



# NCIS GUIDE

## For using Cost Centre Accounting Report for ODMS data

## 1. Background

NCIS.Med (BD CATO) provides a number of reporting options. The Cost Centre Accounting report provides a flexible reporting solution, which may have a number of practical uses in a hospital setting. This report offers one option to users of NCIS to gather much of the data required for ODMS claims.

The Cost Centre Accounting report works based on consumption data e.g. medication or vehicle lots consumed during the preparation or dispense processes. Medications that have been processed via other pathways where medication lots have not been consumed (e.g. external preparation, prepared without modification of stock) may not appear on the report.

**Please note that the Cost Centre Accounting report does not include data on administration status. Therefore, if this report is used as an aid for submitting ODMS claims, administration status should also be verified e.g. via medication list.**

The following options are available for generation of a Cost Centre Accounting Reports:

- Export as HTML
- Export as CSV
- Preview to view report in NCIS Med, with options to print and save as pdf

Exporting the data generated by the Cost Centre Accounting report as a CSV file is a flexible option as the data can be imported into Excel and will likely be the most useful option for most hospitals.

## 2. Report generation

1. Click on the reporting tab in NCIS.Med, then select Cost Centre Accounting
2. Select the parameters required. See Appendix 1 for detailed description on parameter options.
3. Export the report as a CSV file (figure 1).

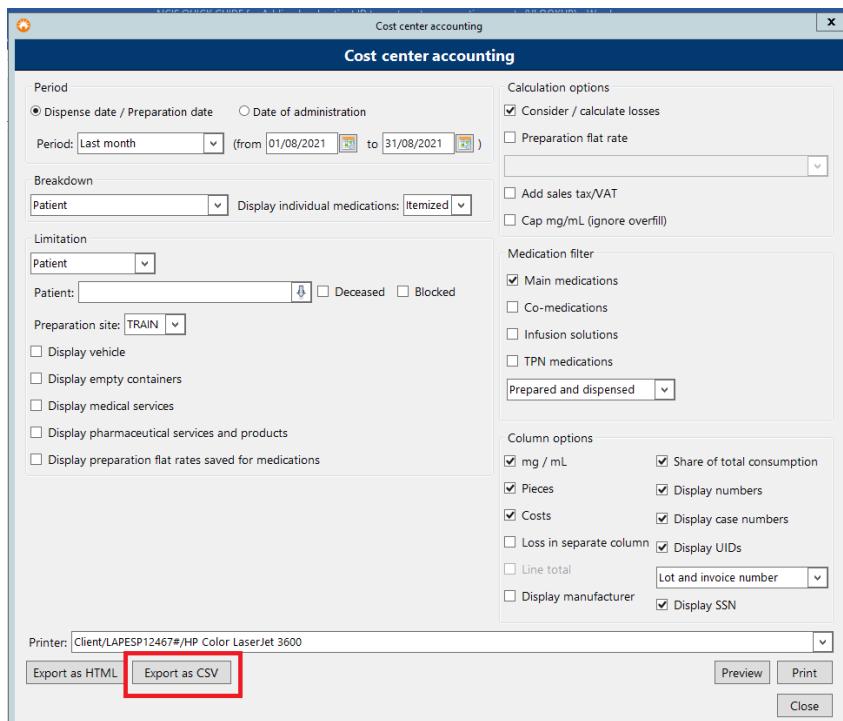


Figure 1: Cost Centre Accounting report – CSV generation

### 3. Extracting data from CSV

Note: Figures 2-5 below are screenshots taken from Microsoft Excel 2016. Please note that other versions of Excel may have variations on the below method for importing data from a CSV file.

1. Open a new workbook in Excel.
2. In the data tab, select “From text” (figure 2) and select the Cost Centre Accounting CSV file previously generated.
3. A wizard will then appear for importing the data (figures 3 and 4). Choose delimited with semicolon as the delimiter and ensure the column data format is “general”.
4. The data will then be separated into separate columns in Excel – see figure 5 for an example of this.

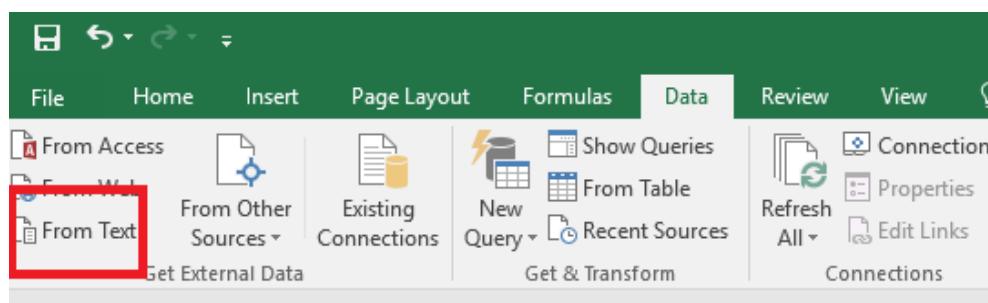


Figure 2: Importing data from CSV file (step 2)

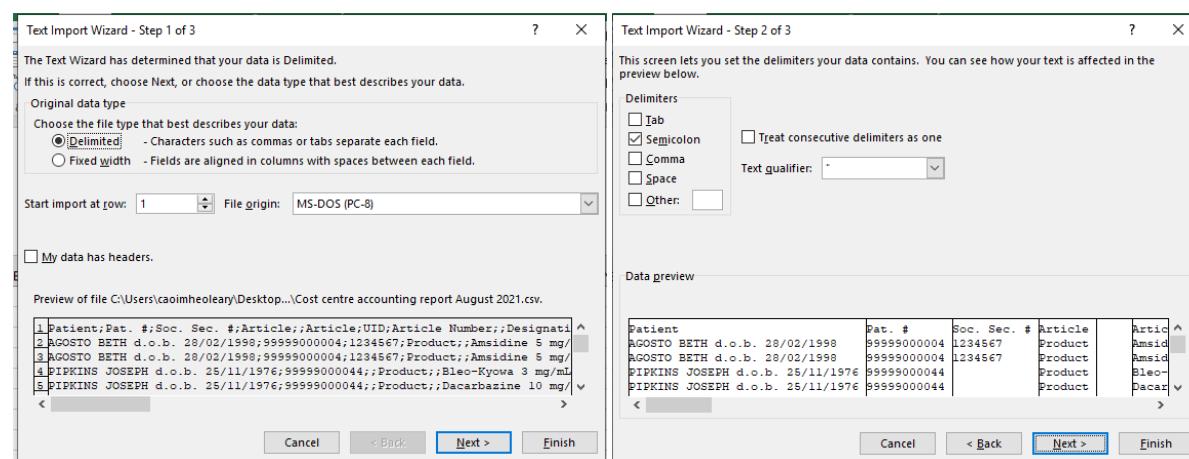


Figure 3: Importing data from CSV into Excel (step 3)

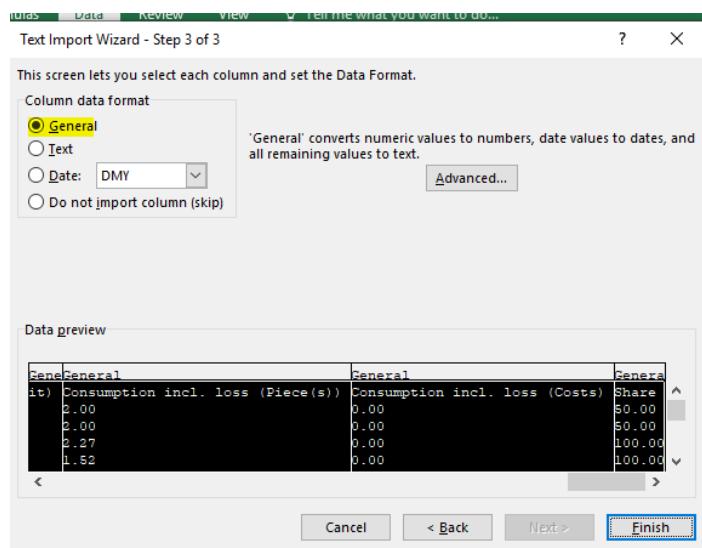


Figure 4: Importing data from CSV into Excel (step 3)

Patient	Pat. no.	Article 2	Consump	Const	Const
ALFANO SUSAN d.o.b. 06/02/1948	99999000020	CT-Mirvetuximab soravtansine (IMGN853) GLORIOSA Concentrate for solu	327.77 mg	3.28	
CHEE EMILY d.o.b. 25/10/1986	99999000103	Fluorouracil 25mg/mL IV Bolus (DB) 600mg - EXPTEST1	600 mg	1	
CHEE EMILY d.o.b. 25/10/1986	99999000103	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 200mg -	200 mg	1	
CHEE EMILY d.o.b. 25/10/1986	99999000103	PACLitaxel 6mg/ml Accord Concentrate for solution for infusion 300mg - D	132 mg	0.44	
NEWCOMB JANE d.o.b. 14/09/2002	12647000151	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 100mg -	160 mg	1.6	
RACINE ELIZABETH d.o.b. 19/06/1997	99999000087	Erbtux 5mg/mL Solution for infusion 500mg - WUYEUU	1000 mg	2	
SCHMIDT KATIE d.o.b. 05/06/1976	12635000133	DOXOrubicin 2 mg/mL Teva Concentrate for solution for infusion 200mg -	100 mg	0.5	
SCHMIDT KATIE d.o.b. 05/06/1976	12635000133	DOXOrubicin 2 mg/mL Teva Concentrate for solution for infusion 200mg -	100 mg	0.5	

Figure 5: Sample Cost Centre Accounting Report from Training Environment in Excel (step 4) – note the column titles and order are dependent on the filters used

#### 4. ODMS parameters

The patient information section of the ODMS web application includes fields for patient search and patient registration. Table 1 maps the fields in the patient information section to the equivalent fields in the NCIS Cost Centre Accounting report.

Table 1: ODMS patient search and patient registration fields

ODMS field	Available in NCIS Cost Centre Accounting Report	Equivalent field in NCIS Cost Centre Accounting Report
Identification number (e.g. PPSN*, DPS number, Medical Card number, Doctor Visitor Card number)	Yes	Possible to include SSN (social security number) on cost centre accounting report by selecting <i>Display SSN</i> . The SSN field can be completed in the Patient Data tab in NCIS.Med
Surname*	Yes	Under <i>breakdown</i> section of Cost Centre Accounting report, choose <i>Patient</i> to group the report according to patient. Patient name appears as default in Cost Centre Accounting Reports
Forename*	Yes	Patient name appears as default in Cost Centre Accounting Reports
Date of Birth*	Yes	Date of birth appears as default in Cost Centre Accounting Reports
Gender*	No	N/A

Address*	No	N/A
Home Phone Number	No	N/A
Mobile Phone Number	No	N/A
Email Address	No	N/A
Hospital	Yes	<p>Note: Cost Centre Accounting reports can only be generated for the preparation sites which are assigned to the user account</p> <p>The hospital acronym will appear in CSV exports where the place of delivery or units are included e.g. patient filter chosen under breakdown</p>
Date registered*	No	N/A
Patient diagnosis – cancer type*	Yes	ICD included in report as 3 character code
Treatment protocol	No	N/A

\*denotes mandatory fields in ODMS web application

The claims section of the ODMS web application includes fields giving details of the drugs being claimed for. Table 2 maps the fields in the claims section to the equivalent fields in the NCIS Cost Centre Accounting report.

