



NCIS GUIDE

Creating, Sharing and Transferring a Tumour Case

1. Background

The National Cancer Information System provides a longitudinal record of a patient's cancer care delivered in hospitals involved in the NCIS project.

Each patient's NCIS record is managed using Tumour Cases. These are created in NCIS.Chart and contain all information, progress and treatment associated with a single cancer diagnosis in a patient's NCIS record. If the patient has another cancer diagnosed a separate Tumour Case must be created.

For a summary of how NCIS organises a patient's NCIS record and the relationship between Tumour Cases, Therapy Forms and Therapy Plans refer to the NCIS Patient and Case Overview Guide (NCISTRAIN10).

This guide explains how to create a new tumour case, therapy form and therapy plan for a patient and then how to share or transfer an existing case with other hospitals.

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

2. Creating a Tumour Case

In the My Workspace screen of NCIS.Chart click Search/Add case

r/documentar	Online: doctor/ Doc 1							7.CancerCenter H Galway
06	888					e Calendar	lists Follow-up car	Workspace Wee
	[Help]	IS med	NC			ents	case ist of HIS patie	ients lis Search/Ad
			ries	My work lis			ases	y last edited tumour
		Subject	me	Date		Tumour	Primary diagn. date	CIS Name
Ø	COWBOY, JOHN (1 ts:	Subject Patient: (Commen	me COWBOY, JOHN	Date 04.10.2019	^	Tumour	Primary diagn. date	Dis Name
<u>_</u>	COWBOY, JOHN (1 ts:	Subject Patient: Commen	me COWBOY, JOHN	Date 04.10.2019	^	Tumour	Primary diagn. date	CIS Name
J	COWBOY, JOHN (1 ts:	Subject Patient: (Commen	me COWBOY, JOHN	Date 04.10.2019	~~~~	Tumour	Primary diagn. date	o entries found.
	COWBOY, JOHN (1 ts:	Subject Patient: Commen	me COWBOY, JOHN	Date 04.10.2019	^	Tumour	Primary diagn. date	CIS Name

Search for the patient. **Note:** this will search patients registered on the National Master Patient Index (MPI). It will be possible for you to view all patients that have a PAS record in the hospital(s) to which you have permission to access. Given the large number of patients in the MPI it is recommended to search using Last Name, First Name and Date of Birth.

Search/Add pa	tient									
Please enter last name, first name or date of birth										
Surname		flourine	×							
First name		mary								
Date of Birth		15.08.1976								
Health insurance nu	umber									
or use a Hospital	ID									
Hospital ID										
Search Emerg	gency acces	SS								
The following patie	nts were f	found								
NCIS ID Hospital ID	Name		Date of birth gender	Address	Hospital					
GM1234675 (GUH)	MRS FLU	DRINE, MARY	15.08.1976 (f)	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY TEST DUBLIN ROAD DUBLIN	MPI					

The search will return all patients in the MPI that match the search criteria entered.

- If the patient has no current Tumour Case the Hospital will be listed as MPI
- The Patient ID for the hospital to which you are signed into will be shown
- If the patient already has an existing Tumour Case, that tumour case will be displayed, the name of the hospital and an NCIS ID will be also be displayed
 - The NCIS ID is a 11 digit number that is unique to each NCIS patient and is generated when a Tumour Case is first created

Click on the patient you wish to create a tumour case for. The following box will appear that gives the option of adding a date of initial diagnosis, the diagnosis and the hospital to which you wish to add the case.

Note: It is not mandatory to add a diagnosis or date at this point, however to maximise the functionality available it is recommended to do so where possible. If not entered at this point it is recommended to enter the diagnosis in the Tumour Case as soon as it becomes available/agreed.

Click "New case"

Da	Add a new Document									
1	Surname	UORINE, MARY (15.08.1976)								
	Date of initial diagnosis									
	Diagnosis	*								
	Hospital	UH Galway 🔽								
		New case Close								
1										

The following screen will now show. Information from the local PAS system will populate in this screen and should be confirmed before continuing. It is also possible at this point to add a photo of the patient by clicking the "Choose File" button in the "Picture of Patient" section. Once complete click "Save" at the bottom of the screen.

