





NCIS GUIDE

Registering a patient case to an MDM

Review Date: 03/02/2025

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1 Introduction

A patient has a single longitudinal record in NCIS which is identified by the NCIS ID. A tumour case is created in NCIS.Chart to document each primary cancer diagnosis, therefore a patient may have more than one tumour case as part of their single longitudinal record. This document describes how a patient's tumour case can be registered to a conference date for MDM discussion.

2 Pre-requisites

There are two prerequisites that must be completed prior to registering a patient case to a conference date:

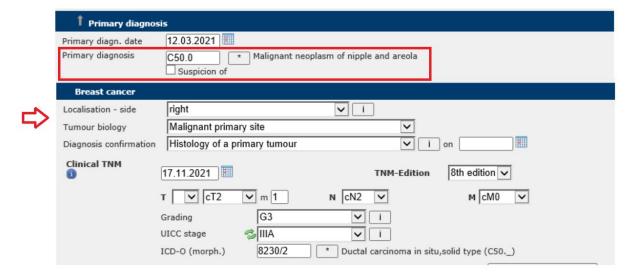
- The patient must have a tumour case (See NCIS Training Guide on Creating, Sharing and Transferring a Tumour Case)
- Conference appointment dates must have been created in NCIS.Chart for the required MDM. These are
 created by users with special permissions who have been assigned to do so as per local policy. (See NCIS
 Training Guide on Creating and editing conference appointment schedules)

3 Tumour case

Opening a patient's case in NCIS. Chart, will open the tumour case form:



The patient's primary diagnosis is recorded in the tumour case form. When the diagnosis is entered, data fields specific to that diagnosis are displayed. This is called the tumour specific dataset. Information entered in the tumour case about the patient's diagnosis can be automatically displayed and documented in the conference in NCIS.Chart.



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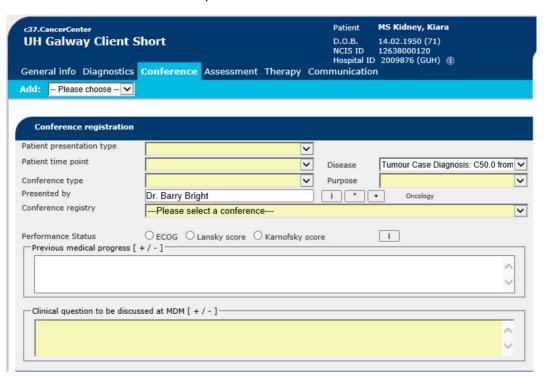
4 Registering the patient case to a conference date

A conference form needs to be created in the patient case and a conference appointment date must be selected in order to register the patient for MDM discussion. The steps below outline this process:

1. Click on the conference tab and click "add conference":



2. A new conference form will open:

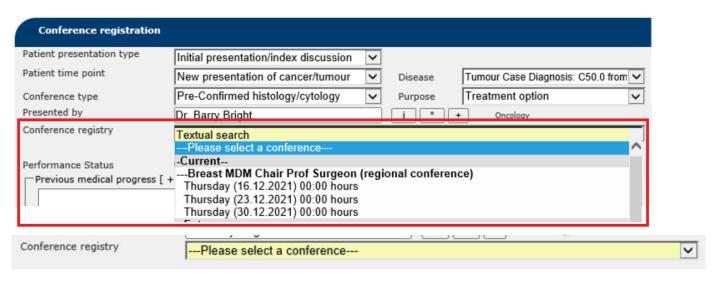


3. Selections can be made using the drop-down lists:

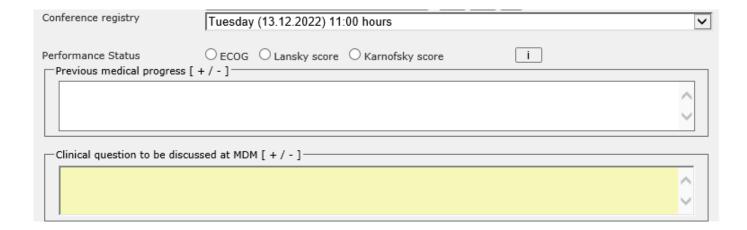


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4. A conference appointment date must be selected from the conference registry list. If this step is not completed, the patient's case will not be listed for discussion at any conference date.

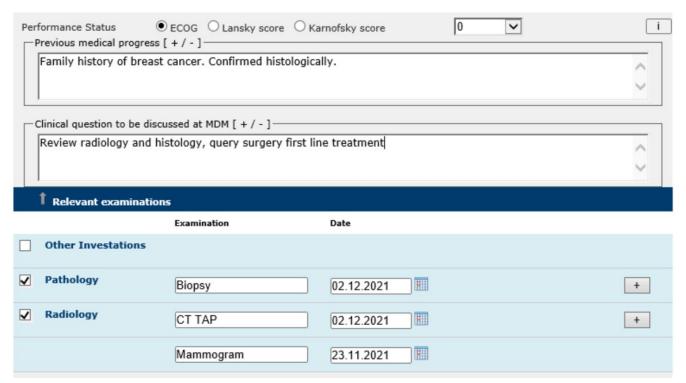


5. Once a conference date has been selected for the conference registry, there may be other fields particular to that MDM discussion that will appear (these are decided locally):

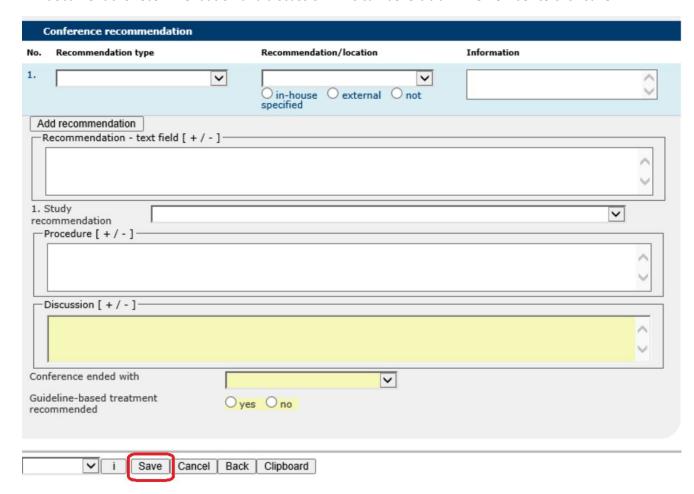


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6. Complete the documentation of the registration details:



7. The "conference recommendation" section of the form is intended to be completed at the MDM to document the recommendation and discussion. This can be left blank. **Remember to click save:**



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8. The conference form has now been saved and the patient is registered to the selected conference appointment date:



Date 🕶	PDF	Name	Status	Event
16.12.21	Ē	ConferenceBreast MDM Chair Prof Surgeon Initial presentation/index discussion New presentation of cancer/tumour Pre-Confirmed histology/cytology. Presented by: Dr. Barry Bright Oncology Clinical question to be discussed at MDM: Review radiology and histology, query surgery first line treatment	in progress	î

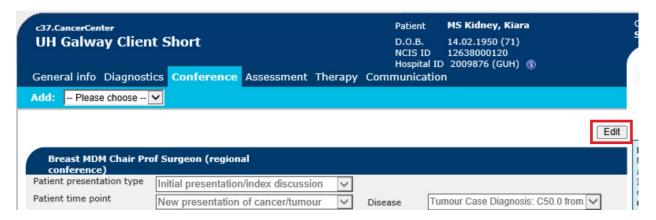
5 Editing a conference registration

1. Click on the conference form to open it:



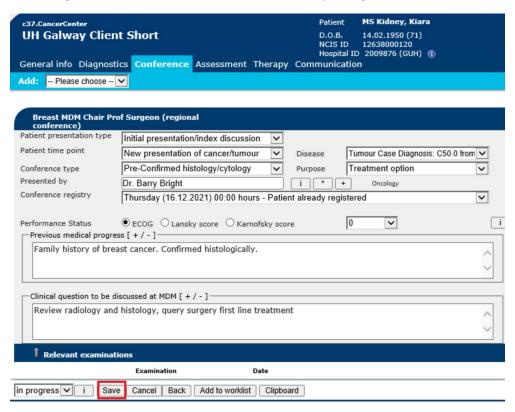


2. Once the form it open, click on the edit button, to open the form for editing.



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3. Changes can now be made. Click save to save any changes.



6 Viewing the registration in the conference module

The NCIS Training Guide, "Introduction to the conference module in NCIS.chart" describes how to navigate to the conference module and view patient registrations for particular conference dates. If MDM recommendations are recorded in real time, the registration will be viewed on screen and will look like below:

