



## NCIS GUIDE

# Registering a patient case to an MDM

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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.

#### 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”:

The screenshot shows the 'UH Galway Client Short' interface for patient 'MS Kidney, Kiara'. The 'Conference' tab is selected in the top navigation bar. Below the tabs, the 'Add:' button is highlighted with a red arrow, and a dropdown menu is open showing 'Conference' as the selected option. The 'Document upload' button is also visible.

2. A new conference form will open:

The screenshot shows the 'Conference registration' form. It includes fields for 'Patient presentation type', 'Patient time point', 'Conference type', 'Presented by' (Dr. Barry Bright), and 'Conference registry' (---Please select a conference---). There are also radio buttons for 'Performance Status' (ECOG, Lansky score, Karnofsky score) and a text area for 'Previous medical progress [ + / - ]'. The 'Disease' field is set to 'Tumour Case Diagnosis: C50.0 from' and the 'Purpose' field is set to 'Oncology'.

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

The screenshot shows the 'Conference registration' form with selections made in the drop-down lists. 'Patient presentation type' is set to 'Initial presentation/index discussion', 'Patient time point' is set to 'New presentation of cancer/tumour', 'Conference type' is set to 'Pre-Confirmed histology/cytology', and 'Purpose' is set to 'Treatment option'. The 'Disease' field remains 'Tumour Case Diagnosis: C50.0 from' and the 'Conference registry' field remains '---Please select a conference---'.

- 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.

**Conference registration**

Patient presentation type: Initial presentation/index discussion

Patient time point: New presentation of cancer/tumour

Conference type: Pre-Confirmed histology/cytology

Presented by: Dr. Barry Bright

Disease: Tumour Case Diagnosis: C50.0 from

Purpose: Treatment option

Onco

**Conference registry**

Textual search

---Please select a conference---

Current

Breast MDM Chair Prof Surgeon (regional conference)

Thursday (16.12.2021) 00:00 hours

Thursday (23.12.2021) 00:00 hours

Thursday (30.12.2021) 00:00 hours

Conference registry: ---Please select a conference---

- 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):

Conference registry: Tuesday (13.12.2022) 11:00 hours

Performance Status: ☐ ECOG ☐ Lansky score ☐ Karnofsky score

Previous medical progress [ + / - ]

Clinical question to be discussed at MDM [ + / - ]

6. Complete the documentation of the registration details:

Performance Status ☒ ECOG ☐ Lansky score ☐ Karnofsky score 0 i

Previous medical progress [ + / - ]

Family history of breast cancer. Confirmed histologically.

Clinical question to be discussed at MDM [ + / - ]

Review radiology and histology, query surgery first line treatment

**↑ Relevant examinations**

	Examination	Date	
<input type="checkbox"/>	<b>Other Investigations</b>		
<input checked="" type="checkbox"/>	<b>Pathology</b>	Biopsy	02.12.2021 <span>+</span>
<input checked="" type="checkbox"/>	<b>Radiology</b>	CT TAP	02.12.2021 <span>+</span>
	Mammogram	23.11.2021	

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:**

**Conference recommendation**

No.	Recommendation type	Recommendation/location	Information
1.	<span></span>	<span></span> <input type="radio"/> in-house specified <input type="radio"/> external <input type="radio"/> not	<span></span>

Add recommendation

Recommendation - text field [ + / - ]

1. Study recommendation

Procedure [ + / - ]

Discussion [ + / - ]

Conference ended with

Guideline-based treatment recommended ☐ yes ☐ no

i **Save** Cancel Back Clipboard

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

c37.CancerCenter  
UH Galway Client Short

Patient **MS Kidney, Kiara**  
D.O.B. 14.02.1950 (71)  
NCIS ID 12638000120  
Hospital ID 2009876 (GUH) ⓘ

General info Diagnostics **Conference** Assessment Therapy Communication

Add: -- Please choose -- Document upload

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

## 5 Editing a conference registration

1. Click on the conference form to open it:

c37.CancerCenter  
UH Galway Client Short

Patient **MS Kidney, Kiara**  
D.O.B. 14.02.1950 (71)  
NCIS ID 12638000120  
Hospital ID 2009876 (GUH) ⓘ

General info Diagnostics **Conference** Assessment Therapy Communication

Add: -- Please choose -- Document upload

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

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

c37.CancerCenter  
UH Galway Client Short

Patient **MS Kidney, Kiara**  
D.O.B. 14.02.1950 (71)  
NCIS ID 12638000120  
Hospital ID 2009876 (GUH) ⓘ

General info Diagnostics **Conference** Assessment Therapy Communication

Add: -- Please choose --

Edit

**Breast MDM Chair Prof Surgeon (regional conference)**  
Patient presentation type Initial presentation/index discussion  
Patient time point New presentation of cancer/tumour  
Disease Tumour Case Diagnosis: C50.0 from



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

**c37.CancerCenter**  
**UH Galway Client Short**

Patient: **MS Kidney, Kiara**  
D.O.B: 14.02.1950 (71)  
NCIS ID: 12638000120  
Hospital ID: 2009876 (GUH) ⓘ

General info Diagnostics **Conference** Assessment Therapy Communication

Add: -- Please choose --

**Breast MDM Chair Prof Surgeon (regional conference)**

Patient presentation type: Initial presentation/index discussion  
Patient time point: New presentation of cancer/tumour  
Disease: Tumour Case Diagnosis: C50.0 from  
Conference type: Pre-Confirmed histology/cytology  
Purpose: Treatment option  
Presented by: Dr. Barry Bright  
Conference registry: Thursday (16.12.2021) 00:00 hours - Patient already registered

Performance Status: ☒ ECOG ☐ Lansky score ☐ Karnofsky score 0

Previous medical progress [ + / - ]  
Family history of breast cancer. Confirmed histologically.

Clinical question to be discussed at MDM [ + / - ]  
Review radiology and histology, query surgery first line treatment

**Relevant examinations**

Examination Date  
in progress i **Save** Cancel Back Add to worklist Clipboard

### 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:

Information that was entered in the tumour case is automatically displayed at the conference

The information entered in the conference form when the patient case was registered

**Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)**  
NCIS med

**case details**  
12.03.2021  
Tumour Case Diagnosis: Malignant neoplasm of nipple and areola (C50.0) right, Malignant primary site  
Clin. staging from 17.11.2021: Ductal carcinoma in situ, solid type (C50.0) (8230/2)  
cT2 (1) cN2 cM0 stage IIIA  
G3

Patient presentation type: Initial presentation/index discussion  
Patient time point: New presentation of cancer/tumour  
Disease: Tumour Case Diagnosis: C50.0 from  
Conference type: Pre-Confirmed histology/cytology  
Purpose: Treatment option  
Presented by: Dr. Barry Bright

Performance Status: ☒ ECOG ☐ Lansky score ☐ Karnofsky score 0

Previous medical progress [ + / - ]  
Family history of breast cancer. Confirmed histologically.

Clinical question to be discussed at MDM [ + / - ]  
Review radiology and histology, query surgery first line treatment

**Relevant examinations**

**Pathology** Biopsy: 02.12.2021  
**Radiology** CT TAP: 02.12.2021  
Mammogram: 23.11.2021