Department of Veterans Affairs

Breast Care Registry (BCR)
User Guide

June 2015
BCR Software Version 2.0
## Revision History

<table>
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<tr>
<th>Date</th>
<th>Revision</th>
<th>Description</th>
<th>Author</th>
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<tr>
<td>06/09/2015</td>
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1. Introduction
The Department of Veterans Affairs (VA) Breast Care Registry (BCR), formerly known as Breast Cancer Clinical Case Registry (BCCCR), was established to provide a registry of information about breast cancer screening, test results, treatment, and follow-up for clinical care and population surveillance of breast care. The registry provides a user interface for clinicians and coordinators to analyze and report BCR patient health metrics and data.

BCR Version 2.0 enhances the existing BCR by completing the implementation of initial requirements; repairing legacy defects; ensuring report consistency; ensuring comprehensive data ingestion and accuracy from identified data sources; and deploying a fully functional national release of the registry. The enhanced BCR provides the Women’s Health Services of the Veterans Health Administration (VHA) with the ability to determine areas of improvement for the timely and quality care of Veterans, and to enhance the VHA’s capacity to monitor long-term outcomes of BCR patients within Women’s Health Services.

1.1. Purpose
The purpose of this user guide is to familiarize users with the features and navigational elements of the enhanced BCR application.

1.2. Overview
BCR v2.0 is a Web-based intranet registry application, residing within the Converged Registries Solution (CRS) architectural framework. Figure 1 depicts the following data flow and system logic:

1) The provider documents patient care encounters and enters the data into the Computerized Patient Record System/Veterans Health Information Systems and Technology Architecture (CPRS/VistA).

2) The patient data is securely stored in the Corporate Data Warehouse (CDW). This CDW data is also compiled from feeds from corresponding Regional Data Warehouse (RDW) and Veterans Integrated Service Network (VISN) Data Warehouse (VDW) sources.

3) At regular intervals, the BCR database (residing within CRS) extracts data specific to the breast care patient cohort from CDW.

4) The BCR Dashboard provides BCR users with quality patient data, including patient details and standard, aggregate and ad hoc reports. Depending on user permissions, data is available at the national, regional and local levels, allowing providers to evaluate effective treatment, quality care, scheduling, and planning for their specific cohort.
1.3. Project References

The formal documentation for the enhanced BCR is located in the Technical Service Project Repository (TSPR) project notebook:

http://tspr.vista.med.va.gov/warboard/anotebk.asp?proj=1746&Type=Active#Documentation

1.3.1. Information

Listed below are the points of contact for BCR administration, troubleshooting and information:

- Sally Haskell, MD, BCR Business Owner and Deputy Chief Consultant for Women’s Health Services: Sally.Haskell@va.gov
- Yvette Williams, MD, Consultant, Women’s Health Services: Christine.Williams@va.gov
- Caitlin Cusack, MD, OIA Health Informatics: Caitlin.Cusack@va.gov
- Christine Jasien, HR&D Database Manager, Atlanta: Christine.Jasien@va.gov
- Drew Prescott, Registries Program Manager: Drew.Prescott@va.gov
1.3.2. **Coordination**

The organizations that require coordination for BCR include the Registries Sustainment team, Women’s Health Services, and the Austin Information Technology Center (AITC).

Security measures are upheld by AITC. The schedule of coordination activities is the timeframe of the BCR enhancements warranty and BCR sustainment activities.

1.3.3. **Help Desk**

Help desk services are provided by the National Service Desk (NSD).

Calls to the NSD should state that the user is working with the Converged Registries Solution and the Breast Care Registry. The NSD will then direct the trouble ticket to AITC, who will use established procedures to direct the problem to the CRS sustainment team.

1.4. **Acronyms and Abbreviations**

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AITC</td>
<td>Austin Information Technology Center</td>
</tr>
<tr>
<td>BCCCR</td>
<td>Breast Cancer Clinical Case Registry</td>
</tr>
<tr>
<td>BCR</td>
<td>Breast Care Registry</td>
</tr>
<tr>
<td>BI-RADS</td>
<td>Breast Imaging Reporting and Data System</td>
</tr>
<tr>
<td>CDW</td>
<td>Corporate Data Warehouse</td>
</tr>
<tr>
<td>CPRS</td>
<td>Computerized Patient Record System</td>
</tr>
<tr>
<td>CPT</td>
<td>Current Procedural Terminology</td>
</tr>
<tr>
<td>CRS</td>
<td>Converged Registries Solution</td>
</tr>
<tr>
<td>ICD</td>
<td>International Classification of Diseases</td>
</tr>
<tr>
<td>NSD</td>
<td>National Service Desk</td>
</tr>
<tr>
<td>PACT</td>
<td>Patient Aligned Care Team</td>
</tr>
<tr>
<td>RDW</td>
<td>Regional Data Warehouse</td>
</tr>
<tr>
<td>TSPR</td>
<td>Technical Service Project Repository</td>
</tr>
<tr>
<td>VA</td>
<td>Department of Veterans Affairs</td>
</tr>
<tr>
<td>VDW</td>
<td>VISN Data Warehouse</td>
</tr>
<tr>
<td>VHA</td>
<td>Veterans Health Administration</td>
</tr>
<tr>
<td>VISN</td>
<td>Veterans Integrated Service Network</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>VistA</td>
<td>Veterans Health Information Systems and Technology Architecture</td>
</tr>
<tr>
<td>WAN</td>
<td>Wide Area Network</td>
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</table>

2. System Summary

The user interface for the enhanced BCR is a standard Web interface that provides optimized reporting tools with a variety of filtering and sorting capabilities, including the following features:

- BCR Dashboard
- BCR Standard Reports
- BCR Aggregate Reports
- BCR Ad Hoc Reporting Dashboard
- VISN/Facility Search

These features are described in detail in this User Guide.

