical Record Department asks for the dates of medical records needed, an estimate must be provided including records from the date of admission for VAD insertion PLUS/THROUGH one year of inpatient and outpatient care.**

Read through the below PDF instructions carefully to ensure medical records are prepared correctly. Work closely with your Medical Records and/or IT departments to assemble this PDF. It is critical to the success of your audit that you provide the information requested in this document.



To add bookmarks

- 1) Make sure you are on the page you would like to bookmark.
- 2) Click on the bookmark symbol. You may need to use an upgraded version of the software to see the bookmark symbol and complete this task.



- 3) Then name the bookmark and click enter.
- 4) Each of the following items will need to be bookmarked:

- Primary cardiac diagnosis
- At the time of implant:
 - Implant date
 - Device type, device brand
 - Creatinine, SGPT/ALT, total bilirubin
 - Child PedQOL and/or Parent PedQOL
 - 6-minute walk results
 - NYHA classification
- Post-implant:
 - Any new infections and location of infections
 - Any pump/driveline infections
 - Any major bleeding episodes and location of bleeding
 - Any new neurological dysfunction
 - Any new hepatic dysfunction
 - Any new renal dysfunction
 - Any new respiratory failure, reintubations
 - Any device malfunctions/failure and/or pump thrombosis
 - New or additional device implants
 - Child PedQOL and/or Parent QOL forms
 - 6-minute walk results
- Implant Discharge Date (if applicable)
 - Date of transplant, death, or explant
 - All hospital admission dates
 - All hospital discharge dates
 - Primary reason for hospitalization
 - One year post mechanical cessation f/u form complete



PDFs that do not include the requested information or are not bookmarked in a usable manner will be returned to you and you will be asked to re-create the PDF. The site’s data manager will have five business days to make changes to the PDF files and re-upload to the portal. If documentation is missing, the site’s data manager will be notified and asked to upload the requested documents.

The below the cases or Pedimacs Patient IDs have been selected by UAB for audit.

PediMACS ID xxxxx
PediMACS ID xxxxx
PediMACS ID xxxxx

STEP A:

Go to: www.crshome.net

Click “LOGIN” in the upper right-hand corner.



LOGIN

STEP B:

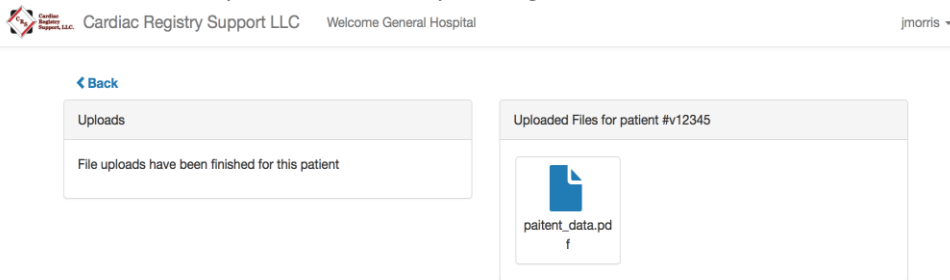
Enter your email address and the password you received on the phone call from your auditor. You will be asked to reset your password immediately. If you lose your password, click “forgot email” to obtain a new password.

STEP C:

After you reset your password, login again with your new password.

On the main page, click on your site’s name. Drag the patient file from your computer to the already labeled folder in the upload area. You will see the file names you uploaded on the right-hand side.

STEP D: Once you are finished uploading all patient files, click the “Finished Uploading Data?” button to close uploads and inform us that you are finished uploading.



Notify CRS, via e-mail, at stspedimacs@cardiacregistrysupport.com when the files have been uploaded and your site is ready for audit. Be sure to include “Pedimacs Site Code” in the subject of the email.



Step 3: Await Audit Results

Once CRS has received all required medical records, the audit will begin. During this time, you may be contacted by email regarding questions (including missing information) to allow a thorough and accurate audit. Please make sure submitted files are complete and accurate as there will not be an opportunity for adjudication. STS will forward the final report to you once the audit is complete.

*Thank you for your participation in the ongoing independent audit of the STS Intermacs Database.
We look forward to working with you.*