



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 shows the NCIS.Chart interface for a patient named Frank Hayes. The patient's details are: D.O.B. 25.06.2018 (5), NCIS ID 12638000141, and Hospital ID 453256790 (GUH). The user is superadministrator caroline NCIS_meade. The 'Tumour case' tab is selected in the navigation menu. The 'Basic data' section includes fields for Referring physician, Primary consultant (dr test doctor), Family doctor/Specialist, and Comorbidities. The 'Primary diagnosis' section shows the date of initial diagnosis as 01.10.2022 and the primary diagnosis as C61 (Malignant neoplasm of prostate). A 'Free text' field is also present. On the right, a summary box displays the diagnosis and vital status, and a list of available assessment and follow-up forms is shown.

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:
 Basic data
 Referring physician:
 Primary consultant: **dr test doctor** | Oncology
 Family doctor/Specialist:
 Comorbidities: 60 chars remaining
 Primary diagnosis
 Date of initial diagnosis: 01.10.2022
 Primary diagnosis: **C61** | Malignant neoplasm of prostate
 Free text [+ / -]
 Prostate cancer
 Localisation:
 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(+)
 CVAD 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
 PIVC Record(+)
 Help | NCIS |

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 -- | Document upload
 FORM F -- Please choose --
 Follow-up care
 Follow-up care schedule
 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 -- | Document upload
 FORM F -- Please choose --
 Follow-up care
 Follow-up care schedule
 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.

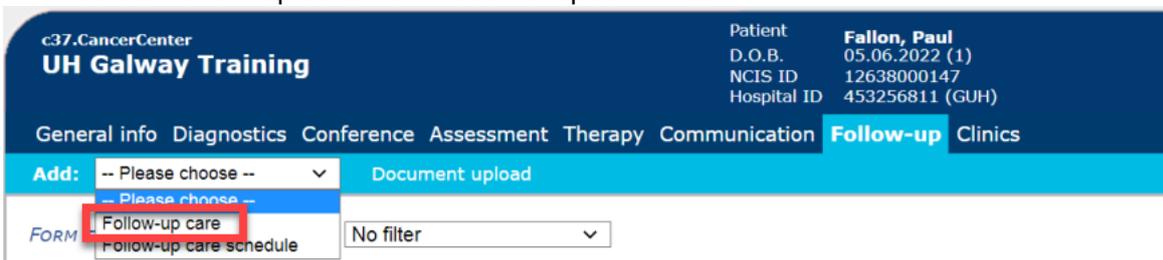
5 Follow-up Care Form

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.

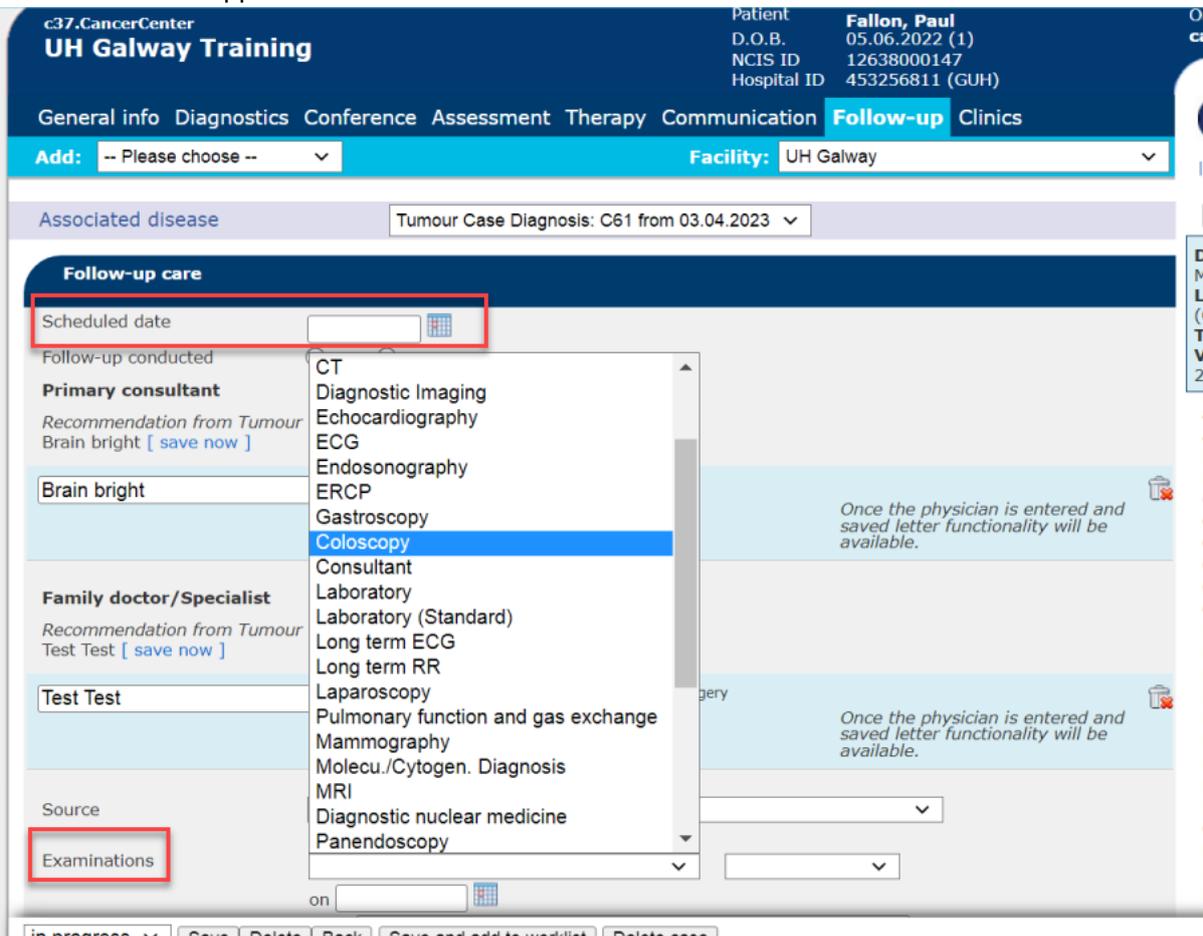
1. To select a Follow-up care form go into the patient record and select the Follow-up tab:



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

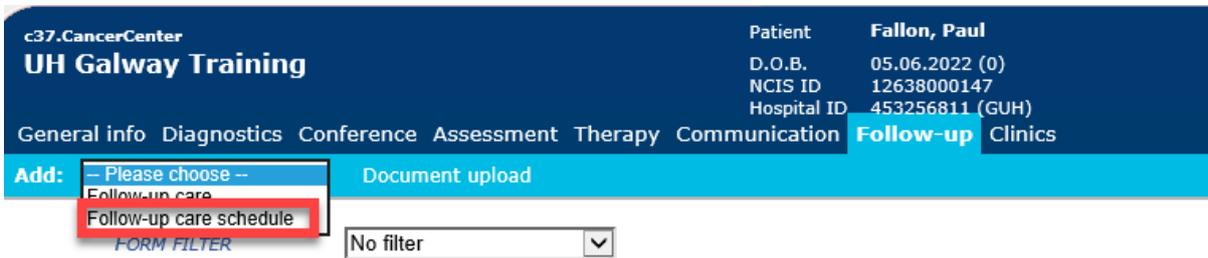
When the user selects a Follow-up schedule the patient record will then auto populate with the required Follow-up care forms at the preset frequency.

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



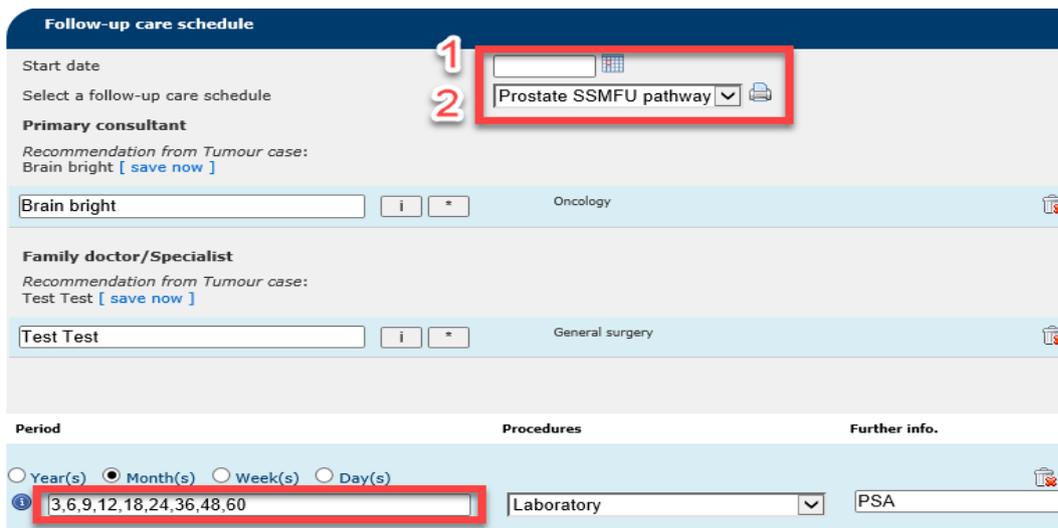
The screenshot shows the patient record interface for Paul Fallon. The 'Follow-up' tab is highlighted with a red box. Other tabs include General info, Diagnostics, Conference, Assessment, Therapy, Communication, and Clinics. A 'Facility' dropdown menu is visible at the bottom right.

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



The screenshot shows the 'Add' dropdown menu with 'Follow-up care schedule' selected and highlighted in red. The dropdown also shows 'FORM FILTER' and 'No filter' options.

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. The 'Start date' field is highlighted with a red box and labeled '1'. The 'Select a follow-up care schedule' dropdown menu is highlighted with a red box and labeled '2', showing 'Prostate SSMFU pathway' selected. 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 'Further info.' shows '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"/>		<input type="checkbox"/>
27.09.2027		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
28.09.2026		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
29.09.2025		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
27.03.2025		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
27.09.2024		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
27.06.2024		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
27.03.2024		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>
27.12.2023		Follow-up care: Prostate SSMFU pathway Primary consultant: dr test doctor	Tumour Case Diagnosis C61 01.10.2022	<input type="radio"/>		<input type="checkbox"/>

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"/>		<input type="checkbox"/>
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"/>		<input type="checkbox"/>

Select all?

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

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)