Personal informati	ion		
Title MR Surname Ful First name MA Surname at birth Date of Birth 15. Gender fen Marital status ma Hospital ID Ethnicity	25 UORINE RY 08.1976 Ell nale V irried S 517958	× Postal address Eircode County Telephone Telephone (business Telephone (mobile) E-mail address	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY Galway City 001 47808 0 00881247996
† Health insuranc	ė		
Individual Health Ident Health insurance numb Insurance group	ifier er		
1 Picture of patier	nt		
Upload file	Choose File	No file chosen	

The patients new Tumour Case will now be visible.

c37.CancerCenter UH Galway General info Diagn	ostics Confer	ence Assessment	Therapy	Patient D.O.B. NCIS ID Hospital ID Communication	MRS FLUORINE, MARY 15.08.1976 (48) 12638000070 GM1234675 (GUH) P Follow-up Clinics	
Personal info Tumou	case Clinical	history		Facility:		×
						Edit
Basic data						
Referring physician Primary consultant						
Family doctor/Specialist Comorbidities						
1 Primary diagnosi	s				60 chars remaining	
Date of initial diagnosis Primary diagnosis	01.04.2020 C20 Suspicion of Free text [+	Malignant neopl / -]	asm of rectu	m		
Colorectal cancer						
Tumour type				*		
Localisation						
Tumour biology				~		
Diagnosis confirmation				¥ (on	
Occupational cancer	⊖yes ⊖no	O not specified				

Note: There are multiple fields in the Tumour Case form, some specific to the diagnosis entered. No fields are mandatory, but information entered here may be useful for MDMs and case reporting.

3. Entering Height and Weight

Click on the Assessment Tab, then Choose Height and weight from the 'Add' drop-down menu.

с37.0 UH	^{ancerCent} Galwa	er Y			
Gene	eral info	Diagnostics	Conference	Assessment	Therapy
Add:	Please Height ar	choose nd weight	Document uple	oad	

Enter the patient's height and weight, change the drop-down at the bottom of the page to signed, then click save.

Note:

- Height and weight do not need to be entered immediately however it is recommended to enter an initial height and weight before creating the patient's Therapy Form and Therapy Plan
- Further information may be entered in the height and weight form such as the user who checked and verified the height and weight. These fields are not mandatory and can be used if required by local processes.
- It is essential to SIGN and SAVE the form to ensure the height and weight are populated in the Therapy Form and in NCIS.Med

Height and weight	
Date Medical personnel Height Weight Checked and verified by	24.02.2025 IIII cm kg i *
Upload documents:	
No documents!	
Choose File No file chosen	
in progress signed	
in progress ♥ i Save Delete	Back Save and add to worklist Delete case

4. Creating a Therapy Form

Therapy Forms are created within a Tumour Case and each represents a line or type of SACT treatment. There may be multiple Therapy Forms within the same Tumour Case.

Click on the Therapy Tab and choose "Therapy (NCIS med)" from the 'Add' drop-down list.

Gener	ral info Diagnostics Conference	Assess	ment	Therapy	Communication	Follow-up	Clinics
Add:	Please choose	~	Do	cument uplo	oad Results from I	nterface	
	Please choose						
FORM F	*Therapy (NCIS med)				~		

The new Therapy Form appears:

- The height and weight and diagnosis have been populated from the Height and Weight Form and the **Tumour Case respectively**
- The Decision to treat date¹ is automatically populated with the date of Therapy Form creation but this can be changed as appropriate
- The Ready to Treat Date² will automatically populated when the patient is planned for SACT in NCIS.Med
- Fields highlighted red are not mandatory but are recommended •

Associated disease	Tumour Case Diagnosis: C20 from 01.04.2020 🗸							
Therapy (NCIS me	d), Therapy line				NCIS m			
Decision to treat Date	Therapy type 24.02.2025		Therapy type Therapy line 24.02.2025 Consent Form Completed					
Ready to treat Date Working days between Date - Start of treatme	Ready to treat		Conser	completed	yes no			
Diagnosis	C20 Malignant neoplasm of r	ectum						
Diagnosis date	01.04.2020							
Performance Status	O ECOG O Lansk	y score O Karno	ofsky score					
Height and Weight Assessment Date	21.05.2020							
	Height	66 cm	Weight	66 kg				
	BSA Dubois	0.89 m²	BMI	151.5				
Therapy Plan from N	CIS med [+ / -]			2 				
Therapy intent	Cur	ative 🔿 Disease	-control O	Palliative				
in progress ♥ i	Save Print Delete B	Back Save and	add to worklist	Delete case				