2.1. System Configuration

The enhanced BCR utilizes the VA Wide Area Network (WAN), with a communications interface to transfer records as appropriate. The One VA Enterprise WAN is depicted in the figure below.
Figure 2: One VA Enterprise WAN

The VHA Data Warehousing Visual Architecture figure shown below depicts the interface relationship between BCR and CDW.
2.2. Data Flows

The BCR data flow and system logic is described in Section 1.2.

2.3. User Access Levels

The enhanced BCR allows access to authenticated users on the CRS platform, consisting of BCR clinicians, support personnel for setup, and skilled administrators for installation and updates. The intended users of BCR are described in the table below.

Table 2. User Access Levels

<table>
<thead>
<tr>
<th>Intended User(s)</th>
<th>System Proficiency</th>
<th>Background / Experience</th>
<th>Technical Support / Maint Expertise</th>
<th>Access Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHA Office of Women’s Health Services</td>
<td>High</td>
<td>High</td>
<td>Low</td>
<td>Full</td>
</tr>
<tr>
<td>Clinicians</td>
<td>Varies</td>
<td>Varies</td>
<td>Low</td>
<td>Varies</td>
</tr>
<tr>
<td>BCR Local Administrators</td>
<td>Varies</td>
<td>Varies</td>
<td>Low</td>
<td>Varies</td>
</tr>
<tr>
<td>BCR System Administrators</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>Full</td>
</tr>
</tbody>
</table>

CRS further provides for the following three layers of access:
• **Enterprise Access:** To be granted to users requiring reports and information on an enterprise level. Enterprise access will also include access to the VISN local levels.

• **VISN Access:** To be granted to users requiring reports and information on a VISN-specific level. The access will be restricted to reports and information from that user’s assigned VISN. VISN level access will also include local level functionality for sites within the VISN.

• **Local Level:** To be granted to users requiring reports and information on a local level. Users with local access will be restricted to reports and information for their assigned location. Local users will not have access to VISN or enterprise reports or information. Local level is the most restrictive level of access.

For BCR, privileges are delegated by facility, VISN, and national levels. For example, a local level user in Atlanta will be able to view the aggregate data for the Atlanta facility only, but a BCR system administrator will be able to view facility, VISN, and national data.

### 2.4. Contingencies and Alternate Modes of Operation

Continuity of operations in the event of an emergency, disaster, or accident is handled by AITC procedures.
3. Getting Started

3.1. Logging On

BCR is a Web-based intranet registry that allows access to authenticated users on the CRS architectural platform. No separate login procedure is required once the user has been given access to the BCR intranet site application.

BCR requires Internet Explorer (IE) versions 6.0 or higher.

3.2. System Menu

The BCR Dashboard is the main page, providing a menu of selections that allow providers to generate a variety of reports, including standard reports, aggregate reports, ad hoc (custom) reports, and VISN or facility-specific searches. The Dashboard also allows searching for specific patients.

![BCR Dashboard](image)

**Figure 4: BCR Dashboard**
3.3. System Navigation

As a Web-based application, BCR provides easy browser-based navigation between reports and pages.

- To generate a report, click the corresponding link on the BCR Dashboard.
- To return to the BCR Dashboard from any other page, click the Reporting link at the top of the page.

Navigation is also aided by the breadcrumb trail at the top of each report. Click the desired level to navigate between reporting levels (or click Reports to go back to the Dashboard).

Clicking the browser Back and Next buttons will navigate back and forth between the previous and next page.

3.4. Report Navigation

Upon generating a report, BCR allows easy navigation between report pages.

Use the Previous and Next buttons to go back and forth between pages sequentially, or click the desired page number to open it.

Click the First and Last buttons to jump to the first or last page.

To set the number of rows to display on one page, make the selection from the Page Size list:
3.5. Changing User ID and Password

As a Web-based VA intranet registry application, users log in with their VA network credentials. User IDs and passwords are not administered by BCR, and thus no specific procedures for changing the User IDs and passwords are required.

3.6. Exit System

- To exit the system, simply close the browser window.

3.7. Known Caveats and Exceptions

Known caveats and exceptions include the following:

- BCR is currently unable to differentiate the data within individual facilities for VISN 2 and VISN 23. The data from these facilities roll up at the VISN level only and cannot be provided at the facility level.

- As of May 2015, System for Mammography Results Tracking (SMART) Health Factor data for follow-up care is not available. Information about follow-up actions will be available in BCR with CPRS version 31, planned for release in 2016.

- Regional data in VDW/RDW may not always align with national data in CDW, and so patient data discrepancies are possible. Such discrepancies should be reported to BCR Administrators.
4. Standard Reports

Standard reports allow BCR users to run searches and generate reports about specific patient cohorts based on the desired criteria. Standard reports also provide the ability to view individual patient information.

**Patient Eligibility**: BCR includes all Veterans and non-Veterans who have actively been seen within the last 3 years, excluding males who have no mammography data and female non-Veterans who have no mammography data.

**Ethnicity**: The Hispanic ethnicity includes all Hispanic patients, including those identified as Hispanic Black, Hispanic White, and Hispanic/Latino.