Table 2: ODMS drug claims fields

ODMS field	Available in NCIS Cost Centre Accounting Report	Equivalent field in NCIS Cost Centre Accounting Report
Hospital	Yes	<p>Note: Cost Centre Accounting reports can only be generated for the preparation sites which are assigned to the user account</p> <p>The hospital acronym will appear in CSV exports where the place of delivery or units are included e.g. patient filter chosen under breakdown</p>
Dispensed date*	Yes	<p>Choose <i>Dispense date/preparation date</i></p> <p><b>This field only indicates that a medication was prepared or dispensed, it does not record administration.</b></p>
Form Number	No	N/A
Claim total (populated by ODMS)	No	N/A
Claim status (populated by ODMS)	N/A	N/A
Drug (by brand name)*	Yes	Article
Quantity*	Yes	Consumption piece(s)
Total price (populated by ODMS)	N/A	N/A
Claim line number	N/A	N/A

\*denotes mandatory fields in ODMS web application

Figures 6 and 7-8 show a sample set up and corresponding report generated with the required fields for populating ODMS claims data.

**Cost center accounting**

**Period**

Dispense date / Preparation date  Date of administration

Period: Last month (from 01/12/2021 to 31/12/2021)

**Breakdown**

Patient  Display individual medications: Itemized

**Limitation**

Patient   
 Patient:   Deceased  Blocked

Preparation site: TRAIN

Display vehicle  
 Display empty containers  
 Display medical services  
 Display pharmaceutical services and products  
 Display preparation flat rates saved for medications

**Calculation options**

Consider / calculate losses  
 Preparation flat rate  
 Add sales tax/VAT  
 Cap mg/mL (ignore overfill)

**Medication filter**

Main medications  
 Co-medications  
 Infusion solutions  
 TPN medications  
 Only prepared medications

**Column options**

mg / mL  Share of total consumption  
 Pieces  Display numbers  
 Costs  Display case numbers  
 Loss in separate column  Display UIDs  
 Line total  Without lot numbers   
 Display manufacturer  Display SSN

Printer: Client/LAPESP12467#/HP Color LaserJet 3600

Export as HTML

Figure 6: Fields ticked for sample report to populate ODMS claims data

Patient	Article	Article
AGOSTO BETH d.o.b. 28/02/2020	Product	Fluorouracil 50 mg/mL Accord Solution for injection/infusion 5000mg
AGOSTO BETH d.o.b. 28/02/2020	Product	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 100mg
QURESHI MARY d.o.b. 15/04/1953	Product	Avastin 25mg/mL Concentrate for solution for infusion 100mg
QURESHI MARY d.o.b. 15/04/1953	Product	Avastin 25mg/ml Concentrate for solution for infusion 400mg
QURESHI MARY d.o.b. 15/04/1953	Product	Carmustine 3.3 mg/mL Tillomed Powder for solution for infusion 100mg
QURESHI MARY d.o.b. 15/04/1953	Product	Etoposide 20 mg/mL Fresenius Kabi Concentrate for solution for infusion 200mg
QURESHI MARY d.o.b. 15/04/1953	Product	Fluorouracil 50 mg/mL Accord Solution for injection/infusion 5000mg
QURESHI MARY d.o.b. 15/04/1953	Product	Fluorouracil 50 mg/mL Accord Solution for injection/infusion 5000mg
QURESHI MARY d.o.b. 15/04/1953	Product	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 100mg

Preparation time	Place of delivery	Active ingredient of the product	Consumption (Piece(s))
13/12/2021 15:02	TRN - Training Onco/Haem Day Ward	Fluorouracil	0.84
23/12/2021 16:47	TRN - Training Onco/Haem Day Ward	Oxaliplatin	1.44
10/12/2021 09:00	TRN - Training Oncology/Haematology Day Ward	Bevacizumab	2
10/12/2021 09:00	TRN - Training Oncology/Haematology Day Ward	Bevacizumab	1
16/12/2021 10:17	TRN - Training Oncology/Haematology Day Ward	Carmustine	4.95
08/12/2021 14:38	TRN - Training Oncology/Haematology Day Ward	Etoposide	0.4
13/12/2021 16:21	TRN - Training - Non SACT Infusion Room	Fluorouracil	0.8
09/12/2021 09:00	TRN - Training Oncology/Haematology Day Ward	Fluorouracil	1.3
21/12/2021 12:22	TRN - Training Oncology/Haematology Day Ward	Oxaliplatin	1.3

Figures 7-8: Extract from sample report generated to return information required for ODMS claims process

## Appendix 1 – Cost Centre Accounting Report

The Cost Centre Accounting report has multiple parameters which may be set depending on the data required and optimal display of the report for the user. The parameters are then saved for the workstation but can be changed as required.