Click the NCIS Med button to Transition to NCIS.Med and create a Therapy Plan

¹ The date on which it was decided that the patient required a specific planned SACT treatment. This is the date that the consultation between the patient and the Medical Oncologist/Haematologist clinician took place and a planned SACT treatment was agreed and consented by the patient

² The date on which it was agreed that the patient is deemed fit to receive a specific planned SACT Treatment. The date Ready to Treat must be specified by the treating Medical Oncologist/Haematologist

5. Creating a Therapy Plan

Each Therapy Form is linked with a Therapy Plan in NCIS.Med. The Therapy Plan is like the prescription for a given regimen or line of treatment and governs: prescribing, verification, preparation/dispensing and administration.

When you transition in patient context (as we did in the previous step) from the Therapy Form to the Therapy Plan in NCIS.Med the linkage will be established and information will move between them.

After clicking NCIS.Med in the patients Therapy Form the NCIS.Med application will launch in the patients record and the Add Therapy Plan window will appear.

😳 BD Cato"	* 2.46.08.24 • DB 12508 •	cato_test	New therapy play	an											EN En	glish (Irela	ind) 🧕	Help		ΞX
5 🍙	ට 🚔 🚯 🌡	L Therapy		New therapy plan														\$	i	i CE
Mrs. Fl	LUORINE MARY	• d.o.b. 1	Patient:	LUORINE MA	RY 1976-08	3-15					⇒	D	.o.b.: 15,	/08/1976	Ŵ	B				$\uparrow \times$
	Today	Therapies	Patient no.: 1	12638000070							⇒	Soc.Sec.#:	,	Ţ.						
			Unit:	(All units)							⇒	Decease	ed	Blocked						
			Create the	Create therapy plan from regimen Preview Show filter																
			Regimen:										_	Û						
				Г	Only dis	splay regim	nens with	th suitabl	ole diagno	isis Only	diagnos	es with the s	tatus: Ad	tive 👻						
			UID:		1									0						
			Start:	<u></u>																
			Place of delivery: ① ① Cost center: ① ①																	
													Г	Round dose						
													🖋 Save	样 Cancel	///					

It is now possible to:

- Select a regimen for the patient from the NCIS Regimen Library (based on NCCP National Regimens)
- Filter available regimens by diagnosis by selecting the check box
- Complete the planned start date for treatment (this is the date that will populate the Ready to Treat Date in the Therapy Form)
- Complete the Place of Delivery (ward or day centre where treatment will be given) and Cost Centre (Primary Consultant)

NOTE: It is strongly advised to complete the Place of Delivery and Cost Centre at this point, not completing these fields effect the ability to postpone cycles and modify doses. They must be completed cycle by cycle if not completed at this point.

Create	therapy plan from regimen	Preview Show filter
Regimen:	Bleomycin, Etoposide and CISplatin (BEP)	Û
	Only display regimens with suitable diagnosis Only diagnoses with the	status: Active 👻
UID:	00300	Û
Start:	02/04/2020 = corresponds to day 1 in the regimen	
Cycles	04/2020: Cycle 1 Bleomycin, Etoposide and CISplatin Repeat: 2 times	Interval: 21 Days
Place of de	elivery: GUH - Oncology Haematology Day Ward □ Cost center: GUH - Dr.	
		Round dose
		Save K Cancel

Once all fields are completed, click Save and the patient's Therapy will be planned. Further details on how to manage treatment in NCIS.Med are available in the BD CATO Manuals and other relevant NCIS Training Guides.

Mr. Kale Pete • d	.o.b. 20 Sep 1988		,⊂ ⊕	🛍 💾 🛞	ه	\downarrow	\uparrow			
Therapy plans	Compact	List	Complete		Patient data	Medical results	Diagnoses		Cumu	I. doses
29 Dec 2022 - 02 Mar 2 Pembrolizuma	⁰²³ b 200mg Monot	herapy v	ersion 1 • Therapy plan number: 1073					8	ŧ	*
Cycles: 4 • Days: 64	RSEMENT STATUS									> >
29 Dec 2022 - 29 De Cycle 1 Per	« 2022 mbrolizumab 1 D	ay							\oplus	⊗
Interval: 21	days after Cycle 1 Pemb	rolizumab								
19 Jan 2023 - 19 Jan Cycle 2 Pe i	n <mark>2023</mark> mbrolizumab 1 D	ay							\oplus	⊗
Interval: 21	days after Cycle 2 Pemb	rolizumab								
09 Feb 2023 - 09 Feb Cycle 3 Per	nbrolizumab 1 D	ay							Ð	≈
Interval: 21	days after Cycle 3 Pemb	rolizumab								
02 Mar 2023 - 02 M Cycle 4 Per	ar 2023 mbrolizumab 1 D	ay							\oplus	⊗
SUPPORT Take hom	TVE CARE: the prescriptions are to b	e handwritte	en as an interim measure until system devel	lopment is complete.						^

6. Sharing a Tumour Case

Shared Care, as defined in NCIS, is when a patient's tumour case is accessed from a second hospital, but the tumour case remains in the original hospital. For example, when a patient's main treatment is to remain in the original hospital and a second hospital is giving part of the treatment.

The case is accessed through NCIS.Chart and the facility of the Tumour Form is changed to ensure the correct local patient ID is shown in NCIS.Med. The receiving hospital needs to accept the shared care patient by completing the following steps.

In this example, a tumour case residing in Hospital SLH is going to be shared with Hospital UH Galway. Hospital UH Galway user logs in to NCIS.Chart. The user clicks Search/Add case and types in the patient's Surname, First Name and Date of Birth.

UH Galway				
My Workspace Work	lists	Follow-up care Calendar		
Patients list Search/	Add c	ase List of HIS patients		
Search/Add patient				
Please enter last nam	e, firs	t name or date of birth		
Surname	(preston		
First name		zach		
Date of Birth		15.08.1976		
Health insurance numbe	r			
or use a Hospital ID				
Hospital ID				
		1		
Search Emergency	2000			
Lineigency	acces	55		

The following patients were found

Hospital ID	Name	gender	Address	Hospital
12655000055 P GM1234612 (GUH)	PRESTON, ZACH	15.08.1976 (m)	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY TEST DUBLIN ROAD DUBLIN	St. Luke's Dublin

The search will return all patients in the MPI that match the search criteria entered, provided the patient has a PAS record in the hospital you are signed in to.

- As this patient has a current Tumour Case the hospital is listed as the location of this tumour case (St Lukes Dublin)
- The Patient ID for the hospital you are signed into will be shown (note: this patient has a PAS entry in Hospital UH Galway)
- The NCIS ID (12655000055) is also shown as the patient has an NCIS Record

Click on the patient you wish to view and the following box will appear. The details of the already existing Tumour Case are visible, you can either open this case or create a new Tumour Case for the patient. In this example as we are sharing care, we click Open Case.

Patient PRESTON, ZACH *15.08.1976 (m)not specified							
Diagnosis date	Client/Diagnosis	Staging	Action				
17.09.2019 St. Luke's Dublin C44.0 Malignant neoplasm of skin of lip			Open case				
		Close	New case				

The patients Tumour Case now opens. **Note:** the orange background around the case signifies that the case is in a different hospital. It is now possible for the user to interact with the tumour case in NCIS.Chart

127 Association St. Luke's Dublin General Info Personal Info Temperature Conference Assessment Therapy Co	Pelaet PRESTON, ZACH D.O.B. 15.05.1976 (43) MCS ID Jacobsousson Hougeal ID 512408 (504) ⊕ mmunication Follew up Clinics	Contract declar/decument
Basic data	3	Disgnests: C44.0 (17.05.2015) Halignest neoplasm of skin of 5p
Referring physican Primary consultant Primary consu		30.09.2019 Therapy (NCIS med 09.10.2019 Therapy (NCIS med Vital status: Potent alve 30.09.2019 (height and weight)
Comunitations		Assessment: Baseline(+) Assessment: Extravasation(+) Biopsy(+) Clinical history Clinical history
Primary diagnosis (7.09.2019) Primary diagnosis (24.0) Disspicion of	•	CTCAE Record CTCAE Record Curtent medications(+) CVAD Record Diagnostic Imaging Diatness: Thermameter

To work with the patient's Therapy Plan in NCIS.Med click on the Therapy Tab and the Therapy form will open. If the patient has multiple Therapy Forms, click on the one you wish to work with.