4.1. All Mammograms / Abnormal

This report allows providers and coordinators to search for patients with both normal and abnormal mammograms, and to view details of results and follow-up care.

**To run an All Mammograms / Abnormal report**

1. Click **All Mammograms / Abnormal** on the BCR Dashboard.
2. Select the following filters:
   - VISN: Select the VISN from the drop-down list
   - Station/Healthcare System: Select the Station or Healthcare System from the list. The Facility ID will be shown in parentheses.
   - PACT Team: Click the check box next to each Patient Aligned Care Team (PACT) to include in the search, or click **Check All** to include all PACTs. To narrow the list, type any portion of the name of the PACT and select from the resulting list of matches. (Default = All PACTs)
   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the start date will generate an error message.) (Default = one year prior to the current date.)
   - Show only Latest Entries: When this check box is selected, only the latest test (for patients with multiple tests) will be returned. To include all tests, de-select the check box. (Default = Checked Box)
• Show Only Mammograms: Click this check box to view only mammograms. When de-selected, ultrasounds and MRIs are displayed in addition to mammograms. (Default = Unchecked Box)

• BI-RADS Codes: Select the desired Breast Imaging Reporting and Data System (BI-RADS) codes (1 – 6) to include in the search. (Default = All Items Checked)

• Age Restriction: Select the desired age range. (Default = All)

• Patient Name: Enter the first or last name of the patient, or any portion of the name.

• Gender: Select the gender. (Default = All)

• Race: Select the race. (Default = All)

• Provider Name: Enter the first or last name of the provider, or any portion of the name.

• Follow-Up Action (available in 2016, see Section 3.7): Select from the list to include only patients with a follow-up action, only those with no follow-up action, or All. (Default = All)

3. After setting filters, click Run Report. (To reset the filters and begin a new search, click Reset.)

**Viewing the report**

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.

The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To view mammogram impression notes, hover the cursor over the Impression link.

- To view detailed patient information, click Details. For more information about the patient details screen see Section 8.

## 4.2. Mammograms Due

This report allows providers and coordinators to search for patients who are due for mammograms.

**To run a Mammograms Due report**

1. Click Mammograms Due on the BCR Dashboard.
2. Select the following filters:
   
   - VISN: Select the VISN from the drop-down list
   - Station/Healthcare System: Select the Station or Healthcare System from the list. The Facility ID will be shown in parentheses.
     
     ![Select Station / Healthcare System](image)
     
   - PACT Team: Click the check box next to each PACT to include in the search, or click Check All to include all PACTs. To narrow the list, type any portion of the name of the PACT and select from the resulting list of matches. (Default = All PACTs)
   - Due In: Select the desired time period when the patient’s mammogram is due. (Default = Current)
     
     ![Due In](image)
     
     The Custom Date Range selection will bring up Start and End date fields. Use the calendar icons to select the dates, or enter the dates in d/m/yyyy format. (Selecting an end date earlier than the start date will generate an error message.)
   - Age Restriction: Select the desired age range. (Default = All)
   - Mammogram Type: Select the type of mammogram, i.e., Screening, Diagnostic, Undetermined, or All. (Default = All)
Technical Notes used in Evaluating Mammogram Type

**If an order exists** for the mammogram, the current procedural terminology (CPT) code of the order is evaluated by the following:

- If code = (77052, 77057, G0202): The type is “Screening”
- If code = (77051, 77055, 77056, G0204, G0206): The type is “Diagnostic”

**If an order does NOT exist** the following criteria is used:

- Under the (40-74) age range, patient should not be "required" - diagnostic WHEN ((Age < 40) AND (Mammogram Most Recent Screen Frequency IS NOT NULL)) THEN 'Diagnostic'
- Above (74) age range, patient should not be "required" to have a mammogram more frequently than 2 years – diagnostic WHEN ((Age > 74) AND ((Mammogram Most Recent Screen Frequency <> '2Yr' OR Mammogram Most Recent Screen Frequency IS NOT NULL))) THEN 'Diagnostic'
- If patient's last BI-RADS was 3 or greater – diagnostic WHEN ((Age BETWEEN 40 and 74) AND BI-RADS Score >= 3) THEN 'Diagnostic'
- If patient in age range, has a screening frequency less than 1Yr - diagnostic WHEN ((Age BETWEEN 40 and 74) AND (Mammogram Most Recent Screen Frequency < '1Yr' THEN 'Diagnostic'
- If patient is male THEN ‘Diagnostic’ ELSE 'Screening'

- Patient Name: Enter the first or last name of the patient, or any portion of the name.
- Gender: Select the gender. (Default = All)
- Provider Name: Enter the first or last name of the provider, or any portion of the name.

3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)
4. To reset the filters and begin a new search, click **Reset**.

**Viewing the report**

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.
• To view detailed patient information, click Details. For more information about the patient details screen see Section 8.

4.3. Ordered Pending

This report allows providers and coordinators to search for patients who have had mammograms ordered (but not yet completed), and the latest status.

To run an Ordered Pending report

1. Click Ordered Pending on the BCR Dashboard.
2. Select the following filters:
   • VISN: Select the VISN from the drop-down list
   • Station/Healthcare System: Select the Station or Healthcare System from the list. The Facility ID will be shown in parentheses.
   • PACT Team: Click the check box next to each PACT to include in the search, or click Check All to include all PACTs. To narrow the list, type any portion of the name of the PACT and select from the resulting list of matches. (Default = All PACTs)
   • Date Range: Select the date range to search, i.e., an incomplete order older than 60 days, an incomplete order within the past 60 days, or a custom date range. (Default = Incomplete (60+ Days)
The Custom Date Range selection will bring up Start and End date fields. Use the calendar icons to select the dates, or enter the dates in d/m/yyyy format. (Selecting an end date earlier than the start date will generate an error message.)

