

Memorandum



Please note the following updates to the IDEAS Database as of 08/01/2016:

Case Registration Form:

*The ability to **Cancel** a case is now available to the referring physician site with the options listed below:*

- Patient withdrew due to PET scheduling issues.
- Patient withdrew due to insurance or cost issues.
- Patient withdrew for other reasons (explain below).
- Patient unable to keep appointment for PET.
- PET facility could not complete the scan, and the patient could not or would not be rescheduled.
- Patient registered incorrectly (e.g. to wrong physician, prior to completion of entrance requirements, etc.)
- Patient found to be ineligible.
- Referring physician cannot locate patient (lost to follow-up)
- Duplicate entry. Practice accidentally registered the same patient more than once.
- Physician unavailable to see patient.
- Patient died before PET scan.
- Automatic: Pre-PET form was not submitted in time.
- Automatic: PET Completion form was not submitted in time.

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All forms:

Beginning 08/01/2016, all data corrections must be requested using the “Submit Data Change” button on the form you are requesting a data correction to. Simply open the form you want to request changes to and click on the “Submit Data Change” button to detail, in the box, the corrections for that form and then click “Send”. You will be contacted by IDEAS Staff if clarification is needed.

Please review the attached document that includes screen shots of the new process.

The screenshot displays the IDEAS web application interface. At the top, the IDEAS logo and navigation tabs for 'Data Collection' and 'Facility Management' are visible. The main content area shows 'Case #92 Patty Duke, 12/08/1948' with tabs for 'Case Registration', 'PET Completion', 'PET Report', and 'PET'. A green notification bar states 'This record has been submitted.' Below this is the 'Amyloid PET Completion Form' with a note: 'This form is completed by the PET Facility via Web-based data entry by midnight on the day the scan was performed.' The form includes sections for 'Identification Data' (PET Facility ID#: 8006, IDEAS Study Case#: 92, Referring Physician Name: Scott McGinnis, Date Scan Completed: 04/06/2016) and 'Scan Type' (radio buttons for PET Only, PET/CT, PET/MRI). A red arrow points to the 'Submit Data Change' button in the left sidebar.

Please email Ideas-Datamanagement@acr.org with any questions regarding the new process.