Call Charge Conternation Conference Assessment Therapy Content of the Conference Assessment Interapy Content of the Content of		Patient PRESTON, ZACH D.O.B. 15.08.1976 (43) NCS ID 1265500055 Hospital ID 512406 (SLH) nmunication Epllew-up Clinics		Chine: doctor/documentary Doc 1	
Date 👓 29.10.19	PDF	Name Therapy (NCIS mod) Therapy line 1 85A: 1.83 m ¹ , 8HI: 22.2	Disease Initial disease C44.0 17.09.2019	Status Event in progress	Diagnosis: C44.0 (17.09.2019) Malignant neoplasm of skin of lip 30.09.2019 Height and weight 30.09.2019 Therapy (NCIS med) 09.10.2019 Therapy (NCIS med) Vital status: Patient alive 30.09.2019 (Height and weight)
		Cycle 1 insutume (toading dose) DOCEtaxel CARBOplatin (TCH: 08.10.2019 - 10.10.2019 Dexamethasone Cycle 2 TC: 29.10.2019 - 31.10.2019 Dexamethasone Cycle 3 TC: 19.11.2019 - 21.11.2019 Dexamethasone Cycle 5 TC: 31.12.2019 - 02.01.2020 Dexamethasone Cycle 6 TC: 21.01.22019 - 12.12.2019 Dexamethasone Cycle 6 TC: 21.01.2020 - 23.01.2020 Dexamethasone Cycle 7 Trasturuma: 12.02.2020 - 12.02.2020 Trasturumab Cycle 3 Trasturuma: 50.03.2020 - Cycle 3 Trasturuma: 50.03.2020 - Cycle 1 Trasturuma: 50.03.2020 - 15.04.2020 Trasturumab Cycle 1 Trasturuma: 50.04.2020 - 15.04.2020 Trasturumab Cycle 1 Trasturuma: 50.05.2020 - 06.05.2020 Trasturumab			Assessment: Baseline(+) Assessment: Extravasation(+) Biopsy(+) Clinical history Conference CTCAE Record Current medications(+) CVAD Record Diagnostic Imaging Distress Thermometer Education Record Extravasation follow-up Fertility assessment General Examination Height and weight

If it is the first time this Therapy is to be managed in NCIS.Med, it is necessary to share the Therapy Form with the receiving facility.

Note: To prevent a receiving hospital being unaware that a patient is to be shared with them for the purposes of treatment this step must be completed by a user in the receiving hospital.

In the patients Therapy Form click edit then change the Facility drop-down to the receiving hospital – in this case University Hospital Galway

c37.CancerCenter St. Luke's Dublin General info Diagnostics C Add: Please choose V	onference Assessment Th	Patient Pl D.O.B. 11 NCIS ID 12 Hospital ID S Communication Facility:	RESTON, ZACH 5.08.1976 (43) 2655000055 512406 (SLH) — please select — University Hospital Galway <u>St. Luke's Hospital, Rathgar Dublin</u>	Online: doctor/documentary Doc 1
Associated disease	Initial disease: C44.0 fro	m 17.09.2019 🔽		<< >>
Therapy (NCIS med), Thera	py line 1	Therapy-ID (NCIS	6 med): 410 NCIS med	Malignant neoplasm of skin of lip 30.09.2019 Height and weight
Decision to treat Date	Therapy type 07.10.2019 00.40.2014	Therapy line	1 O yes O no	30.09.2019 Therapy (NCIS med) 09.10.2019 Therapy (NCIS med) Vital status: Patient alive 30.09.2019 (Height and weight)
Diagnosis	C44.0 Malignant neo	plasm of skin of lip		Assessment: Baseline(+) Assessment: Extravasation(+)

Click Yes when asked if you wish to change the place of treatment

2	07.10.2019 🔠 🔍		0	Vital Status:
1	Note			×
I	Would you like to change the place of treatment?			nt
				sti
				ie
				Yes No 01
	BSA 1.83 m ² BMI 2	22.2		Distress The