- Show only Latest Entries: When this check box is selected, only the latest test ordered (for patients with multiple tests ordered) will be returned. To include all mammograms ordered, de-select the check box. (Default = Checked Box)
- Age Restriction: Select the desired age range. (Default = All)
- Mammogram Type: Select the type of mammogram, i.e., Screening, Diagnostic, Undetermined, or All. (Default = All)

### Technical Notes used in Evaluating Mammogram Type

**If an order exists** for the mammogram, the CPT code of the order is evaluated by the following:

- If code = (77052, 77057, G0202): The type is “Screening”
- If code = (77051, 77055, 77056, G0204, G0206): The type is “Diagnostic”

**If an order does NOT exist** the following criteria is used:

- Under the (40-74) age range, patient should not be "required" - diagnostic
  WHEN ((Age < 40) AND (Mammogram Most Recent Screen Frequency IS NOT NULL)) THEN 'Diagnostic'

- Above (74) age range, patient should not be "required" to have a mammogram more frequently than 2 years – diagnostic
  WHEN ((Age > 74) AND ((Mammogram Most Recent Screen Frequency <> '2Yr' OR Mammogram Most Recent Screen Frequency IS NOT NULL)))) THEN 'Diagnostic'

- If patient's last BI-RADS was 3 or greater – diagnostic
  WHEN ((Age BETWEEN 40 and 74) AND BI-RADS Score >= 3) THEN 'Diagnostic'

- If patient in age range, has a screening frequency less than 1Yr - diagnostic
  WHEN ((Age BETWEEN 40 and 74) AND (Mammogram Most Recent Screen Frequency < '1Yr') THEN 'Diagnostic'

- If patient is male THEN ‘Diagnostic’

ELSE 'Screening'

- Patient Name: Enter the first or last name of the patient, or any portion of the name.
- Gender: Select the gender. (Default = All)
- Provider Name: Enter the first or last name of the provider, or any portion of the name.
3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report will display the results of the search in a grid format.

![Report Table]

### Technical Notes:

**BI-RADS Code:** *No Score – Source <source name>* is shown when a mammogram/test comes in from a non-Radiology source. In these cases there will not be an accompanying BI-RADS score.

**Ordered Desired Date:** The “Order Start Date” (in CDW), which is the date the physician recommended the test to occur.

**Order Information:**

- If No Order Exists ==> 'No order exists'
- If Order Status = 'PENDING' ==> 'Ordered / Not Scheduled'
- If Order Status = 'SCHEDULED' AND the Order Start Date Time is not more than 2 months in the past ==> 'Ordered / Scheduled' with date and location
- If Order Status = 'SCHEDULED' AND the Order Start Date Time IS more than 2 months in the past ==> 'Ordered / Scheduled' with date and location
- If None of the Above (Hold, Active) ==> Display 'Hold' or 'Active'

- If Order Status = 'SCHEDULED' OR 'ACTIVE' OR 'PENDING' AND the Order Start Date Time is more than 2 months in the past THEN "Order Overdue"
- Incomplete Order = Order date more than 2 months past

The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To view detailed patient information, click **Details**. For more information about the patient details screen see Section 8.
4.4. Breast Biopsies / Surgeries

This report allows providers and coordinators to search for patients who have had biopsies and/or other surgical procedures, and to view results and follow-up care.

To run a Breast Biopsies / Surgeries report

1. Click Breast Biopsies / Surgeries on the BCR Dashboard.
2. Select the following filters:
   - VISN: Select the VISN from the drop-down list
   - Station/Healthcare System: Select the Station or Healthcare System from the list. The Facility ID will be shown in parentheses.

<table>
<thead>
<tr>
<th>Select Station / Healthcare System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRONX VAMC (526)</td>
</tr>
<tr>
<td>BRONX VAMC (526)</td>
</tr>
<tr>
<td>EAST ORANGE VA NEW JERSEY HCS (561)</td>
</tr>
<tr>
<td>HUDSON VALLEY HCS VAMC (620)</td>
</tr>
<tr>
<td>NEW YORK HHS (630)</td>
</tr>
<tr>
<td>NORTHPORT (632)</td>
</tr>
</tbody>
</table>

   - PACT Team: Click the check box next to each PACT to include in the search, or click Check All to include all PACTs. To narrow the list, type any portion of the name of the PACT and select from the resulting list of matches. (Default = All PACTs)
   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the start date will generate an error message.) (Default = one year prior to the current date)
   - Biopsy vs Surgery: Select the type of procedure to include in the search, i.e., only biopsies, only surgeries, or All. (Default = All)
   - Procedure Code: Type the CPT or International Classification of Diseases (ICD-9) code into the text field.
   - Patient Name: Enter the first or last name of the patient, or any portion of the name.
   - Age Restriction: Select the desired age range. (Default = All)
   - Gender: Select the gender. (Default = All)
   - Race: Select the race. (Default = All)
   - Provider Name: Enter the first or last name of the provider, or any portion of the name.
   - Follow-Up Action (available in 2016, see Section 3.7): Select from the list to include only patients with a follow-up action, only those with no follow-up action, or All. (Default = All)
3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To view report details if available, hover the cursor over the **Report** link.
- To view pathology details if available, hover the cursor over the **Pathology** link.
- To view tumor registry information if available, hover the cursor over the **Tumor Registry Data** link.

