



NCIS GUIDE

Adding Follow-Up Forms to Patient Tumour Case

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1 Introduction

A patient has a single longitudinal record in NCIS, which is identified by the NCIS ID. A tumour case is created in NCIS.Chart to document each primary cancer diagnosis, therefore a patient may have more than one tumour case as part of their single longitudinal record. This document describes how to add Follow-up forms to a patient's tumour case.

NOTE: All screenshots in this Guide are from the Training and Test Environments of NCIS. All patients and hospitals are fictitious and are not intended to represent the identity, setup and functionality of real patients or facilities.

2 Pre-requisites

There is a prerequisite that must be completed prior to adding a Follow-up care schedule or Follow-up care form:

- The patient must have a tumour case (See NCIS Training Guide on Creating, Sharing and Transferring a Tumour Case)

3 Tumour case

Opening a patient's case in NCIS.Chart, will open the tumour case form:

The screenshot displays the NCIS.Chart interface for a patient named Hayes, Frank. The top navigation bar includes tabs for General info, Diagnostics, Conference, Assessment, Therapy, Communication, Follow-up, and Clinics. The 'Tumour case' tab is selected and highlighted. The patient's details are shown at the top right, including their NCIS ID and Hospital ID. The main form area is divided into sections: Basic data (Referring physician, Primary consultant, Family doctor/Specialist, Comorbidities), Primary diagnosis (Date of initial diagnosis, Primary diagnosis code C61, and a free text field), and a list of available assessment and follow-up forms on the right. The 'Primary diagnosis' section shows the code C61 and the description 'Malignant neoplasm of prostate'. The right sidebar lists various forms such as 'Assessment: Baseline(+)', 'Assessment: Extravasation(+)', 'Biopsy / Puncture / Cytology(+)', 'Breast clinical assessment', 'Clinical history(+)', 'Conference', 'CTCAE Record', 'Current medications(+)', 'CVAD Record', 'Diagnostic Imaging', 'Distress Thermometer', 'Education Record', 'Extravasation follow-up', 'Fertility assessment', 'File upload', and 'Height and weight'.

The patient's primary diagnosis is recorded in the tumour case form. When the diagnosis is entered, data fields specific to that diagnosis are displayed. This is called the tumour specific dataset.

c37.CancerCenter
UH Galway Training

Patient: **Hayes, Frank**
D.O.B: 25.06.2018 (5)
NCIS ID: 12638000141
Hospital ID: 453256790 (GUH)

Online: superadministrator
caroline NCIS_meade

General info | Diagnostics | Conference | Assessment | Therapy | Communication | **Follow-up** | Clinics

Personal info | **Tumour case** | Clinical history

Facility: [dropdown]

Basic data

Referring physician: [text]
Primary consultant: **dr test doctor**
Family doctor/Specialist: [text]
Comorbidities: [text] 60 chars remaining

Primary diagnosis

Date of initial diagnosis: 01.10.2022
Primary diagnosis: **C61** * Malignant neoplasm of prostate
Free text [+ / -]

Prostate cancer

Localisation: [text]

Diagnosis: C61 (01.10.2022)
Malignant neoplasm of prostate
Vital status: Patient alive
22.05.2023 (Follow-up care)

Assessment: Baseline(+)
Assessment: Extravasation(+)
Biopsy / Puncture / Cytology(+)
Breast clinical assessment
Clinical history
Clinical history(+)
Conference
CTCAE Record
Current medications(+)
CVA Record
Diagnostic Imaging
Distress Thermometer
Education Record
Extravasation follow-up
Fertility assessment
File upload
Height and weight
Laboratory(+)
Letter(+)
Other OP
Patho-Histology(+)
Personal info
DTC Record(+)

4 Follow-up tab

The Follow-up tab is located within the patient's tumour case in NCIS.Chart.

General info | Diagnostics | Conference | Assessment | Therapy | Communication | **Follow-up** | Clinics

Add: -- Please choose --
-- Please choose --
Follow-up care
Follow-up care schedule

Document upload

FORM F

No filter

There are two options when selecting a Follow-up care form in the patient's tumour case:

- Follow-up Care
- Follow-up Care Schedule

General info | Diagnostics | Conference | Assessment | Therapy | Communication | **Follow-up** | Clinics

Add: -- Please choose --
-- Please choose --
Follow-up care
Follow-up care schedule

Document upload

FORM F

No filter

The data fields on the Follow-up form are not tumour specific but there are a range of examination types that can be selected.

5 Follow-up Care Form

This form can be used if the user wants to include a single entry, which is not part of a defined Follow-up schedule. The difference between this form and the Follow-up care schedule form is that it is a one-off form and the examinations are not pre-defined but can be selected from a drop down by users.

