



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 the data required for ODMS claims.

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 the majority of hospitals. This quick guide will explain how to complete these steps and how to include the data required for ODMS claims.

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).

Cost center accounting	x
Cost center account	ing
Period	Calculation options Consider / calculate losses Preparation flat rate V
Breakdown Patient Display individual medications: Itemized	Add sales tax/VAT Cap mg/mL (ignore overfill)
Limitation Patient V Patient Deceased Blocked Preparation site: TRAIN U Display vehicle Display empty containers Display medical services	Medication filter Main medications Co-medications Infusion solutions TPN medications Prepared and dispensed v
Display pharmaceutical services and products Display preparation flat rates saved for medications	Column options Image / mL Image
	♥ Pieces ♥ Display numbers ♥ Costs ♥ Display case numbers □ Loss in separate column ♥ Display UIDs □ Line total ♥ Display SSN
Printer: Client/LAPESP12467#/HP Color LaserJet 3600 Export as HTML Export as CSV	Preview Print Close

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. Other versions of Excel may have a more user-friendly function to import data from a CSV file, for example, Excel via Microsoft Office 365 has an option to import data "From Text/CSV."

- 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)

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

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

	A	D	L. L	U	C	F
	Patient	Pat. #	Designation	Active ingredient of the product	Consumption	Consumption (Unit)
	AGOSTO BETH d.o.b. 28/02/2020	99999000004	Fluorouracil 50 mg/mL Accord Solution for injection/infusion 5000mg	Fluorouracil	4212.89	mg
	AGOSTO BETH d.o.b. 28/02/2020	99999000004	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 100mg	Oxaliplatin	144.41	mg
	GRANTHAM RITA d.o.b. 31/01/1962	12656000243	DOCEtaxel 20ml/mL Accord Concentrate for solution for infusion 80mg	DOCEtaxel	80	mg
	LEPORE ELISHA d.o.b. 10/05/1990	12640000034	PACLitaxel 6mg/ml Accord Concentrate for solution for infusion 100mg	PACLitaxel	99.25	mg
	QURESHI MARY d.o.b. 15/04/1953	99999000003	Fluorouracil 50 mg/mL Accord Solution for injection/infusion 5000mg	Fluorouracil	10500	mg
	QURESHI MARY d.o.b. 15/04/1953	99999000003	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 100mg	Oxaliplatin	130	mg
	QURESHI MARY d.o.b. 15/04/1953	99999000003	Etoposide 20 mg/mL Fresenius Kabi Concentrate for solution for infusion 200mg	Etoposide	80	mg
	QURESHI MARY d.o.b. 15/04/1953	99999000003	Avastin 25mg/mL Concentrate for solution for infusion 100mg	Bevacizumab	200	mg
)	QURESHI MARY d.o.b. 15/04/1953	99999000003	Avastin 25mg/mL Concentrate for solution for infusion 400mg	Bevacizumab	400	mg
1	QURESHI MARY d.o.b. 15/04/1953	99999000003	Carmustine 3.3 mg/mL Tillomed Powder for solution for infusion 100mg	Carmustine	495	mg

Figure 5: Sample Cost Centre Accounting Report from Training Environment in Excel (step 4)

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 patien	t search an	d patient	registration	fields
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ODMS field	Available in NCIS Cost Centre	Equivalent field in NCIS Cost Centre
	Accounting Report	Accounting Report
Identification number (e.g.	Yes	Possible to include SSN (social security
PPSN*, DPS number,		number) on cost centre accounting report by
Medical Card number,		selecting Display SSN. The SSN field can be
Doctor Visitor Card number)		completed in the Patient Data tab in
		NCIS.Med
Surname*	Yes	Under breakdown section of Cost Centre
		Accounting report, choose Patient 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	Note: Cost Centre Accounting reports can only be generated for the preparation sites which are assigned to the user account The hospital acronym will appear in CSV exports where the place of delivery or units are included e.g. patient filter chosen under breakdown
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	Equivalent field in NCIS Cost Centre
	Accounting Report	Accounting Report
Hospital	Yes	Note: Cost Centre Accounting reports can
		only be generated for the preparation sites
		which are assigned to the user account
		The hospital acronym will appear in CSV
		exports where the place of delivery or units
		are included e.g. patient filter chosen under
		breakdown
Dispensed date*	Yes	Choose Dispense date/preparation date
Form Number	No	N/A
Claim total (populated by	No	N/A
ODMS)		
Claim status (populated by	N/A	N/A
ODMS)		
Drug (by brand name)*	Yes	Article
Quantity*	Yes	Consumption piece(s)
Total price (populated by	N/A	N/A
ODMS)		
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	x
Cost center account	ing
Period Period Date of administration Period: Last month (from 01/12/2021 to 31/12/2021) Paralelaure	Calculation options Consider / calculate losses Preparation flat rate
Patient V Display individual medications: Itemized Limitation	Add sales tax/VAT Cap mg/mL (ignore overfill)
Patient Patient: Preparation site: TRAIN Display vehicle Display empty containers Display medical services Display pharmaceutical services and products Display preparation flat rates saved for medications	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 Export as CSV	Preview Print Close

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

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	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.

Section	Description	Options
Period	Determines a selected period which is	Dispense date/Preparation date
	based on the date of administration or the	Date of administration
	date of preparation	
Breakdown	Determines criteria that medications will	Centre/unit
	be grouped by, and gives display options	Patient
	for individual medications	Article
		Diagnosis
		Active ingredient/Article/ Patient
		Unit/Patient/date
		Display options for individual medications:
		None
		• List
		Itemised
Limitation	The limitation filters which appear depend	Limitation options (depending on option
	on the option chosen under the	chosen in breakdown section):
	breakdown section. It is then possible to	• Unit
	restrict the data generated by the report	Centre
	certain parameters e.g. patient, diagnosis,	Patient
	cost centre.	Diagnosis
		Product
		Dosage form
		Strength
		Active ingredient
		Infusion solution
		Empty container
Preparation	The report can only be generated for the	The report will default to the user's
site	preparation sites which are assigned to	preparation site
	the user account	
Display options	A number of tick boxes are available	Display vehicle
	which facilitate inclusion of specific data	• Display empty containers (e.g. empty
	in the Cost Centre Accounting Report	infusors used when preparing in-house)
	generated	• Display medical services (Currently not in
		use in NCIS)
		• Display pharmaceutical services and
		products (e.g. NCCP Capacity bands,
		miscellaneous ACU consumables such as
		filters, stabilisers etc.)
		Display preparation flat rates saved for
		medications (Currently not in use in NCIS)
Calculation	A number of calculation options are	Consider/calculate losses
options	possible here	Preparation flat rate
		Add sales tax/VAT

Table 1: Cost Centre Accounting Report fields

	 Note: preparation flat rate currently not in use. 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 	Cap mg/mL (ignore overfill)
Medication filter	This filter allows the report to be customised depending on the information required	 Main medications Co-medications Infusion solutions TPN medications Filter to choose between Prepared and dispensed medications Only prepared medications Only dispensed medications
Column options	Several options are available depending on data required for report	 mg/mL Pieces Costs Loss in separate column Line total Display manufacturer Share of total consumption Display numbers Display case numbers Display UIDs Drop down filter with lot number and invoice display options Display SSN (Currently not populated by interface in NCIS but may be completed in Patient Data Tab in NCIS.Med)