- To view detailed patient information, click **Details**. For more information about the patient details screen see Section 8.
4.5. Breast Cancer

This report allows providers and coordinators to search for patients who have had a breast cancer diagnosis, and to view details of diagnosis and follow-up care.

To run a Breast Cancer report

1. Click **Breast Cancer** on the BCR Dashboard, under Standard Reports.
2. Select the following filters:
   - VISN: Select the VISN from the drop-down list
   - Station/Healthcare System: Select the Station or Healthcare System from the list. The Facility ID will be shown in parentheses.

   - **Select Station / Healthcare System:**
     - BRONX VAMC (526)
     - EAST ORANGE VA NEW JERSEY HCS (561)
     - HUDSON VALLEY HCS VAMC (620)
     - NEW YORK HHS (630)
     - NORTHPORT (632)

   - PACT Team: Click the check box next to each PACT to include in the search, or click **Check All** to include all PACTs. To narrow the list, type any portion of the name of the PACT and select from the resulting list of matches. (Default = All PACTs)

   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the start date will generate an error message.) (Default = one year prior to the current date)

   - Patient Name: Enter the first or last name of the patient, or any portion of the name.

   - Age Restriction: Select the desired age range. (Default = All)

   - Gender: Select the gender. (Default = All)

   - Race: Select the race. (Default = All)

   - Provider Name: Enter the first or last name of the provider, or any portion of the name.

   - Follow-Up Action (available in 2016, see Section 3.7): Select from the list to include only patients with a follow-up action, only those with no follow-up action, or All. (Default = All)

3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)
Viewing the report

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.

The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To view the specific breast cancer diagnosis, hover the cursor over the Breast Cancer Dx link.
- To view BRCA gene information, hover the cursor over the BRCA Status link.
- To view pathology details if available, hover the cursor over the Pathology link. To view Tumor Registry data (obtained from the VA Central Cancer Registry) if available, hover the cursor over the Tumor Registry Data link.
- To view additional information about treatment, including chemotherapy medication, radiation therapy, or hormone therapy, hover the cursor over the corresponding treatment link.
- To view detailed patient information, click Details. For more information about the patient details screen see Section 8.
5. Aggregate Reports

Aggregate reports allow BCR users to view statistical summaries and overviews of patient information filtered by the desired criteria. Reports can be further refined to view statistical information by facility, race, and age. Aggregate reports also provide the ability to view individual patient information.

**Patient Eligibility:** BCR includes all Veterans and non-Veterans who have actively been seen within the last 3 years, excluding males who have no mammography data and female non-Veterans who have no mammography data.

**Ethnicity:** The Hispanic ethnicity includes all Hispanic patients, including those identified as Hispanic Black, Hispanic White, and Hispanic/Latino.

5.1. All Mammograms w/BI-RADS Distribution

This aggregate report allows providers and coordinators to review BI-RADS scores for mammogram reports by VISN and facility.

**To run an All Mammograms w/BI-RADS Distribution report**

1. Click **All Mammograms w/BI-RADS Distribution** on the BCR Dashboard.
2. Select the following filters:
   - VISN: Select the VISN from the drop-down list. Multiple VISNs can be selected, as well as all VISNs.
   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the start date will generate an error message.) (Default = one year prior to the current date)
   - Age Restriction: Select the desired age range’ (Default = All)
   - Gender: Select the gender. (Default = All)
   - Race: Select the race. (Default = All)
3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report displays the results of the search in a grid format. The information includes the name of each facility and VISN, and the total mammograms performed at each facility.

The grid also lists the breakdown of results by BI-RADS score (0 – 6), and the percentage of mammograms that the facility performs in relation to other facilities in the same VISN.

A bar graph also displays the breakdown of BI-RADS codes. Hover the cursor over a code to view additional details.
The data can be exported to different file formats, including Excel, CSV, PDF, or Word. The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.
- To view the patient list for the facility, click View More (requires the appropriate user permissions).

5.1.1. All Mammograms w/BI-RADS Distribution by Facility
The All Mammograms w/BI-RADS Distribution page also allows users to view information specific to each facility.

To run an All Mammograms w/BI-RADS Distribution by Facility report
1. Click the View More link in the Details column for the desired facility.
2. Select the following filters:
   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the
start date will generate an error message.) (Default = one year prior to the current date)

• PACT Team: Click the check box next to each PACT to include in the search, or click **Check All** to include all PACTs. To narrow the list, type any portion of the name of the PACT and select from the resulting list of matches. (Default = All PACTs)

• Show only Latest Entries: When this check box is selected, only the latest test (for patients with multiple tests) will be returned. To include all tests, de-select the check box. (Default = Checked Box)

• Show Only Mammograms: Click this check box to view only mammograms. When de-selected, ultrasounds and MRIs are displayed in addition to mammograms. (Default = Unchecked Box)

• BI-RADS Codes: Select the desired BI-RADS codes (1 – 6) to include in the search, or click. (Default = All Items Checked)

• Age Restriction: Select the desired age range. (Default = All)

• Patient Name: Enter the first or last name of the patient, or any portion of the name.

• Gender: Select the gender. (Default = All)

• Race: Select the race. (Default = All)

• Provider Name: Enter the first or last name of the provider, or any portion of the name.

