

Step-By-Step How to Guide Generating Quarterly Emergency Department Transfer Communication (EDTC) Report(s)

- Open the ED Transfer Communication Excel Database

EMERGENCY DEPARTMENT TRANSFER COMMUNICATION
Data Collection Tool
Version 3.1 - For transfers starting 1/1/2016 (Q1 2016)

The tool has been designed to collect data on seven National Quality Forum (NQF) - endorsed emergency department (ED) transfer communication measures. The goal is to create a uniform approach to quality measurement across all health care providers and improve health care quality.

ED Transfer Communication Quality Measures Set

Measure ID#	Measure Short Name
EDTC -1	Administrative Communication
EDTC -2	Patient Information
EDTC -3	Vital Signs
EDTC -4	Medication Information
EDTC -5	Physician or Practitioner Generated Information
EDTC -6	Nurse Generated Information
EDTC -7	Procedures and Tests

Enter CMS Certified Number (CCN) of your Critical Access Hospital

[CLICK HERE TO START DATA COLLECTION](#)

- Click on “Click Here to Start Data Collection” button
- On the next screen, click on “Reports” button

[Go Back to Main Page](#)

Open Record
Delete Record
Add New Record
Reports

To open a record, select the patient medical record number and click on "Open Record"

S. Number	Patient Medical Record Number	Discharged Disposition	Date of the encounter (MM/DD/YYYY)	Name of the person doing data collection
1	111111	Acute Care Facility- General Inpatient Care	1/1/2016	Shanelle Van Dyke
2	222222	Acute Care Facility- General Inpatient Care	2/1/2016	Shanelle Van Dyke
3				
4				
5				
6				
7				
8				
9				

- The next screen will display a quarterly report of your facility's data.

Emergency Department Transfer Communication
Hospital Report

CMS Certified Number (CCN): 123456

Record List **Print Report** Main Page Refresh Page

Measures	Data Elements	Q1 2016	Q2 2016	Q3 2016	Q4 2016
		1/1/2016	4/1/2016	7/1/2016	10/1/2016
		Records Reviewed (N) = 2	Records Reviewed (N) =	Records Reviewed (N) =	Records Reviewed (N) =
Percentage of medical records that indicated the following occurred prior to patient departure from ED:					
EDTC-1: Administrative Communication	1. Healthcare Facility to Healthcare Facility Communication	100.00% (n=2)	N/A	N/A	N/A
	2. Physician to Physician Communication	100.00% (n=2)	N/A	N/A	N/A
	All EDTC-1 Data Elements	100.00% (n=2)	N/A	N/A	N/A

- This is the report that needs to be emailed to Kyle Cameron at Kyle.Cameron@wyo.gov and myself at Shanelle.VanDyke@QualityReportingServices.com
- To submit this report, you will need to Print the report to a .PDF file format so that it can be emailed for submission. **Please note – these reports can be emailed as they do not contain any PHI.** Please do the following:
- Click on File

Emergency Department Transfer Communication
Hospital Report

CMS Certified Number (CCN): 123456

Record List Print Report Main Page Refresh Page

Measures	Data Elements	Q1 2016	Q2 2016	Q3 2016	Q4 2016
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Percentage of medical records that indicated the following occurred prior to patient departure from ED:					
EDTC-1: Administrative Communication	1. Healthcare Facility to Healthcare Facility Communication	100.00% (n=2)	N/A	N/A	N/A
	2. Physician to Physician Communication	100.00% (n=2)	N/A	N/A	N/A
	All EDTC-1 Data Elements	100.00% (n=2)	N/A	N/A	N/A

- A list will appear, click on "Export"

Info

ED_Transfer_Tool_Data_Collection_Tool_V3.1_DischargesStartingQ12016

Documents > Quality Reporting Services > Wyoming Flex Work > ED Transfer Comm_EDTC > EDTC_2016 tool

Compatibility Mode

Properties

Size 14.5MB

Title Add a title

Tags Add a tag

Categories Add a category

*SH_Category Resource

Related Dates

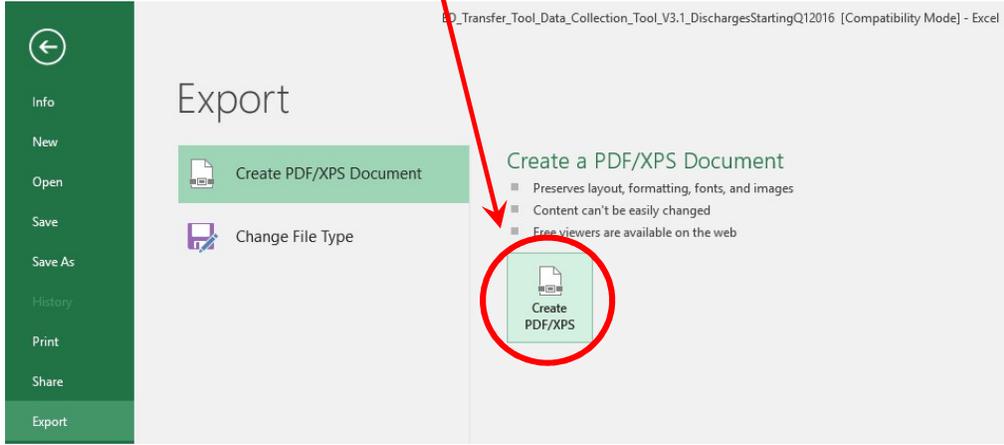
Last Modified Today, 12:38 PM

Created 9/15/2006 6:00 PM

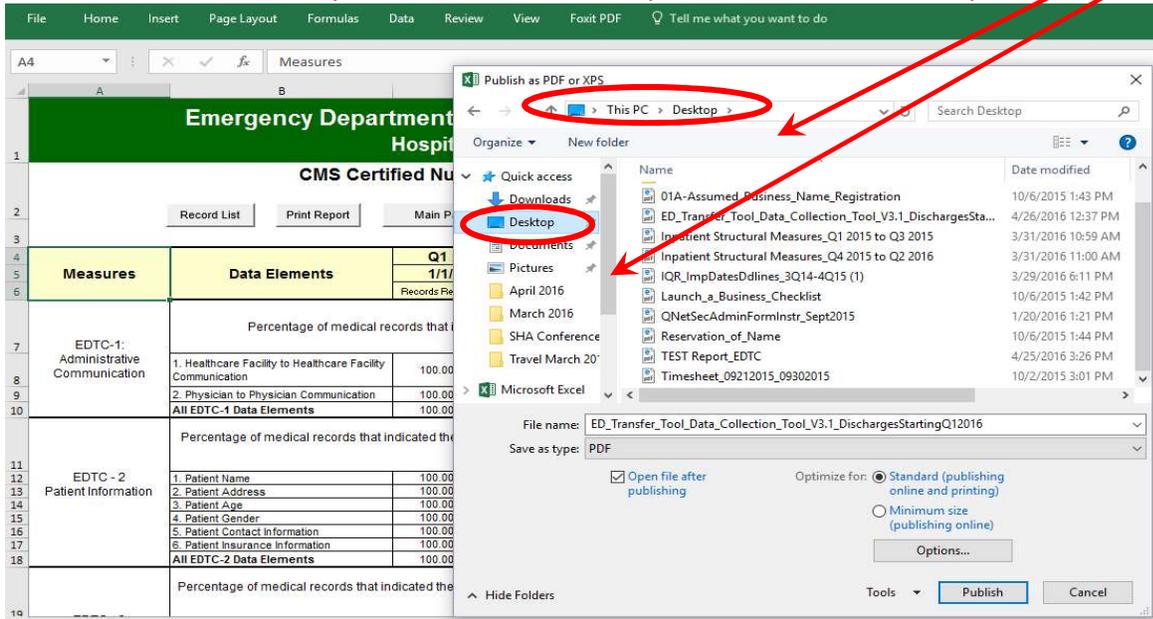
Last Printed Today, 12:37 PM

Export

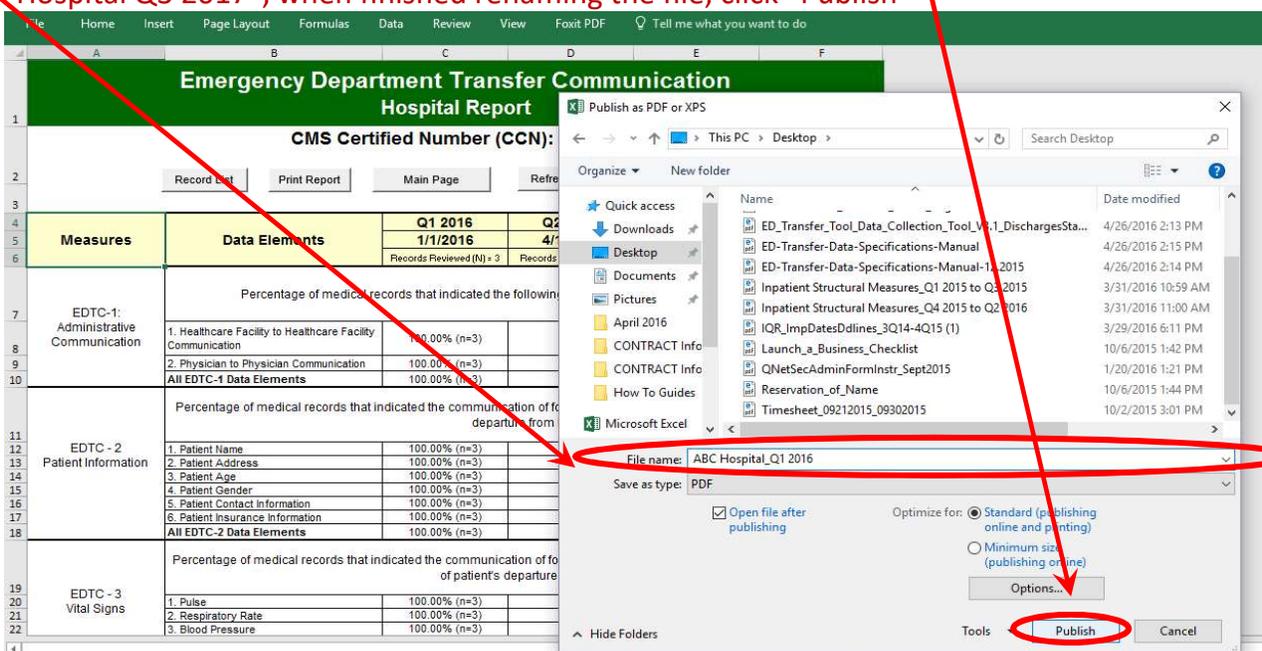
- Click on "Create PDF/XPS"



- Now select the location you wish to save the Report to, i.e. Your Desktop



- The reports File Name by default is: ED_Transfer_Tool_Data_Collection_Tool_V3.1_DishcargesStartingQ12016
Please rename the file to reflect your facility's name and the time period. For example: "ABC Hospital Q3 2017", when finished renaming the file, click "Publish"



- A new window should pop-up showing your Excel report printed to a PDF document, see example below:

L_2016_Newsletter (002) | QualityNet-User-Guide_122 | SFT_DataUpload_UserMn1 | ABC Hospital_Q1 2016.f × +

Shanelle/Desktop/ABC%20Hospital_Q1%202016.pdf

Emergency Department Transfer Communication Hospital Report					
CMS Certified Number (CCN): 123456					
Measures	Data Elements	Q1 2016	Q2 2016	Q3 2016	Q4 2016
		1/1/2016	4/1/2016	7/1/2016	10/1/2016
