CCR HOW-TO

Reviewing data for QA

Launch CCR, choose a cancer group and set the session purpose as 'Clinical'.

Find a patient for data entry and enter
the available information.

When the information seems correct, navigate to: QA Review > Mark Ready For Review in the 'Patient' window menu. This will let the QA know that the information is ready to be reviewed.

The QA will launch CCR in the same cancer group but instead set 'QA' as the session purpose.
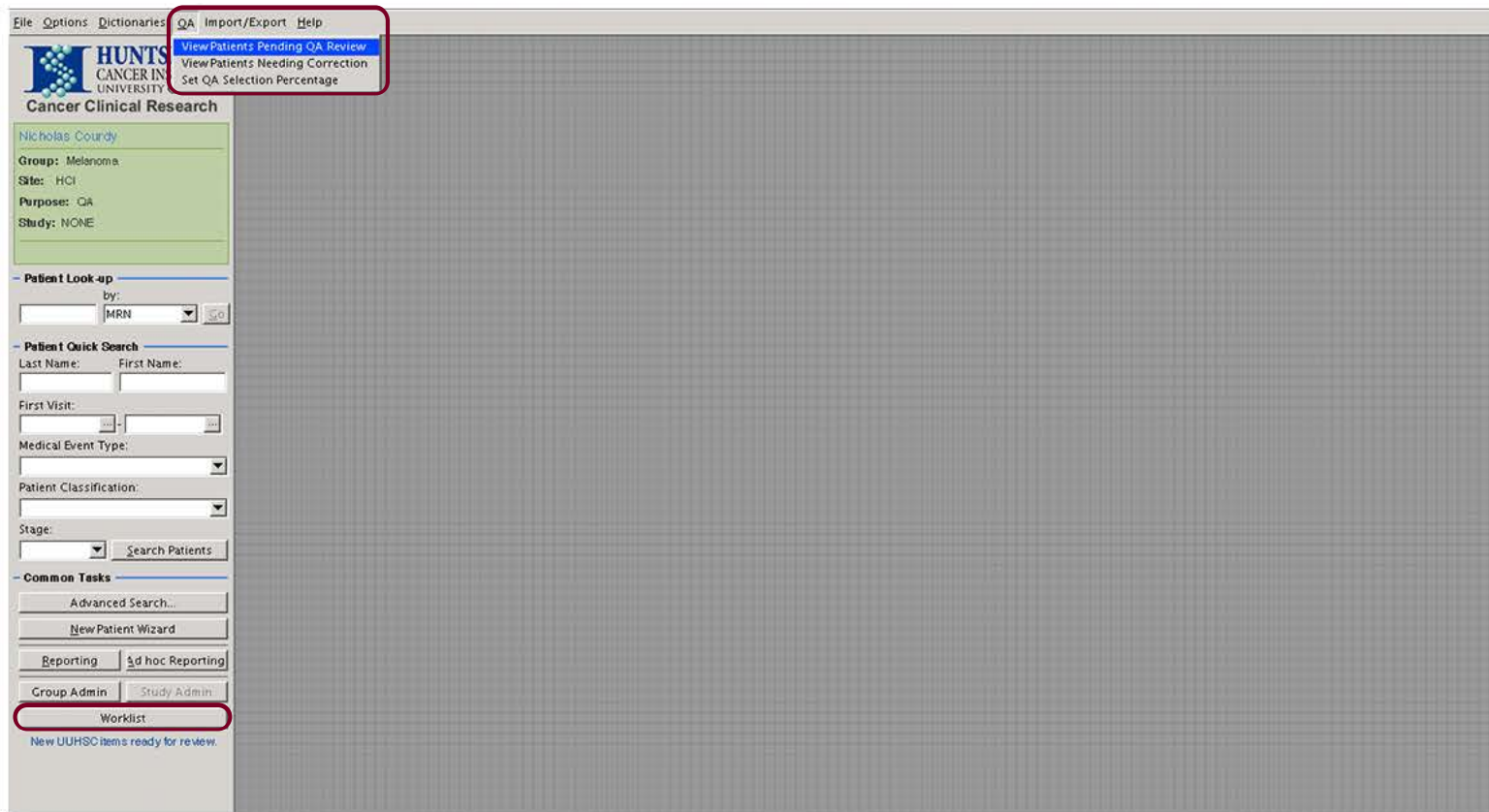
The QA can navigate to QA > View Patients Pending QA Review in the main menu of CCR. This will open the 'Worklist' window. Alternatively, the QA can click the 'Worklist' button in the bottom left to access the same window.
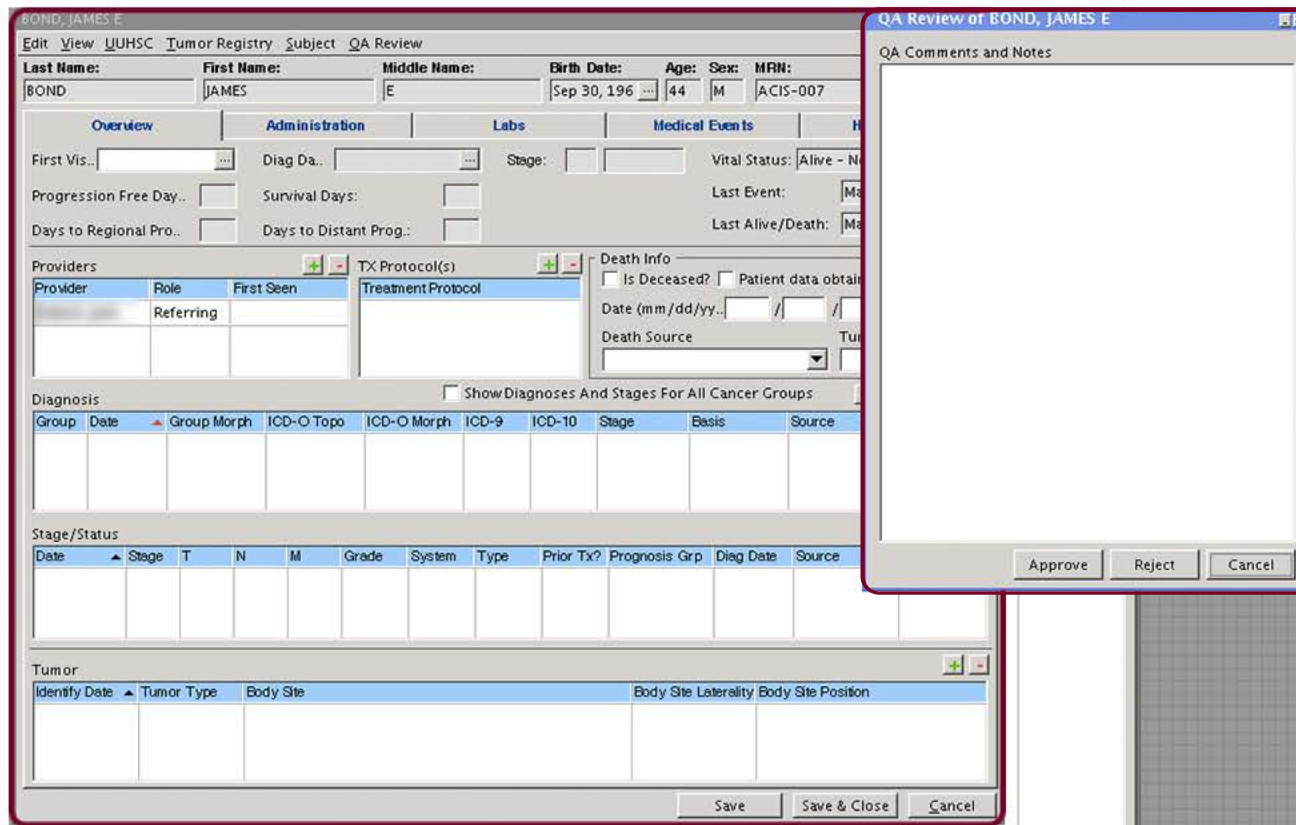
In the 'Worklist' window navigate to the 'QA Requested' tab. This will display a list of patients ready for review. Double click the correct patient. Two new windows will open.

The 'Patient' window and 'QA Review' window will open. The QA can view the entered information for the patient and determine if it is complete and correct.

In the 'Patient' window the QA can view all the tabs for this patient and determine if all information is correct and complete.
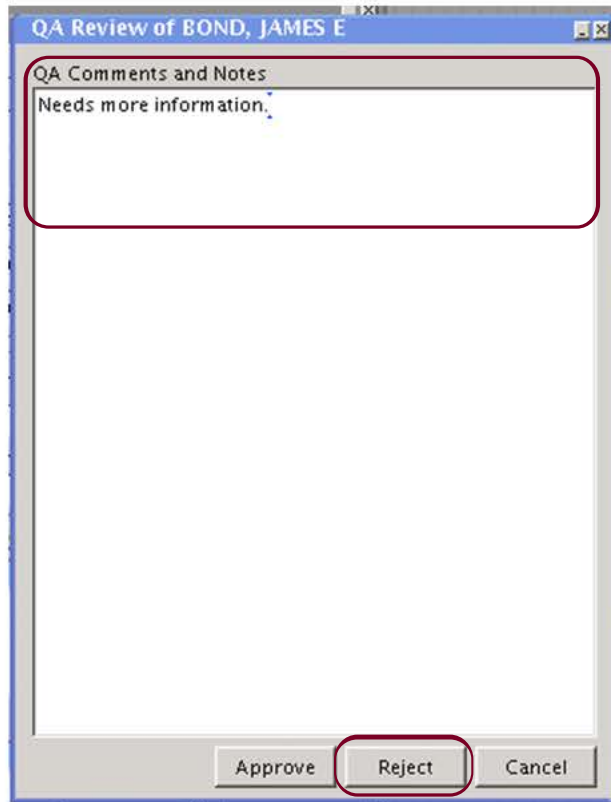
If the information is not complete, the QA can make a comment about their findings. The QA will then click 'Reject' to require corrections for the patient.

The patient will now show up in the 'Correction Requested' tab of the 'Worklist' window. Double click the patient to make corrections. The 'Patient' window will open.