• Follow-Up Action (available in 2016, see Section 3.7): Select from the list to include only patients with a follow-up action, only those with no follow-up action, or All. (Default = All)

3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

• To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.
• To view detailed patient information, click Details. For more information about the patient details screen see Section 8.

5.2. Mammogram Compliance

This aggregate report allows providers and coordinators to review mammogram compliance rates by VISN and facility.

In BCR, the age limits for “compliance” are only applicable for women between the ages of 50 and 74. Data is captured for men and women outside of this age range as well, but this data is not included in the compliance reports.

The criteria for Compliant, Non-Compliant, and Not Applicable are as follows:

Compliant:

• Non-deceased women between the ages of 50 and 74
  - And-
  • Do not have one of more of the following:
    o Bi-Lateral Mastectomy
    o Terminal Health Factor
    o Mammogram Exclusion Health Factor
  - And-
  • Have had a mammogram performed within the last 2 years

Non-Compliant:

• Non-deceased women between the ages of 52 and 74 (women between the ages of 50 – 51 are still in window for their first mammogram, and so are considered compliant)
  - And-
  • Do not have one of more of the following:
    o Bi-Lateral Mastectomy
    o Terminal Health Factor
Mammogram Exclusion Health Factor
- And -
  • Have not had a mammogram performed in the last 2 years.

Not Applicable:
  • Women outside of the 50 – 74 age range
- Or -
  • Have one of more of the following:
    o Bi-Lateral Mastectomy
    o Terminal Health Factor
    o Mammogram Exclusion Health Factor
- Or -
  • Are deceased

Table 3. Mammogram Compliance Matrix

<table>
<thead>
<tr>
<th>Patient Age</th>
<th>Mammogram Completed?</th>
<th>Compliance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>50</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>51</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>51</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>52 – 74</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>52 – 74</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>75 or &gt;</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

To run a Mammogram Compliance report
1. Click Mammogram Compliance on the BCR Dashboard.
2. Select the following filters:
   • VISN: Select the VISN from the drop-down list. Multiple VISNs can be selected, as well as all VISNs.
   • Current or Historical Data: Select the type of data to search, i.e., Current (default, signifying compliance rates to date), or Historical (snapshots of compliance data for the indicated month and year). (Default = Current)
   • Age Restriction: Select the desired age range. (Default = All)
   • Race: Select the race. (Default = All)
3. After setting filters, click Run Report. (To reset the filters and begin a new search, click Reset.)
Viewing the report

The resulting report displays the results of the search in a grid format. The information includes total number of patients (applicable and not applicable), as well as the total number and percentage of compliant and non-compliant patients.

A bar graph also displays the breakdown of compliance rates by facility. Hover the cursor over a facility to view additional details about that facility.

The data can be exported to different file formats, including Excel, CSV, PDF, or Word. The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.
- To view the list of patients for the facility, click View More (requires the appropriate user permissions).
5.2.1. **Mammogram Compliance by Facility**

The Mammogram Compliance page also allows users to view information specific to each facility.

**To run a Mammogram Compliance by Facility report**

1. Click the **View More** link in the Details column for the desired facility.

2. Select the following filters:
   - **Compliance Status**: Select All, Yes (compliant), No (non-compliant) or N/A. (Default = All)
   - **Age Restriction**: Select the desired age range. (Default = All)
   - **Race**: Select the race. (Default = All)

3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word. The report can be sorted by column in ascending or descending order by clicking the up or down arrow in the column.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.
- To view the list of patients for the facility, click **Details** (requires the appropriate user permissions).
5.2.2. **Mammogram Compliance by Age**

The Mammogram Compliance page also provides the ability to review compliance rates by age.

**To create a Mammogram Compliance by Age report**

1. Click the **Mammogram Compliance by Age** link under Additional Views.

2. VISN: Select the VISN. Multiple VISNs can be selected, or all VISNs.

3. Click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report displays compliance rates broken down by age. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

Clicking on a column header will sort the results by that category.

- Click the **View More** link to view compliance rates by facility, as described in Section 5.2.1.
5.2.3. **Mammogram Compliance by Race**

The Mammogram Compliance page also provides the ability to review compliance rates by race. Note that the Hispanic ethnicity includes all Hispanic patients, including those identified as Hispanic Black, Hispanic White, and Hispanic/Latino.

**To create a Mammogram Compliance by Race report**

1. Click the **Mammogram Compliance by Race** link under Additional Views.

2. VISN: Select the VISN. Multiple VISNs can be selected, or all VISNs.

3. Click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report displays compliance rates broken down by race. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

Clicking on a column header will sort the results by that category.

- Click the **View More** link to view compliance rates by facility, as described in Section 5.2.1.
5.3. Breast Cancer

This aggregate report allows providers and coordinators to review the number of patients with a breast cancer diagnosis by VISN and facility.

To run a Breast Cancer report

1. Click Breast Cancer on the BCR Dashboard, under Aggregate Reports.
2. Select the following required filter:
   - VISN: Select the VISN from the drop-down list. Multiple VISNs can be selected, as well as all VISNs.
3. Select the following additional filters:
   - Age Restriction: Select the desired age range. (Default = All)
   - Gender: Select the gender. (Default = All)
   - Race: Select the race. (Default = All)
4. After setting filters, click Run Report. (To reset the filters and begin a new search, click Reset.)

Viewing the report

The resulting report displays the results of the search in a grid format. The information includes the name and ID of each facility, as well as patient counts for breast cancer diagnosis.