Click Save

Therapy (NCIS med), Therapy li	ne		NCIS med
	Therapy type	Therapy line 🗸	1
Decision to treat Date	14.03.2023	Consent Form Completed	
Ready to treat Date		consent ronn completed	yes the
Working days between Ready to treat Date - Start of treatment			
Diagnosis	C20 Malignant neoplasm of rectum		
Diagnosis date	01.12.2020		
Height and Weight Assessment Date			
Performance Status	\bigcirc ECOG \bigcirc Lansky score	○ Karnofsky score	i
	Height cm	n Weight kg	
	BSA Dubois m	BMI	
Therapy Plan from NCIS med [+ / -	-]]
			//
Therapy intent	Curative Curative	O Disease-control O Palliative	
Specify therapy intent			
Therapy setting	O Neo-adjuvant O Adjuv Not specified	ant O Definitive O Intraoperative	O Maintenance O
Start date	Access:	~	
n progress 🗙 🔰 i 🛛 Save 🕨 Print 🛛 Ba	ck		

There will be a short delay after clicking save before returning to the below screen (this is to allow NCIS.Chart to send a message to NCIS.Med to share the patients NCIS.Med record with users from the receiving hospital.

Once the below screen is visible it is now possible for any UH Galway user to access the patients record in NCIS.Med, either by transitioning in patient context through the Therapy Form or out of patient context from the "my workspace" page.

c37.CancerCenter St. Luke's Du General info Diag Add: Please cho	I blin gnostics Conference Assessment Therapy Co pse 🔽 Document upload Results from Interfa	Patient PRESTON D.O.B. 15.08.197 NCIS ID 12655000 Hospital ID S12406 (s mmunication	, ZACH 6 (43) 055 SLH) (1)
Form fil	rer No filter		
Date 🔻 PDF	Name	Disease	Status Event
09.10.19	Therapy (NCIS med) Therapy line 1 Height: 175 cm, Weight: 68 kg, BSA: 1.83 m ² , BMI: 22.2	Initial disease C44.0 17.09.2019	in progress

Note that when accessing the patient in NCIS.Med as a UH Galway user, the UH Galway Patient ID is visible (for users working with the Therapy Plan in SLH the SLH ID will be shown).

V					BD Cato - 2.50.00.24 • DB 12907 • Cato_test • MCGI
ち 🏠 🔿 🚔 🚺 💄 🛛 Master data	Reference data	Therapy Preparations	Reports	Tools	Administration
Mr. PRESTON ZACH • d.o.b. 15 Aug	1976 46.6 Years • Pat	t. no.: GM1234612 • SLH - SL	H Ward		
Therapy plans 3 Compact	List Co	omplete			
23 Dec 2020 - 03 Mar 2021 Bevacizumab 10mg/kg - 14 days	Version 1 • Therapy pla	n number: 672			
Cycles: 6 • Days: 71					
PT 1 1 1 10 11					

When working with individual medications or cycles the receiving hospital will need to change the place of delivery and cost centre to their own wards and Consultants. Again, this can only be done by the receiving hospital to prevent a sending hospital sharing a case accidentally or without the receiving hospitals knowledge.

I	🍪 Set place of delivery 🗙
e	Set place of delivery
	Place of delivery: GUH - Oncology Haematology Day Ward
	✓ OK ¥ Cancel

NOTE: If both cost centre and place of delivery are not changed to local values then the medication will not be shown on the receiving hospitals medication list.

Transitioning in a Shared Therapy Form

It is important to note the Facility associated with the Therapy Form when transitioning in Patient Context as this will determine the Local ID that is visible for the patient.

In the case below the user is a UH Galway user but the Therapy Form is associated with the facility St Lukes Hospital.

c37.CancerCenter UH Galway General info Diagnostics Confer	ence Assessment Therapy	Patient D.O.B. NCIS ID Hospital ID Communicatior	PRESTON, ZACH 15.08.1976 (43) 12655000055 GM1234612 (GUH)	6
Add: Please choose 🗸		Facilit	y: St. Luke's Hospita	l, Rathgar Dublin 🗸
Associated disease	Initial disease: C44.0 from 17.09.2	019 🗸		_
				Edit
Therapy (NCIS med), Therapy lin	e 1	Therapy-ID (NO	IS med): 410	NCIS med

If transitioning in patient context from the therapy form the patients Local ID will show as St Lukes rather than Galway.