In the 'Clinical' session purpose make any corrections noted by the QA. When all corrections have been made, inform the QA or click 'Mark Patient Ready for Review'.
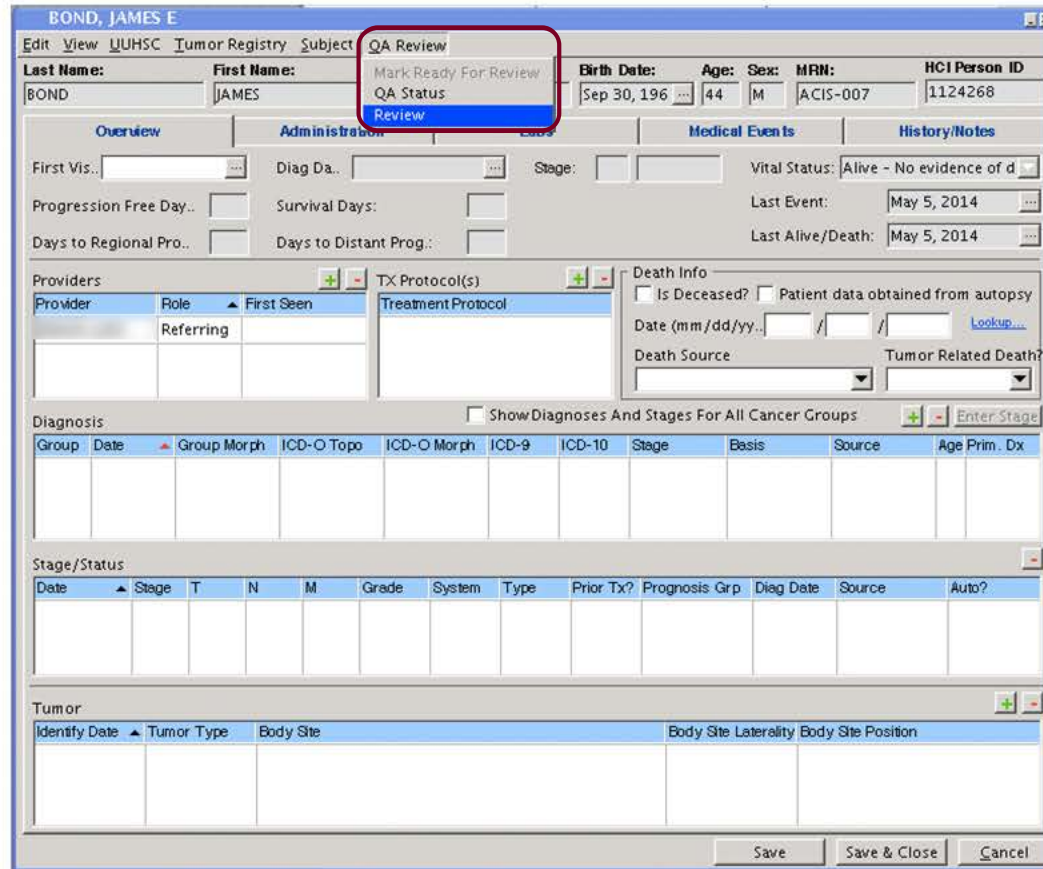
When in the 'QA' session purpose, a QA can quickly access the review window by navigating to: QA Review > Review in the 'Patient' window menu. A new window will open.
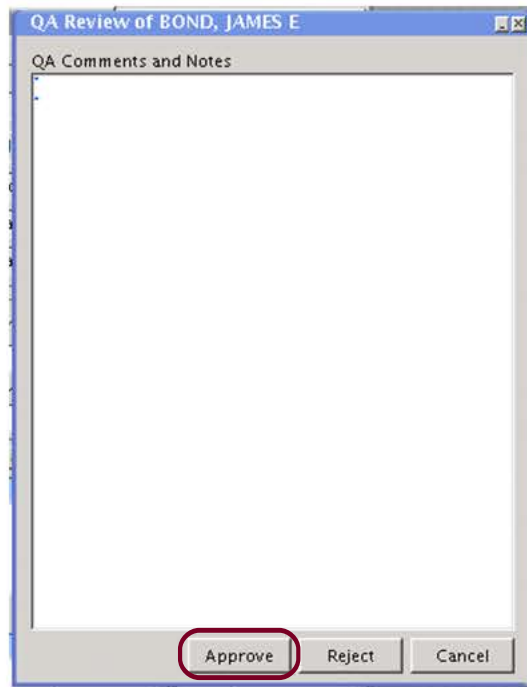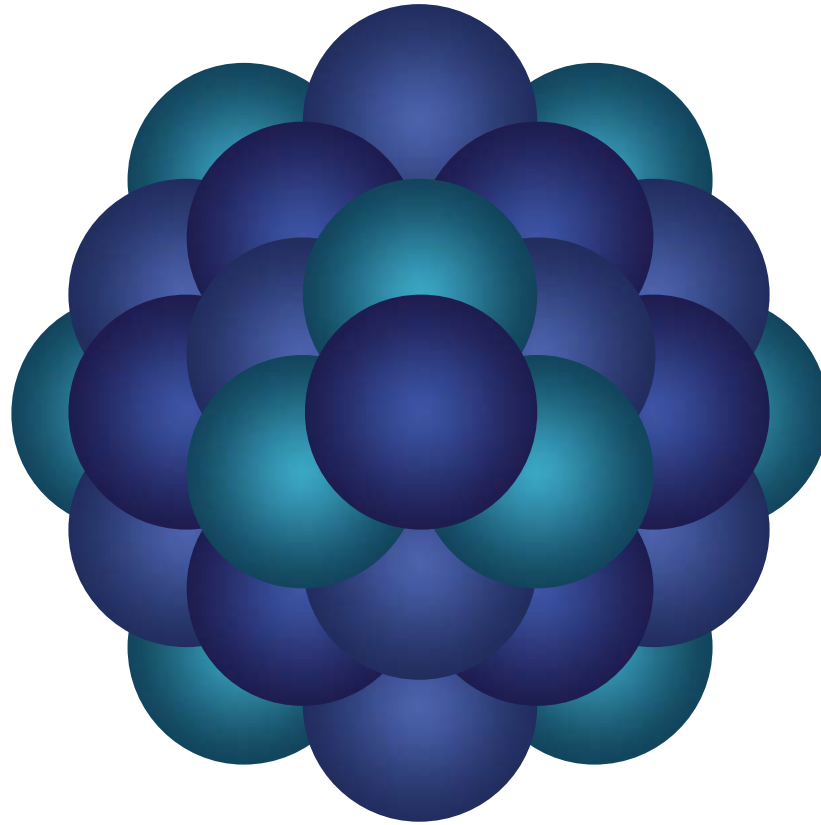
Now that the corrections have been made and the information reviewed. The QA will click 'Approve' to confirm that the information is correct.

Questions?

Email 'Informatics - Development' email group