The data can be exported to different file formats, including Excel, CSV, PDF, or Word. The report can be sorted by column in ascending or descending order by clicking the corresponding column header.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.
- To view the list of patients for the facility, click View More (requires the appropriate user permissions).
A bar graph also displays the breakdown of breast cancer diagnosis by facility. Hover the cursor over a facility to view additional details about that facility.
Pie charts indicate breast cancer diagnosis by age and race. Hover the cursor over a category to view additional details about that demographic.

5.3.1. Breast Cancer by Facility

The Breast Cancer page also allows users to view information specific to each facility.

To run a Breast Cancer by Facility report

1. Click the View More link in the Details column for the desired facility.
2. Select the following filters:
   - Age Restriction: Select the desired age range. (Default = All)
   - Gender: Select the gender. (Default = All)
   - Race: Select the race. (Default = All)
   - New Diagnosis: Select the diagnosis type, i.e., Yes (diagnosed within the last 12 months), No (not diagnosed within the last 12 months) or All. (Default = All)
3. After setting filters, click Run Report. (To reset the filters and begin a new search, click Reset.)

Viewing the report

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word. The report can be sorted by column in ascending or descending order by clicking the corresponding column header.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.
- To view detailed patient information, click Details.
5.4. Mammograms Follow-Up Compliance

This aggregate report allows providers and coordinators to view information about whether follow-up action and patient communication has occurred for all mammogram results.

See Section 5.2 for information on the criteria used to determine compliance.

To run a Mammograms Follow-Up Compliance report

1. Click Mammograms Follow-Up Compliance on the BCR Dashboard.
2. Select the following filters:
   - VISN: Select the VISN from the drop-down list. Multiple VISNs can be selected, as well as all VISNs.
   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the start date will generate an error message.) (Default one year prior to the current date)
   - Race: Select the race (Default = All).
3. After setting filters, click Run Report. (To reset the filters and begin a new search, click Reset.)

Viewing the report

The resulting report displays the results of the search in a grid format. The information includes the name and ID of each facility, as well as patient counts and percentages for compliance and non-compliance with follow-up.

The data can be exported to different file formats, including Excel, CSV, PDF, or Word. The report can be sorted by column in ascending or descending order by clicking the corresponding column header.

- To export, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.
- To view the list of patients for the facility, click View More (requires the appropriate user permissions).
A bar graph also displays the breakdown of compliance rates by facility. Hover the cursor over a facility to view additional details about that facility.
5.4.1. **Mammogram Follow-Up Compliance by Facility**

The Mammogram Follow-Up Compliance page also allows users to view mammogram compliance follow-up information by facility.

**To run a Mammogram Follow-Up Compliance by Facility report**

1. Click the **View More** link in the Details column for the desired facility.
2. Select the following filters:
   - Start/End Dates: Click the calendar icons to select the start and end dates of the query, or enter the date in m/d/yyyy format. (Selecting an end date earlier than the start date will generate an error message.) (Default = one year prior to the current date)
   - Race: Select the race (Default = All).
   - Follow-Up Information: Select the type of patient follow-up action taken. (Default = All)

   ![Follow-Up Information](#)

3. After setting filters, click **Run Report**. (To reset the filters and begin a new search, click **Reset**.)

**Viewing the report**

The resulting report will display the results of the search in a grid format. The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

   - To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.

The report can be sorted by column in ascending or descending order by clicking the corresponding column header.

   - To view information about follow-up notifications or actions taken, hover the cursor over the link to display the note as a tooltip.
   - To view detailed patient information, click **Details**.
<table>
<thead>
<tr>
<th>Details</th>
<th>PACT Team</th>
<th>Provider Name</th>
<th>Last Name, First</th>
<th>VAID</th>
<th>Last M/M Date</th>
<th>Radiology Type</th>
<th>BI-RADS Code</th>
<th>Next M/M Due</th>
<th>Follow-Up Notification</th>
<th>Follow-Up Action</th>
<th>Ordering Provider</th>
<th>Age</th>
<th>Gender</th>
<th>Race</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03/19/2016</td>
<td>Mammogram 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>43</td>
<td>f</td>
<td>BLACK</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/01/2016</td>
<td>Mammogram 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td>f</td>
<td>BLACK</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03/21/2017</td>
<td>Mammogram 4</td>
<td></td>
<td></td>
<td>Follow-Up Notification</td>
<td>Follow-Up Action</td>
<td></td>
<td>38</td>
<td>f</td>
<td>WHITE</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03/21/2017</td>
<td>Ultrasound 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>38</td>
<td>f</td>
<td>WHITE</td>
<td></td>
</tr>
</tbody>
</table>
6. Ad Hoc Reporting Dashboard

The Ad Hoc Reporting Dashboard allows users to create templates for BCR database searches and queries with customized parameters.

- To open the Ad Hoc Reporting Dashboard, click **Ad Hoc Reporting Dashboard** from the menu on the main BCR Dashboard page.

The Ad Hoc Reporting Dashboard provides a list of pre-defined system templates, any of which can be used as the starting point for the custom query. Alternatively, queries can be created from a new, blank template.

- To preview a system template, click the **Execute** link for the report. This will display the report as a grid in the preview area. The report can be sorted by column in ascending or descending order by clicking the corresponding column header.

The data can be exported to different file formats, including Excel, CSV, PDF, or Word.

- To export, click the **Export** button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click **OK**.
To create a report template

1. Click the **Clone** link for the corresponding system template.

- or -

2. Click the **Create New Report Template** button.

This will open the BCR Ad Hoc Report Template Creation System.