Table 1 gives a description of the fields available in the Cost Centre Accounting report and summarises available options.

**Table 1: Cost Centre Accounting Report fields**

Section	Description	Options
Period	Determines a selected period which is based on the date of administration or the date of preparation. Note: this report works independently of the status “Administered” i.e. if the option “date of preparation” is chosen, medications which have been prepared and/or dispensed will appear in the report on the scheduled day of administration regardless of whether the administered status has been applied.	<ul style="list-style-type: none"> <li>Dispense date/Preparation date</li> <li>Date of administration</li> </ul>
Breakdown	Determines criteria that medications will be grouped by, and gives display options for individual medications	<ul style="list-style-type: none"> <li>Centre/unit</li> <li>Patient</li> <li>Article</li> <li>Diagnosis</li> <li>Active ingredient/Article/ Patient</li> <li>Unit/Patient/date</li> </ul> <p>Display options for individual medications:</p> <ul style="list-style-type: none"> <li>None</li> <li>List</li> <li>Itemised</li> </ul>
Limitation	The limitation filters which appear depend on the option chosen under the breakdown section. It is then possible to restrict the data generated by the report certain parameters e.g. patient, diagnosis, cost centre.	<p>Limitation options (depending on option chosen in breakdown section):</p> <ul style="list-style-type: none"> <li>Unit</li> <li>Centre</li> <li>Patient</li> <li>Diagnosis</li> <li>Product</li> <li>Dosage form</li> <li>Strength</li> <li>Active ingredient</li> <li>Infusion solution</li> <li>Empty container</li> </ul>
Preparation site	The report can only be generated for the preparation sites which are assigned to the user account	The report will default to the user's preparation site
Display options	A number of tick boxes are available which facilitate inclusion of specific data in the Cost Centre Accounting Report generated	<ul style="list-style-type: none"> <li>Display vehicle</li> <li>Display empty containers (e.g. empty infusors used when preparing in-house)</li> <li>Display medical services (<b>Currently not in use in NCIS</b>)</li> <li>Display pharmaceutical services and products (e.g. NCCP Capacity bands,</li> </ul>

		<ul style="list-style-type: none"> <li>miscellaneous ACU consumables such as filters, stabilisers etc.)</li> <li>Display preparation flat rates saved for medications (<b>Currently not in use in NCIS</b>)</li> </ul>
Calculation options	<p>A number of calculation options are possible here</p> <p>Note:</p> <ul style="list-style-type: none"> <li>preparation flat rate currently not in use.</li> <li>Prices currently not entered at national level in drug file. Addition of VAT is only relevant if hospital has entered prices locally in lot management</li> </ul>	<ul style="list-style-type: none"> <li>Consider/calculate losses</li> <li>Preparation flat rate</li> <li>Add sales tax/VAT</li> <li>Cap mg/mL (ignore overfill)</li> </ul>
Medication filter	This filter allows the report to be customised depending on the information required	<ul style="list-style-type: none"> <li>Main medications</li> <li>Co-medications</li> <li>Infusion solutions</li> <li>TPN medications</li> <li>Filter to choose between           <ul style="list-style-type: none"> <li>Prepared and dispensed medications</li> <li>Only prepared medications</li> <li>Only dispensed medications</li> </ul> </li> </ul>
Column options	Several options are available depending on data required for report	<ul style="list-style-type: none"> <li>mg/mL</li> <li>Pieces</li> <li>Costs</li> <li>Loss in separate column</li> <li>Line total</li> <li>Display manufacturer</li> <li>Share of total consumption</li> <li>Display numbers</li> <li>Display case numbers</li> <li>Display UIDs</li> <li>Drop down filter with lot number and invoice display options</li> <li>Display SSN (<b>Currently not populated by interface in NCIS but may be completed in Patient Data Tab in NCIS.Med</b>)</li> </ul>