



CRStar Insights

How to Create Enhanced Follow-Up Templates

The CoC requires annual follow up of analytic cases. The guidelines allow for 3 months to update the date of last contact before counted in the lost to follow-up category.

Excerpt from *Optimal Resources for Cancer Care (2020 Standards) Standard 6.5 page 62*

*Measure of Compliance The cancer program fulfills all of the compliance criteria:

1. An 80 percent follow-up rate is maintained for all eligible analytic cases from the cancer registry reference date.
2. For PCP facilities, a 60 percent follow-up rate is maintained for all eligible analytic cases from the cancer registry reference date.
3. A 90 percent follow-up rate is maintained for all analytic cases diagnosed within the last five years or from the cancer registry reference date, whichever is shorter. *

All reportable cases are followed up, except the following:

- Residents of foreign countries
- Cases reportable by agreement
- Patients whose age exceeds 100 years and who are without contact for more than 12 months
- Patients diagnosed on or after January 1, 2006, and classified as Class of Case 00

CRStar offers several features allowing the user to set the schedule in the database. This edition of CRStar Insights will discuss all options available to users.

Physician Follow-Up Order

The most used feature is setting the FU order number on the Diagnosis Screen. In this setting, the Following Physician automatically transfers to the outcome screen (Dr. Tom Doe). If the other listed physicians should be contacted in 12 months, the user can add the appropriate number, indicating the order in which to contact the physician the following year. The physicians will transfer to the Outcome screen in this order. These numbers will disappear once leaving the diagnosis screen.

			FU Phys Order
Prim Surg:	010960	JONES, JUDY	3
Mng Phys:	000536	SMITH, JOE	2
Fol Phys:	006675	DOE, TOM	1
Rad Oncol:	006916	SELF, KARL	4

Setting Follow-Up Templates

For some facilities, standardizing follow-up processes utilizing CRStar's Follow-Up templates is an efficient way to accomplish follow-up. Setting the template allows the user to default the follow-up contacts on the Outcome Screen in a pre-set order. When the user arrives on the Outcome Screen, the FU Physicians may be blank if the user did not set the order number on the Diagnosis tab, as shown above. The Default letter types field is located on the outcome screen and when the drop-down box is chosen, displays all templates that are set up in the system.

Fu Physician	Fu Physician Name	Letter Sent	Letter Type
1			
2			
3			

Default Letter Types Based On:

Template Name	Template Hosp
Blank Template	01
NEW FOLLOW UP	01
NORMAL FOLLOW UP	01
TREATING PHYSICIANS	01
NEW ONE TO TEST	03

To Create an Enhanced Follow Up Template - From the main menu: Go to Systems Management, then the Follow-Up Order tab. The user may enter as many templates as desired. And up to four contacts for each template.

1. Name the template by typing in the field directly. If a template already exists and the user wishes to modify it, it can be chosen from the drop down.
2. Enter the hospital code.
3. Enter the contacts in the order in which they will be scheduled - Up to four lines.
4. The user may type in MANAGING or MAN and tab through the fields and the first and last name will auto fill. Other examples FOL or FOLLOWING, RAD or RADONC, etc. Letters may be sent to other Cancer Registries by adding the outside registry in the physician file. Below are two examples of templates. The unique letters by specialty is an option each facility can setup.
5. Click Save.

Identifying Cases for Enhanced Follow-Up

Generate Follow-up List and Letters

Reference Year: 2000

Hospital Code: 01 ERS Hospital Systems

Begin Date: 11/01/2018 End Date: 11/30/2018

+ 10/01/2018 to 10/31/2018

+ 09/01/2018 to 09/30/2018

+ 08/01/2018 to 08/31/2018

Date Range Entered Only

Repeat for All Years Prior to End Date

Use Enhanced Follow Up

Analytic 10-22 Cases Only

Include Class 00

Include Benign Cases

Include Basal and Squamous Cell Ca

Include Expired Cases

Update Letters Sent Flag

Create Population Labels

Based on Follow-Up List:

Based on Letters Generated:

Start Time: End Time:

Run New Exit

To use Enhanced Follow Up, follow the steps below.

- Select eligible cases within a 4-month range by entering the month currently due on the first line. Letters are generated based on the “Enhanced Follow-Up Order” on the Outcomes Maintenance Screen.
- Eligible Cases with last contact in the first line of the Begin/End boxes will have letters sent to whoever is listed in the first line of the FU Physicians box on the Outcomes Maintenance Screen.
- Eligible Cases with last contact in the second line of the Begin/End boxes will have letters sent to whoever is listed in the second line of the FU Physicians box on the Outcomes Maintenance Screen.
- Eligible Cases with last contact in the third line of the Begin/End boxes will have letters sent to whoever is listed in the third line of the FU Physicians box the Outcomes Maintenance Screen.
- Eligible Cases with last contact in the fourth line of the Begin/End boxes will have letters sent to whoever is listed in the fourth line of the FU Physicians box on the Outcomes Maintenance Screen.

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