		Records Reviewed (N) = 3	Records Reviewed (N) =	Records Reviewed (N) =	Records Reviewed (N) =
EDTC-1: Administrative Communication	Percentage of medical records that indicated the following occurred prior to patient departure from ED:				
	1. Healthcare Facility to Healthcare Facility Communication	100.00% (n=3)	N/A	N/A	N/A
	2. Physician to Physician Communication	100.00% (n=3)	N/A	N/A	N/A
	All EDTC-1 Data Elements	100.00% (n=3)	N/A	N/A	N/A
EDTC - 2 Patient Information	Percentage of medical records that indicated the communication of following patient information within 60 minutes of patient's departure from ED:				
	1. Patient Name	100.00% (n=3)	N/A	N/A	N/A
	2. Patient Address	100.00% (n=3)	N/A	N/A	N/A
	3. Patient Age	100.00% (n=3)	N/A	N/A	N/A
	4. Patient Gender	100.00% (n=3)	N/A	N/A	N/A
	5. Patient Contact Information	100.00% (n=3)	N/A	N/A	N/A
	6. Patient Insurance Information	100.00% (n=3)	N/A	N/A	N/A
	All EDTC-2 Data Elements	100.00% (n=3)	N/A	N/A	N/A

- This is the report that you need to attach to an email and sent to Kyle.Cameron@wyo.gov and Shanelle.VanDyke@QualityReportingServices.com

For Questions and assistance, please contact:

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Consultant for the MBQIP & HIIN initiatives