



SCR Workstation

ADMINISTRATIVE TOOL FOR THE ACS NSQIP

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The Desktop Time-Saver

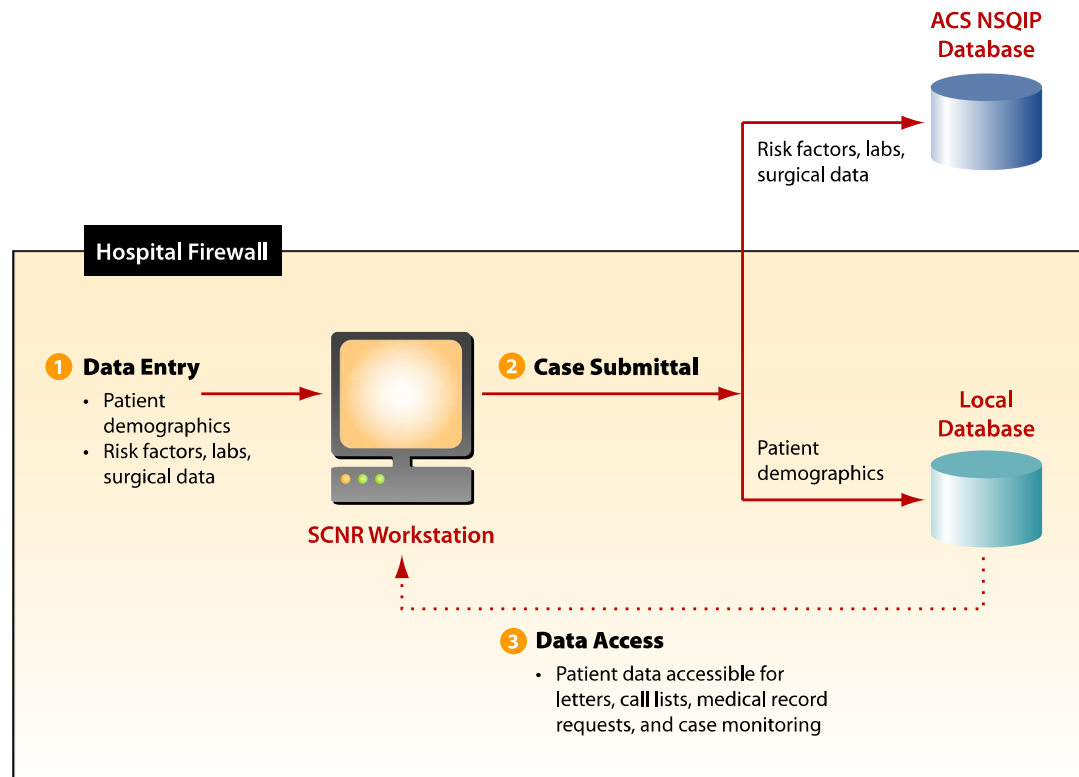
The SCR Workstation is a desktop software application that significantly reduces the SCR's workload in carrying out the administrative duties of the ACS National Surgical Quality Improvement Program (ACS NSQIP). Using the Workstation's intuitive interface, the SCR easily handles tasks such as submitting requests for medical records, sending out 30-day follow-up letters, and creating patient call lists. Hospitals using this application have found that it streamlines program workflows, freeing the reviewer to take a more active role in case analysis and improving the quality, accuracy, and timeliness of their surgical data collection.

THINK GLOBALLY, ACT LOCALLY

What makes the SCR Workstation so powerful is its creation of a local database, residing within the participating hospital's firewall. While the acsnsqip.org website allows sites to securely enter and transmit data to the national program database, HIPAA regulations restrict this data from containing any *patient-identifying* information. And it's precisely this information that's needed to pull medical records, send follow-up letters, and make telephone calls.

How do you complete those program-critical jobs without this data? By hand. Without the SCR Workstation, reviewers have to painstakingly re-retrieve case histories on a weekly basis in order to manually produce record-request lists, call lists, and letters for the surgical cases entered into the ACS NSQIP.

With the SCR Workstation, it's an entirely different story:



Instead of performing their data entry on the website, reviewers enter all their case data—including patient-identifying information—in the Workstation application. When the case is ready to be submitted, the HIPAA-compliant data is securely transmitted to the ACS NSQIP database, while the patient demographics are removed from the record and stored separately in the local database. The reviewer can then use the Workstation's built-in functions to access this local data to automate many of the program's administrative tasks.

Unique Features

The Workstation allows the SCR to:

- **Enter surgical case data**—the Workstation is a data entry tool that has all of the functionality of the website plus added functionality such as allowing the SCR to see a patient's name and medical record number and to view patients who have had multiple surgeries on one screen.
- **Request medical records** – The Workstation can automatically produce a document with the information typically required for charts to be pulled by the Medical Records Department. The SCR can select a date range or cycle, and can organize the request list according to the unique protocols of their hospital or an individual surgeon's office.
- **Create data collection forms** – The application can also generate data forms for:
 - Collecting missing variables during chart review.
 - Sharing individual patient data with a surgeon champion or other surgeons.
 - Filing as documentation of the data actually entered into the database.
- **Organize and manage cases by cycle** – The SCR can monitor case completion by cycle using the Workstation's "Cycle Tree" function.
- **Produce 30-day follow-up letters** – Letters can be printed for an individual patient, selected patients, or within a date range or program cycle.
- **Produce patient telephone lists for 30-day follow-up** – A list containing phone numbers and case information can be produced for a single patient, a group of selected patients, or for patients within a date range or cycle.

BENEFITS

The SCR Workstation maintains the participating hospital's HIPAA compliance while safely providing the tools and data required to fulfill all the requirements of the ACS NSQIP. The local availability of patient information saves the SCR considerable time in the management of his/her workload.

In addition, this patient information is displayed in an area above the data entry pages in the Workstation to assist the SCR in verifying that the data being entered is the correct data, for the correct patient, and correct case. The net result is more time for the SCR. Time that can be much better spent on:

- Entering more cases
- Verifying data accuracy

Another benefit of the Workstation is the ability to automatically download your ACCESS database of de-identified program data without having to submit a formal request to the program. Your latest dataset is just a click away.

System Requirements

The prerequisites for installing and using the SCR Workstation on a desktop PC at your hospital include:

- **Processor** – 90 MHz Intel Pentium-class processor, or an AMD Opteron, AMD Athlon64, or AMD Athlon XP processor.
- **Operating System** – The Workstation requires Windows XP Professional, Windows XP Home Edition, or Windows 2000.
- **Memory** – 32 megabytes (MB) of RAM, 96 MB recommended.
- **Hard Disk** – 20 MB of hard disk space required; 25 MB of additional space is needed if the .NET Framework is not installed.
- **Database** – Any ODBC-compliant database.
- **Other**
 - .NET Framework 2.0.
 - Microsoft Internet Explorer 5.01.
 - Latest Windows service packs and critical updates from the Windows Update site.
 - Microsoft Data Access Components 2.8.

Hospital Information Technology (IT) support is needed to ensure the prerequisites listed above are configured on the computers that will be used as part of the ACS NSQIP. Additionally, the IT staff is responsible for that site's policies regarding the use of computers and information technology.

Frequently Asked Questions

Does the SCR Workstation replace the ACS NSQIP website?

The SCR Workstation is designed to be used in conjunction with the ACS NSQIP website. All of the website functionality may be accessed via the Workstation such as the online reports and training modules by a simple click that makes navigation a breeze.

How much does the Workstation cost?

There is no additional fee for the Workstation. It is included as part of the ACS NSQIP fee.

How can I get the SCR Workstation at my hospital?

The SCR Workstation is requested from QCMetrix after your site has completed the participation contract with the ACS. The site SCR will be contacted by his or her ACS NSQIP Nurse Coordinator to get them started in the program, and we encourage the SCR

to begin the process at that time so that the Workstation may be installed and ready for them to use after they return from the formal training program.

There are multiple SCRs at my site. Can we all use the Workstation?

Yes, the application can be installed on each computer used for the ACS NSQIP. All of these computers will need to have access to a single, centralized local database for the storage of the patient demographic data. We will help you with all of the setup and training to get you using this great tool.

I have a data-entry support resource. Can this person have the Workstation?

That would depend on local hospital policies, but as long as it complies with your internal guidelines on data access, the support person can have the Workstation to do data entry. The data entry person should have oversight by an SCR who is responsible for the accuracy and completeness of the data entered.

Does the Workstation database store all of my ACS NSQIP data?

No. The Workstation connects the SCR to a local database and the ACS NSQIP national database. The local database which resides on a shared drive or server at your site stores patient identifying information, such as full name, address, phone number. This information is **never** transmitted to the ACS NSQIP database. The data transmitted to the ACS NSQIP database is information intended for inclusion in the program to produce reports. This information is de-identified, prior to transmission, by use of a PIN known only to your SCR.

Although the local database only stores patient identifying information one of the great functionalities of the Workstation is the ability to automatically download your ACCESS database of de-identified program data without having to submit a formal request to the program. Your latest dataset is just a click away.

I have cases that I am currently working on in the acsnsqip.org secure website. Will I have access to them when the Workstation is installed? Will I have to re-enter them?

Yes, you will have access to the cases you're working on with no duplication of data entry. All cases entered through the secure web site are stored in ACS NSQIP database. The Workstation connects to the ACS NSQIP database and will show any data already entered about a case. Please note that this national database does not contain any patient demographic data. Therefore, any patient-identifying information will need to be entered through the Workstation so that it can be saved in the local database for future administrative use.

Does QCMetrix provide updates to the software? If so, how do I get them?

Updates are provided automatically. Upon logging into the Workstation, the user is presented with an alert notifying them that a system update is ready for installation. The user then clicks the "okay" button, and the Workstation is updated to the latest version.

What is the difference between QCMitt and the SCR Workstation? Are they the same thing?

No, they are not the same thing, but they can work together to provide significant benefits for your hospital. QCMitt (sometimes referred to as “Catcher’s Mitt”) is a tool created to automate the transfer of data from existing hospital systems into the ACS NSQIP, thereby reducing the amount of manual data entry required. This data needs to be formatted by a member of your IT Team as an XML document matching a specific schema that QCMetrix provides. Once your site is participating in the program, please contact us for more information on getting set up for data automation. Data automation is not required for participation in the program but is strongly encouraged.

The SCR Workstation is a desktop application through which cases and patient information can be entered (and transmitted to the correct database). It also provides valuable utilities that assist with the management of ACS NSQIP activities such as letter generation, case monitoring, and other helpful functions.

Both products save valuable time for the SCR. QCMitt does so by automatically entering certain case information from internal hospital systems. The Workstation helps by securely storing patient information in a local database for streamlined administrative use.

QCMitt and the Workstation work independently and together.

Need additional help?

If you are a currently participating site, you can submit a request through “Ask a Question” on the ACS NSQIP website Start Page. Or, give QCMetrix a call at 781-290-5900.