





# NCIS GUIDE

# Introduction to the Conference (MDM) module in NCIS.Chart

#### 

#### 1 Introduction

Multidisciplinary meetings (MDMs) can be created and managed using the conference module in NCIS.Chart. The purpose of this guide is to provide an overview of the conference module and provide instructions on how to view patient registration lists for particular dates.

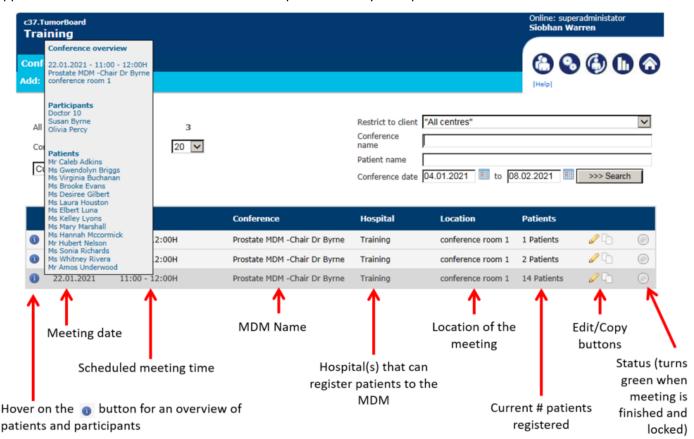
2 How to access the conference module and which users can access it?

The conference module is accessed by <u>all</u> NCIS users by clicking the middle conference button as indicated below:



#### 3 Appointment list in the conference module

In the conference module, a list of appointment dates for different conferences is displayed. The user will see appointment dates for all conferences in the hospitals that they have permission to.



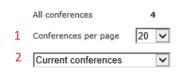
Some appointments may be for a shared MDM (more than one hospital registers and discusses patients and in this instance the user's hospital will be one of the hospitals taking part in this MDM:



The hospital that hosts a shared MDM is always listed as the first hospital in the group.

## 4 Filtering the conference list

In the conference module, the top of the screen has some options which allows the user to filter the list of conference appoint dates.





By default, the list will show the current conference appointment list for the hospitals that the user has access to. It is also possible to

- 1. Choose how many conference dates to view per page
- 2. Filter by current, previous, future, last 3 months, next 3 months, or All
- 3. Hospital (restrict to client)
- 4. Conference name
- 5. Patient name
- 6. Conference Date

### 5 Opening and viewing a conference appointment date

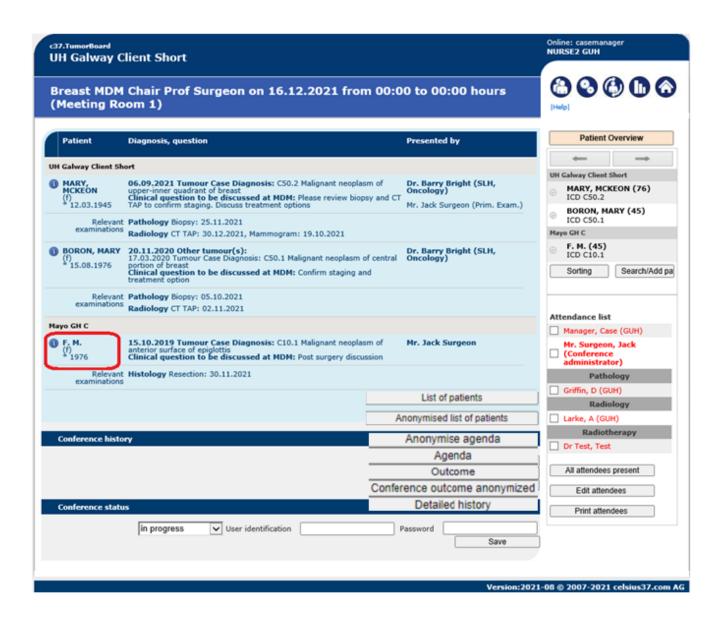
Double click on a conference date to open and view the registrations for that date:



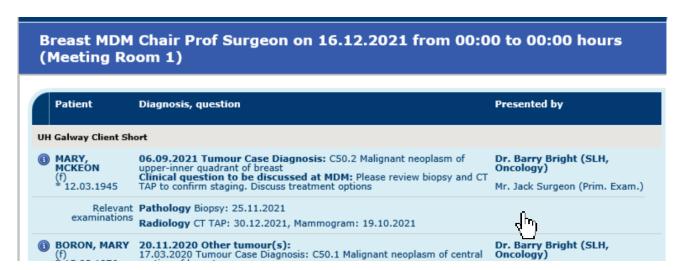
Clicking on a conference appointment date will open the list of patient registrations for that date (see below). If MDM documentation is recorded live, the screen below will be viewed during the meeting. It can also be accessed at any time:



Users that are listed as attendees of the conference will be able to see the details of all patients listed. If the user is **NOT** listed as an attendee of the conference, will see anonymised patient details for patients that are not from the hospital they have permission to in NCIS (see below).

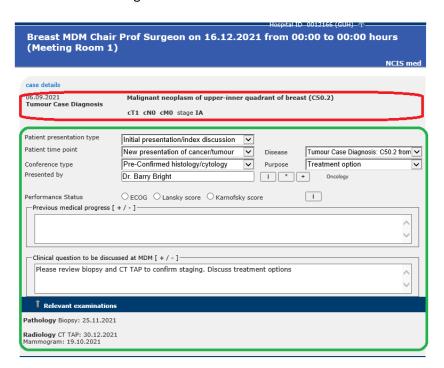


6 Opening and viewing a patient registration in the patient list Click on patient in the patient list to view the registration details:

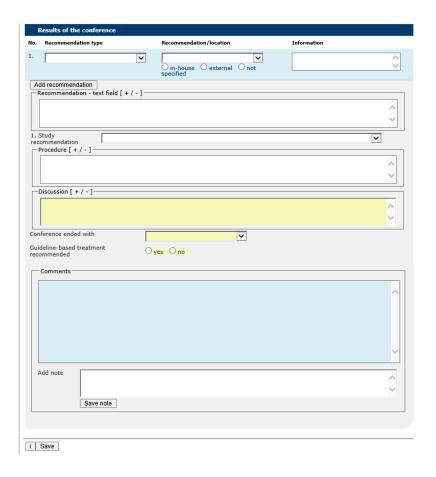


The beginning (circled red below) displays the information about the patient's diagnosis that has been entered in the patient's tumour case.

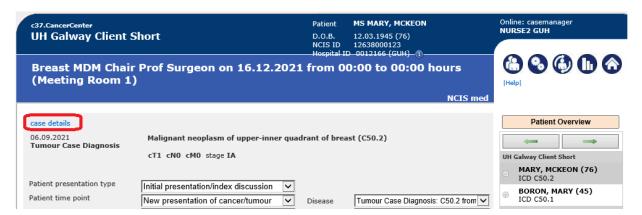
The next section (circled green below) is the information that was entered into the conference form when the patient was registered for the MDM meeting.



The next section is where the recommendations and detail about the discussion is documented. This may be documented live on screen during the conference or post meeting as per local policy.



7 Navigating between the patient's conference registration and the patient's tumour case When viewing a patient registration in the conference module, it is possible to navigate quickly back to their tumour case. Click the case details button:



This will bring the user back to the tumour case where information can be viewed and edited if necessary. Click the conference module button to quickly navigate back to the patient registration:



The previous screen with the patient registration will now be displayed again:

