

NCIS GUIDE

HIS Matching in NCIS

1 Background

NCIS is the National Cancer Information System. Each hospital using NCIS will have an interface with their patient administration system (PAS). This allows identification and demographic data to be transferred electronically from the local PAS system into NCIS. To allow for this transfer onto NCIS, a Master Patient Index (MPI) has been created. The information from each local PAS system is transferred into this repository of patient demographic data. Then, when an NCIS patient record needs to be created, the user searches the NCIS MPI to retrieve the data. This allows the user to search for a patient across multiple hospitals and establish the patient's longitudinal record.

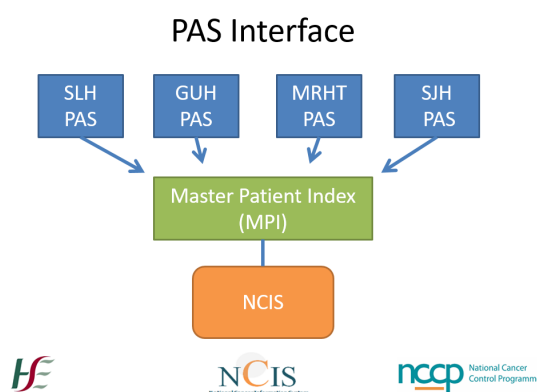


Figure 1. Flow Diagram of PAS interface with NCIS

Once a patient is registered onto NCIS any changes to the patient details on PAS will not automatically update on NCIS. To update NCIS, with the change on PAS, HIS matching is required. Additional permissions are available to the appropriate users (e.g. local NCIS administrators and case managers) which allow them to apply HIS matching. This step is manual so as to allow the user to double check that the correct information is being transferred from the hospital's PAS to NCIS via the MPI.

HIS matching may be required if:

- The patient's personal details are updated in the local hospital patient administration system (PAS) and these changes need to be updated in NCIS e.g. change of address, telephone number
- The patient's first name, surname, date of birth or gender has changed, causing the NCIS record to no longer be linked to the local patient ID from the hospital PAS.

This NCIS Quick Guide explains the step-by-step process to perform HIS matching on an NCIS patient record.

2 Content

2.1 How to HIS Match in NCIS.Chart

The process to identify PAS changes requiring an update in NCIS record, needs to be agreed locally. If the record has become unlinked in the MPI due to a change on PAS system then the local ID will disappear on patient record.

c37.CancerCenter
University Hospital Kerry

Patient **MS Ncis-Uhk-Test, Amanda**
D.O.B. 01.02.1976 (46)
NCIS ID 12650000027

General info Diagnostics Conference Assessment Therapy Communication
Personal info Tumour case Clinical history

Edit

Personal information

If HIS Matching is required on a patient record, the following steps need to be followed:

1: Open the tumour case of the patient in NCIS

2: Click on the personal info screen

General info Diagnostics Conference A
Personal info Tumour case Clinical history

Basic data

3: Click on the edit button

General info Diagnostics Conference Assessment Therapy Communication
Personal info Tumour case Clinical history

Edit

Personal information

4: Click on the HIS matching button

General info Diagnostics Conference Assessment Therapy Communication
Personal info Tumour case Clinical history

Personal information HIS matching

5: A HIS matching screen is then made available to match the patient record to the expected record.

HIS matching

Personal information of the current patient in the tumour documentation

| NCIS ID | Hospital ID | Name | Date of Birth | Gender | Address | Telephone | Mobile |
|-------------|-------------|------------------|---------------|--------|---------|-----------|--------|
| 12655000071 | | LINKTEST, FREDDY | 03.04.1982 | male | | 08654657 | |

List of patients found in the HIS

Filter

Surname First name Surname at birth Date of Birth Gender

No patients with similar general information were found

6: Enter the updated patient details and click “New Search” to find the patient record to match. This should include the patients

- First Name
- Surname
- Date of Birth

HIS matching

Personal information of the current patient in the tumour documentation

| NCIS ID | Hospital ID | Name | Date of Birth | Gender | Address | Telephone | Mobile |
|-------------|-------------|------------------|---------------|--------|---------|-----------|--------|
| 12655000071 | | LINKTEST, FREDDY | 03.04.1982 | male | | 08654657 | |

List of patients found in the HIS

Filter

Surname First name Surname at birth Date of Birth Gender

| NCIS ID | Hospital ID | Name | Date of Birth | Gender | Address | Telephone | Mobile |
|---------|-------------|--------------------------|---------------|--------|---------|-----------|--------|
| 192173 | | LINKTEST , FREDDY | 03.04.1983 | male | | 08654657 | |

7: Choose the matching record that needs to be HIS matched

HIS matching

Personal information of the current patient in the tumour documentation

| NCIS ID | Hospital ID | Name | Date of Birth | Gender | Address | Telephone | Mobile |
|-------------|-------------|------------------|---------------|--------|---------|-----------|--------|
| 12655000071 | | LINKTEST, FREDDY | 03.04.1982 | male | | 08654657 | |

List of patients found in the HIS

Filter
Surname First name Surname at birth Date of Birth Gender

| NCIS ID | Hospital ID | Name | Date of Birth | Gender | Address | Telephone | Mobile |
|---------|-------------|------------------|---------------|--------|---------|-----------|--------|
| 192173 | | LINKTEST, FREDDY | 03.04.1983 | male | | 08654657 | |

8 The system will then display the old and the new value that will be updated.

Preview HIS matching

The entries in the HIS system and c37.CancerCenter appear to differ; please select the fields to be transferred.

| Field | current value | new value from HIS |
|---------------|---------------|--------------------|
| Date of birth | 03.04.1982 | 03.04.1983 |

9: Click the Save to approve the new matching record and then Click Ok

Preview HIS matching

The entries in the HIS system and c37.CancerCenter appear to differ; please select the fields to be transferred.

| Field | current value | new value from HIS |
|---------------|---------------|--------------------|
| Date of birth | 03.04.1982 | 03.04.1983 |

Message from webpage

Transfer basic information from HIS for the current patient?

10: The patient record should be HIS matched and the local patient identifier now displaying in NCIS.Chart.

| | |
|---|------------------|
| Patient | LINKTEST, FREDDY |
| D.O.B. | 03.04.1983 (38) |
| NCIS ID | 12655000071 |
| Hospital ID | 192173 (SLH) |
| Conference Assessment Therapy Communication | |
| Clinical history | |

Note:

- *You must verify that the correct patient details are appearing before you execute the HIS matching process in NCIS.*
- If any laboratory results were sent while the patient record was not matched, these will need to re-sent.
- If GP details or marital status are updated, these need to be manually changed in NCIS.