The patient's assigned hospital will also show as "SLH-SLH Ward", this indicates that the last hospital assigned to the patient was SLH.

Mr. PRESTON ZACH • d.o.b. 15 Aug 1976 43.7 Years • Patient no.: S12406 • SLH - SLH Ward

The list of Unit Assignments in the Patient Data Tab shows all the hospitals that the patient has been assigned. The unit assignments are used to determine which users can access this patient record and do not reflect the present location of the patient or where their SACT is to be delivered. Delivery location should be managed using Place of Delivery as described above.

List of unit assignments

From	Until	Unit
06/04/2020 13:33		SLH - SLH Ward
02/04/2020 15:53	06/04/2020 13:32	GUH - GUH Ward

Note: The Local ID shown when transitioning out of patient context will always be the ID that relates to the user. I.E. for UH Galway users the Galway ID will show, for SLH users the SLH ID will show.

7. Transferring a Tumour Case

Transfer of care is when a patient's tumour case is transferred to a second hospital as they are taking over the patient cancer care. For example, a patient is discussed at MDM in one hospital and then moved to another for treatment, or a patient starts treatment in one hospital but then moves to another.

The case is transferred using Chart by the receiving hospital pulling the case across. There must be local governance arrangements in place to ensure cases are only transferred with agreement from both hospitals.

NOTE: The case transfer process can only be undertaken by a user with Case Manager or Administrator permissions.

In this example a tumour case residing in Hospital SLH is going to be transferred to Hospital UH Galway. The Hospital UH Galway case-manager user logs in to NCIS.Chart, they then click Search/Add case and type in the patients Surname, First Name and Date of Birth.

UH Galway					
My Workspace Work lists	Follow-up care Calenda	ar			(
Patients list Search/Add c	ase List of HIS patients				- ji
Search/Add patient					
Please enter last name, firs	t name or date of birth				
Surname 🕕	preston				
First name	zach				
Date of Birth	15.08.1976				
Health insurance number					
or use a Hospital ID					
Hospital ID					
Search Emergency acces	ound				
NCIS ID Name Hospital ID		Date of birth gender	Address	Hospital	
12655000055 GM1234612 (GUH) PRESTON,	, ZACH	15.08.1976 (m)	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY TEST DUBLIN ROAD DUBLIN	St. Luke's Dublin	

The search will return all patients in the MPI that match the search criteria entered, provided the patient has a PAS record in the hospital you are signed in to.

- As this patient has a current Tumour Case, the hospital is listed as the location of this tumour case (St Lukes Dublin)
- The Hospital ID for the hospital you are signed into will be shown
- The NCIS ID (12655000055) is also shown as the patient has an NCIS Record

Click on the patient you wish to view and the following box will appear. The details of the already existing Tumour Case are visible, you can either open this case or create a new Tumour Case for the patient. In this example as we are transferring care, we click Open Case.

Patient PRE	STON, ZACH *15.08.1976 (m)not speci	ified	×
Diagnosis date	Client/Diagnosis	Staging	Action
17.09.2019	St. Luke's Dublin C44.0 Malignant neoplasm of skin of lip		Open case
3		Close	O New case

The patients Tumour Case now opens. **Note:** the orange background signifies that the case is in a different hospital. It is now possible for the user to interact with the tumour case in NCIS.Chart

c37.CancerCenter Patient St. Luke's Dublin D.0.8. NCIS ID General Info Diagnostics Conference Assessment Therapy Communicat Personal Info Tumour case Clinical history	PRESTON, ZACH 15.08.1976 (43) 12655000055 ID 512406 (SLH) (1) on	Online: doctor/documentary Doc 1
Basic data Referring physician	Edit	>> Diagnosis: C44.0 (17.09.2019) Malignant neoplasm of skin of lip 30.09.2019 Height and weight 30.09.2019 Therapy (NCIS med) 09.10.2019 Therapy (NCIS med)
Primary consultant		Vital status: Patient alive 30.09.2019 (Height and weight) Assessment: Baseline(+) Assessment: Extravasation(+) Biopsy(+)
Primary diagnosis Primary diagnosis Primary diagnosis C44.0 Suspicion of		Clinical history Conference CTCAE Record Current medications(+) CVAD Record Diagnostic Imaging Distress Thermometer Education Record