1. To select a Follow-up care form go into the patient record and select the Follow-up tab:

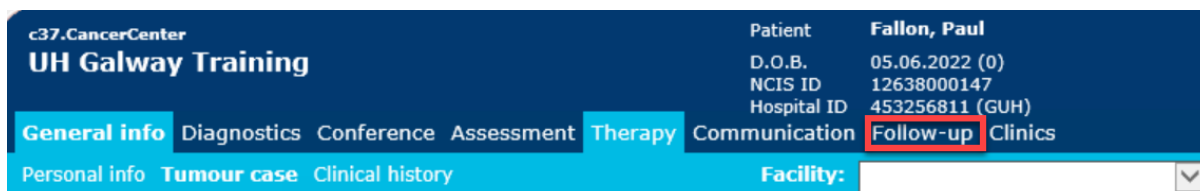
2. Then select Follow-up care from "add" dropdown list:

3. A blank form will appear where the Scheduled date and Examinations can be selected.

6 Follow-Up Care Schedule

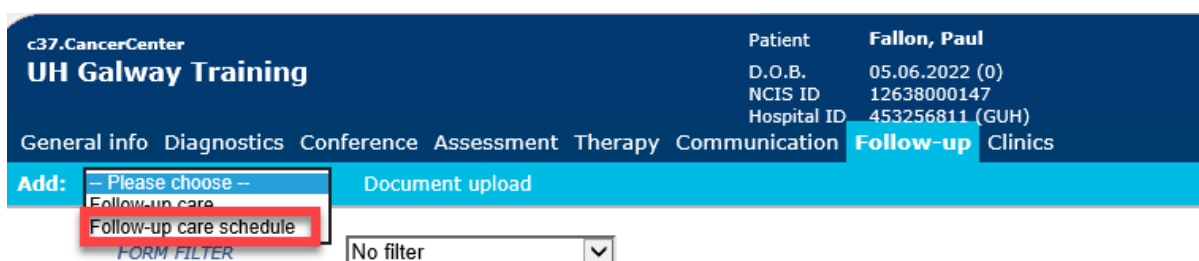
When the user selects a Follow-up schedule the patient record will then auto populate with the required Follow-up care forms at the preset frequency.

1. To select a Follow-up care schedule go into the patient record and select the Follow-up tab:



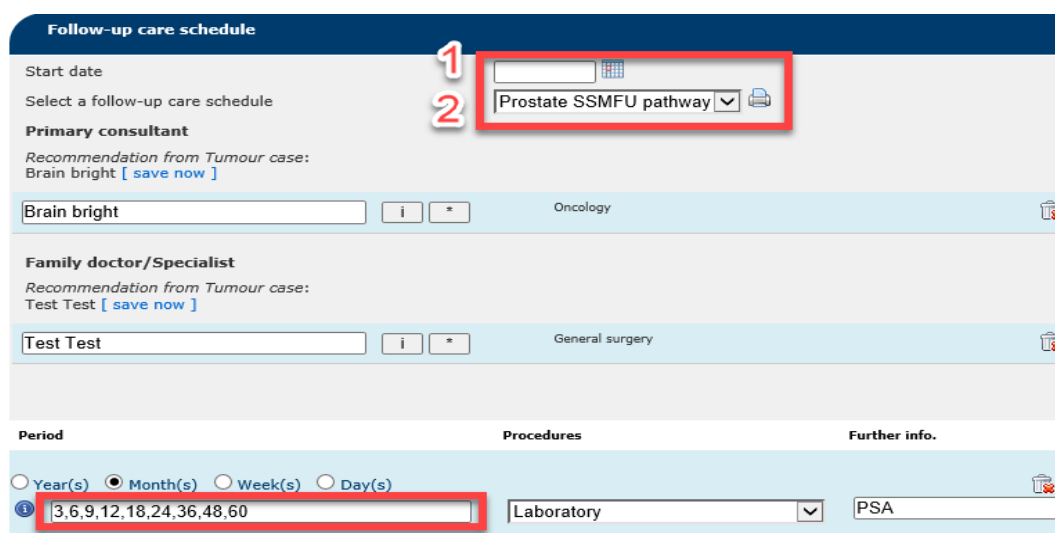
The screenshot shows the 'c37.CancerCenter UH Galway Training' interface. The patient is 'Fallon, Paul' with D.O.B. 05.06.2022 (0), NCIS ID 12638000147, and Hospital ID 453256811 (GUH). The 'Follow-up' tab is highlighted in red. Other tabs include General info, Diagnostics, Conference, Assessment, Therapy, Communication, and Clinics. A 'Facility:' dropdown is visible at the bottom right.

