

MCR Death Clearance Followback Detailed Instructions

When it is time for the death clearance process, a system-generated e-mail will be sent to the Web Plus 'File Uploader' with notification there are case followback forms in Web Plus for review. The 'File Uploader' may not be responsible for processing death clearance, so the appropriate departmental staff must be notified by the uploader and the account username and password provided to them for Web Plus access.

The data items included in the case followback forms are directly from the death certificate and the information is provided to assist you with case resolution only.

These are not official abstracts and the data fields are not to be changed.

Applying the following guidelines in Step 3 below, provide resolution information in the appropriate text boxes. Cases will either be 'Released' to MCR to be removed from death clearance (3.a-b) **OR** 'Rejected' (3.c-f) and submitted, as determined by your review. Supporting text documentation is required.

Keep in mind death clearance pertains not only to patients who died at your facility but also to any that may have been seen there at some point prior to death with the death clearance dx or a history of it. Review the medical records for each case then provide any available information that would help us progress to clearing the case, especially a diagnosis date or estimated diagnosis date. Other helpful things include another facility/physician that we may contact; any known tumor information; scans with dates, port placement with dates; H & P notes that document the reportable condition in any way and corresponding dates. **Be sure when recording this data it is in the context of the resolution choice that you make for each case from the instructions below, either 3.a-b or 3.c-f. Read and become familiar with each scenario so the information will be documented on the appropriate screen in Web Plus.**

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1. Access Web Plus: <https://webplusmo.umh.edu/webplus/logonen.aspx>. At the Login Screen enter your MCR assigned 'Username' and 'Password' then select 'Login.' If you have trouble logging in, or have questions about the DC process, refer to the bottom of page 9 for MCR contact information. **Web Plus times out after thirty minutes so remember to save your work often.**

Select 'Death Certificate Follow-back Requests' to open the patient listing that has a subset of follow-back information as reported by the death certificate.

2. Select '**Open**' to view each patient's detailed death certificate information in the data fields on the left side of the main resolution screen (the date of diagnosis indicates date of death). **Important:** You must scroll down the page using the middle scroll bar to view the lower part of the screen where the remaining tumor data items, 'Release Case' documentation textbox and the Save function are visible. After review of your hospital's main patient data system and any available medical records for the patient, resolve each case as either '**Released**' or '**Rejected**', based on one of the applicable scenarios in Step 3 below (please read all scenarios before starting.) Keep in mind a diagnosis date / estimated dx date prior to the date of death is needed to release cases and completely remove them from death clearance (unless the patient was actually diagnosed on the

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same day they expired.) That is why we ask that every effort is made to provide the diagnosis date, even if estimated, along with any other known tumor information.

If a case is '**Released**', there **must** be a text explanation with brief details entered into the 'Release Case Documentation' box. Likewise, if a case is '**Rejected**', there **must** also be a text explanation in the 'Reject Follow-back Request' box. If cases are released or rejected with no text documentation to support the resolution status you must be re-contacted, which duplicates our collaborative efforts.

3. CASE RESOLUTION – Think of it from the MCR Perspective

Ask yourself: *Can the case be Released by my hospital and removed entirely from the MCR DC Process or must it be Rejected and remain in the MCR DC Process?*

RELEASING A CASE: 3. a – b

Indicates there is sufficient information for MCR to completely remove it from the death clearance process. Applies if a reportable case was missed OR if the case is not reportable for your hospital but there is a known diagnosis date (or estimation).

- a. **If the patient has been to your facility and should have been reported**, in the '**Release Case Documentation**' box state '**Missed Case**' and include the **Diagnosis Date**, then select '**Save**' at the bottom left of the screen. An edit box appears asking if you want to release the case. Select 'Yes' if you are finished or 'No' if you need to go back and add additional text later. Once '**Yes**' is selected, the Web Plus DC followback is complete for this case. Abstract the case (in your own software) and submit to MCR within thirty days. There is no penalty for missed cases in death clearance.
- b. **If the patient was not diagnosed or treated there but has been to your facility with the death clearance diagnosis, and the diagnosis date (or estimated date) is known**, record the **date** and **any other information** about the reportable tumor in the '**Release Case Documentation**' box. Terms such as a couple, several or a few /weeks, months or years is acceptable along with other terms such as early, mid or late in the year or references to the season. Record what is stated in the record.