Click Edit on the Tumour Case and then click "Transfer to other client"

General info Diagn	ostics Conference Assessment Therapy Communication Follow-up Clinics
Personal info Tumour	r case Clinical history Cato 🏹 Facility: 🗸 🗸
Basic data	
Referring physician	
Primary consultant	
	Add additional consultant
Family doctor/Specialist	i *
Comorbidities	
	* 60 chars remaining +
ta	
Primary diagnosi	S
Date of initial diagnosis Primary diagnosis	19.09.2019
rinnary alagnosis	
	Free text [+ / -]
Skin cancer	
Tumour type	✓ i
Localisation	
Localisation - side	└────────────────────────────────────
Tumour biology	
✓ i Sav	ve Print Back Save and add to worklist Delete case Transfer to other client Clipboard

Select the receiving hospital from the drop-down list and enter a reason for the transfer. Click "Transfer to other client".

Transfer to o	ther client	(X)	4
To transfer a ca record a reason automatically t	ancer case to another facility please select the hospital below a n for transfer. When you click transfer, this case will be ransferred to the selected hospital.	and	
Please note that available in the	at presettings of exports may not be transferred if they are not e new organizational center.	t	
Choose receiving hospital	UH Galway Client Short 🗸		
Reason for transfer	other 🗸		
Comments	Transferring Hospitals		
	Transfer to other client Can	cel	

Now the orange background has gone and the hospital name has changed to UH Galway signifying that the case has been transferred.

It is now possible for any UH Galway user to access the patients record in NCIS.Med. Either by transitioning in patient context through the Therapy Form or out of patient context.

c37.CancerCenter Patient PRESTON, ZACH UH Galway D.o.8, 15.08.1976 (43)	Online: casemanager NCIS_Test_Nurse2
NCLS ID 12655000055 Hospital ID GM1234612 (GUH) () General info Diagnostics Conference Assessment Therapy Communication	88606
Personal info Tumour case Clinical history	Help NCIS
	Edit
Basic data	Malignant neoplasm of skin of lip 30.09.2019 Height and weight
Referring physician	30.09.2019 Therapy (NCIS med) 09.10.2019 Therapy (NCIS med) Vital status: Patient alive
Primary consultant	09.10.2019 (Therapy (NCIS med))

When a case has been transferred the details are recorded in the communications tab:

c37.CancerCenter UH Galway Client Short	Patient D.O.B. NCIS ID Hospital ID	PRESTON, ZACH 15.08.1976 (46) 12655000055 GM1234612 (GUH)
General info Diagnostics Conference Assessment Therapy C	Communication	
Add: Please choose V Document upload		

Date 🔻	PDF	Name	Disease	Status	Event
13.03.2023		Change facility from: St Luke's Dublin to: UH Galway Client Short; Reason: other; by: NURSE, TEST			î,

Now when accessing the patient in NCIS.Med the UH Galway Patient ID is visible.

Mr. PRESTON ZACH + d.o.b. 15 Aug 1976 43.7 Y at - Patient no.: GM1234612 + GUH - GUH Ward	,⊂ ⊕	<u></u>			$\uparrow \times$
Today Therapies Compact Comolete Patient data Medical results Diagnoses	Cumul. doses				
08 Oct 2019 - 30 Sep DOCEtaxel, CARBOplatin and Trastuzumab (TCH) - 21 days Version 4 • Therapy plan number: 410		B	Ŧ	~	
Cycles: 18 • Days: 359				\sim	
				\sim	-

When working with individual medications or cycles the receiving hospital will need to change the place of delivery and cost centre to their own. Again, this can only be done by the receiving hospital to prevent a sending hospital modifying a case accidentally or without the receiving hospitals knowledge.

	🍪 Set place of delivery 🛛 🗙
e	Set place of delivery
	Place of delivery: GUH - Oncology Haematology Day Ward
	✓ OK K Cancel

NOTE: If both cost centre and place of delivery are not changed to local values then the medication will not show on the receiving hospitals medication list.