2. Click **Next** and type a name for the new template.

3. Click **Next** to select the columns to include in the report.

   - The Available Columns list shows the columns available for inclusion in the report.
   - The Selected Columns list shows the columns that are currently selected for inclusion in the report.
To add columns to the Selected list, go to the Available list and select the desired columns. Use the Ctrl or Shift key to select multiple columns. To add the selected items, click the To Right button. Alternatively, to add all available items, click the All To Right button.

To remove columns from the Available list, go to the Available list and select the columns to remove. Use the Ctrl or Shift key to select multiple columns. To remove the selected items, click the To Left button. Alternatively, to remove all items (thereby clearing the Selected Columns list), click the All to Left button.

To move the position of an item in either list, select the item and click the Move Up or Move Down buttons.

4. With the columns selected and placed in the desired order, click Next. This will open the Filter Creation page. This page allows users to apply filters using conditional statements and SQL operators.

5. Select the patient grouping method.

- If the first option is chosen, only patients that match each criterion will be displayed in the final report.
- If the second option is chosen, all patients will be displayed in the final report, but specific columns will be blank (null) if they don’t match the criteria.

6. Select the desired operator: AND, OR, Not And (NAND), or Not Or (NOR). This logic gate will be applied to the conditional statements that follow it.
7. Click the Add Statement button to add a conditional statement. By default, the conditional statement will apply to the first item that was selected in the Column Selection page.

8. Click the down arrow to select the field to be filtered. The available fields depend on the columns selected in the Column Selection page.
9. Click the down arrow to select the conditional operator.

10. Type or select the conditional value. Refer to the list of “Selected Column Filter Instructions” for the expected format.

11. Repeat steps 7 – 10 to add conditional statements that will be evaluated by the selected logical operator.
   - To create a new group of operators / conditional statements, click the New Group button and repeat steps 6 – 10 for the new group.

12. With the filters defined as desired, click Apply Filters.

13. Click Next to preview the report. This will display the report as a grid.
   - To make the template public click the Use as Public Template check box. This will make the template available and visible to all BCR users. Keep the check box de-selected to make it private.

14. Click Next to exit the BCR Ad Hoc Report Template Creation System.

Upon returning to the Ad Hoc Dashboard, the newly created template will be visible in the My Templates list. Unlike the system templates, a user-created template can be edited or deleted by the user who created it. The template can also be cloned and viewed by others if set to Public.
   - To view / export the report, click the Execute link.
7. VISN / Facility Search

This utility allows the user to view information about a specific facility within a VISN, and to run a subsequent patient search for patients in that facility.

To run a facility/patient search

1. Click VISN / Facility Search in the BCR Dashboard, under Utilities.
2. Select the facility from the drop-down list.

This will display general information about the facility.
3. Type the name (first or last), VAID or Social Security Number, or any portion of this information, into the search text field and click the Search icon.

Search for Patient in this Facility

This will display the search results.

<table>
<thead>
<tr>
<th>Select</th>
<th>VAID</th>
<th>Patient Name</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>405</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>405</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>405</td>
</tr>
</tbody>
</table>

4. To view patient details, click Select.
8. Patient Details

The Patient Details page provides detailed patient information. The data can be saved as an Excel spreadsheet or Word file.

- To export patient details, click the Export button that corresponds to the desired file format. Type a name for the report (or keep the default name) and click OK.

The report includes the following sections:

- Patient – The patient’s name, age, Veteran status, and demographic/contact information.
- Team – The PACT team and provider.
- Upcoming Appointments – The list of upcoming appointment dates, times and locations.
- Mammogram Compliance and Health Factors – Mammogram compliance and exam history, and complicating health factors.
Depending on the report type and reporting source, additional information will be displayed, such as radiology information, BCR diagnosis, co-morbidities, and treatment history.
9. Administration

This section applies only to BCR users with administrator permissions.

BCR administration procedures for adding users follow those of other Health Registries systems that are sub-components of CRS.

To add users

1. From the BCR Dashboard, click Administration.

This opens the current list of users. From here, the administrator can edit the user’s contact information, edit their role, or remove them from the list.

2. Click Add User, and then enter the NT (VA) username into the search field:
3. Enter the user’s domain, full name, first and last name, and any other desired information into the text fields, and click **Save** to add the user. Click **Close** to return to the user list.

**To view or edit user roles**

1. Click **Edit Roles**.

2. **Patient Metadata Access**: Select **Administrator** or **Facility User**.

3. Select the facilities the user will have access to. Use the Ctrl or Shift key to multi-select.
4. Dashboard Reporting Defaults: To grant the user National (Enterprise) access, select the **National** check box. To grant the user VISN-level access, select the **VISN** check box.

5. Select the VISNs the user will have access to, using the Ctrl or Shift key to make multiple selections.
6. BCR Reporting Facility: To grant the user access to one or more reporting facilities, select the **Reporting Facility** check box and select the facility, or use the Shift or Ctrl key to select multiple facilities.

7. **Click Save** to save the changes. **Click Close** to return to the user list.

10. **Troubleshooting**

As a VA intranet Web site, BCR troubleshooting procedures will usually involve contacting the BCR network administrators or the NSD.

Calls to the NSD should state that the user is working with the Converged Registries Solution and the Breast Care Registry. The NSD will then direct the trouble ticket to AITC, who will use established procedures to direct the problem to the CRS sustainment team.