Keep in mind the tumor information provided from the death certificate is sometimes vague so anything additional you may find in your records regarding the exact site, histology, stage, treatment, etc., is also valuable to us. When text is complete, select '**Save**' at the bottom left of the screen. An edit box appears asking if you want to release the case. Select 'Yes' if you are finished or 'No' if you need to go back into the case to finish the text later. Once 'Yes' is selected, the Web Plus DC followback is complete for this case.

Example 1: No dx/tx here but info says dx carcinoma lung 12/2013

Example 2: Stage IV mantle cell lymphoma dx elsewhere five years ago

Example 3: Hemicolectomy for colon ca at Fantasyland Hospital 2013

Example 4: H&P states hx infiltrating ductal ca left breast a few years ago

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REJECTING A CASE: 3. c – f

*Indicates your hospital may have some information but it is not yet sufficient for MCR to remove the case from the Death Clearance process **OR** there is no information for the case. Rejected cases are removed from your DC Followback Request listing but remain in the MCR DC followback file for further action.*

Applies if case was previously reported by your hospital; there is no diagnosis date (or estimation) but there are other hospital/physician sources that can be provided and/or there is available tumor information; the patient has been to your hospital but there is absolutely no information about the tumor; the patient has never been to your hospital.

- c. If the patient has been seen at your facility with the death clearance diagnosis and it has previously been reported,** select '**Reject**' in the upper right corner. In '**Reject Followback Request**' enter Previously Reported, the Date Submitted, Accession/Sequence number and the bundle number (*refer to case export date and corresponding transmittal form/patient listing to locate info.*) Select '**Submit.**' The case is removed from your 'Followback Request List' but remains in the MCR Death Clearance process until it is located. If MCR cannot locate the case you will be asked to resubmit it.

Example: Previously Reported, 6/01/13, 201300001/00, F0012345.bun

- d.** If the patient has been to your facility for a condition other than the death clearance primary and the dx date cannot be determined but there is available information about other hospital/physician sources and/or tumor data information, select '**Reject**'. In '**Reject Followback Request**' enter 'Dx date unknown' and document name of other facility(s) or physician(s) we may contact. Include complete hospital and/or physician name (and city, if possible). Also enter any known tumor specifics and any other pertinent information that you feel may direct us toward clearing the case. Select '**Submit.**' The case is removed your 'Followback Request List' but remains in the MCR Death Clearance process.

Example 1: Dx date unknown, previous adenoca of colon – hemicolectomy at Fairytale Hospital, Dr. Mick E. Mouse – St. Louis, Mo.

Example 2: Dx date unknown, txd at Tomorrowland Oncology Clinic - Kansas City, MO. Pt lives in Topeka, Kansas.

- e. If the patient has been to your facility for a condition other than the death clearance primary** and there is absolutely **NO INFORMATION** about it, select '**Reject**'. In '**Reject Followback Request**' enter, '**No dx, tumor or other info for FB.**' Select '**Submit.**' The case is removed from your 'Followback Request List' but remains in the MCR Death Clearance process.

- f. If the patient has never been to your facility,** select '**Reject**' and in the '**Reject Followback Request**' box enter '**Not our patient.**' Occasionally the death data that we receive from the Bureau of Vital Statistics is incorrect, however, we have found in many cases the individual was a hospital patient and that information was missed during the initial casefinding search.

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4. When returning to the main screen with the list of Death Certificate Followback Requests for your facility, the individual status for cases will be seen as incomplete, complete, or released. Cases that were rejected will no longer appear in the listing.

The final status of cases should be flagged as 'Released.' For those still shown as:

Incomplete – it means the case has not been processed at all. Open the case and review the medical record then complete as instructed.

Complete - it means some, or all, of the release documentation text was added and the case saved but it was not released. Open the case and verify the documentation is complete or add further text, if necessary, then select 'Save' in the lower left corner. The edit box on the right asks if you want to release the case. Select 'Yes.'

5. When the final status of all cases is 'Released', and all missed cases or requests for re-submission have been transmitted (if any), Death Clearance for your hospital is complete.

Contact Information

DC Process Assistance:

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