2. Then select Follow-up care schedule from "add" dropdown list:



The screenshot shows the 'Add:' dropdown menu open, with 'Follow-up care schedule' selected and highlighted in red. The menu also shows 'Please choose --' and 'Follow-up care'. Below the dropdown is a 'FORM FILTER' section with a 'No filter' dropdown.

3. Select the start date (1) and the required follow-up schedule (2) from the dropdown list. The form will then populate with the selected follow up care schedule, along with the frequency of appointments. Click save and the Follow-up care forms will be automatically created. The appointment dates on the Follow-up care forms are calculated based on the start date combined with the frequency schedule. For example, if the patients Start date is 27/09/2023 and they are due to be seen in 1 year then their first Follow-up form will be created for 27/09/2024. It is also possible to add additional procedures, specific to the patient, if required.



The screenshot shows the 'Follow-up care schedule' form. Annotation 1 points to the 'Start date' field, and annotation 2 points to the 'Select a follow-up care schedule' dropdown menu, which is set to 'Prostate SSMFU pathway'. The form also includes fields for 'Primary consultant' (Brain bright), 'Family doctor/Specialist' (Test Test), and a 'Period' section with radio buttons for Year(s), Month(s), Week(s), and Day(s). The 'Month(s)' option is selected, and the frequency is set to 3, 6, 9, 12, 18, 24, 36, 48, 60. The 'Procedures' section shows 'Laboratory' and 'PSA'.

When saved, the Follow-up section populates with the Follow-up forms, as per the schedule.

Date	PDF	Name	Disease	Conducted	Status	Event
27.09.2028		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
27.09.2027		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
28.09.2026		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
29.09.2025		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
27.03.2025		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
27.09.2024		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
27.06.2024		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
27.03.2024		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		
27.12.2023		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		

Print outstanding follow-up appointments Delete selection Select all? ☐

7 How to mark a Follow-up form as conducted or not conducted

In the Follow-up form to mark it as conducted, select “yes” and then a date field will appear.

Associated disease Tumour Case Diagnosis: C61 from 01.10.2022

Follow-up care

Scheduled date 27.12.2023

Follow-up conducted ☒ yes ☐ no

Date 20.12.2023

Guideline-based: ☐ yes ☐ no

Once this information has been entered on a Follow-up form the conducted button changes to green. Follow-up care forms ‘In progress’ can also be selected and deleted, if no longer required. **Note: Signed forms cannot be deleted.**

27.03.2024	Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>	
20.12.2023	Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor; Date: 20.12.2023; Vital status: 20.12.2023	Tumour Case Diagnosis C61 01.10.2022	<input checked="" type="radio"/>	

Print outstanding follow-up appointments Delete selection Select all? ☐

If conducted “yes” is selected on a form but no date is entered then the radio button appears orange.

Follow-up care

Scheduled date: 27.03.2024





Follow-up conducted: ☒ yes ☐ no

Date:

Guideline-based: ☐ yes ☐ no

Primary consultant

Recommendation from follow-up care on 27.12.2023:

27.06.2024	Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	  <input type="checkbox"/>
27.03.2024	Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor; PSA: 9	Tumour Case Diagnosis C61 01.10.2022	  <input type="checkbox"/>

If a Follow-up appointment is not conducted, select 'no' and a dropdown with reasons can be selected.

Follow-up care

Scheduled date: 27.12.2023

Follow-up conducted: ☐ yes ☒ no

Primary consultant: dr test doctor

Recommendation from Tumour dr test doctor [save now]





dr test doctor

Oncology

Reasons for not conducting follow-up:

- Patient Choice
- Patient Non-compliance
- Disease recurrence/spread
- Other

Once this information has been entered on a Follow-up form the conducted button changes to red.

27.03.2024	Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor; PSA: 9	Tumour Case Diagnosis C61 01.10.2022	  <input type="checkbox"/>
27.12.2023	Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor; not conducted: Patient Choice; Vital status: 20.12.2023	Tumour Case Diagnosis C61 01.10.2022	  <input type="checkbox"/>

8 Outstanding Appointments

A pdf can also be generated with the timeline for outstanding appointments. This can be printed out.

Outstanding follow-up appointments

Hayes, Frank
 born on 25.06.2018

Diagnostics	2023 Dec	2024 Mar	2024 Jun	2024 Sep	2025 Mar	2025 Sep	2026 Sep	2027 Sep	2028 Sep
Laboratory: PSA	x	x	x	x	x	x	x	x	x
Medical history: HCQ Questionnaire (mandatory)	x	x	x	x	x	x	x	x	x
Medical history: HNA Questionnaire (optional)	x	x	x	x	x	x	x	x	x

Planned dates in 2023

27.12.2023: Laboratory: PSA
27.12.2023: Medical history: HCQ Questionnaire (mandatory)
27.12.2023: Medical history: HNA Questionnaire (optional)