

Maryland Cancer Registry

GenEdits Plus with
Maryland Hospital Edit Set

June 2011

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Hospital User Manual

NATIONAL PROGRAM OF CANCER REGISTRIES

GenEDITS Plus®

Prepared by

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June 2011

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We acknowledge the State of Maryland, the Maryland Cigarette Restitution Fund, and the National Program of Cancer Registries (NPCR) of the Centers for Disease Control and Prevention (CDC) for the funds that helped support the Maryland Cancer Registry.

1.0 **Introduction**

This application is developed by CDC and used to run edits against a provided data file in NAACCR format. The Users Manual can be accessed through the following website:

http://fha.maryland.gov/pdf/cancer/MCR_GenEDITS_Plus_UsersManual010710.pdf

2.0 **Minimum Hardware/System Requirements**

- 80386 or higher processor
- Microsoft operating system from Windows 98 through Windows XP
- 128 MB RAM (512 MB recommended)
- 35 MB of free hard disk space

3.0 **Installation Procedure**

- 3.1 Download the MCR Version 12 Edit Metafile From:
http://fha.maryland.gov/cancer/mcr_reporter.cfm to your computer. Place in a folder you can access after you download the GenEDITS Plus software.
- 3.2 Download the GenEDITS Plus software from the
<http://www.cdc.gov/cancer/npcr/tools/edits/versionanddownload.htm> to your local drive.
- 3.3 This is an executable file which can be accessed via an icon that will be created on your desktop. It contains one .exe file.
- 3.4 Start the installation procedure by double clicking on the file and follow all prompts.
- 3.5 Always check with your IT department for any facility specific policies or assistance when downloading programs.
- 3.6 After the successful installation, to start GenEDITS Plus, select the program from your desktop and begin to run or open GenEDITS Plus.
- 3.7 Instructions for using GenEDITS Plus are in the online help within the program. Click the Help button for a description of the functions and controls.

4.0 Operation steps

4.1 As soon as you run the application the following screen will show up.

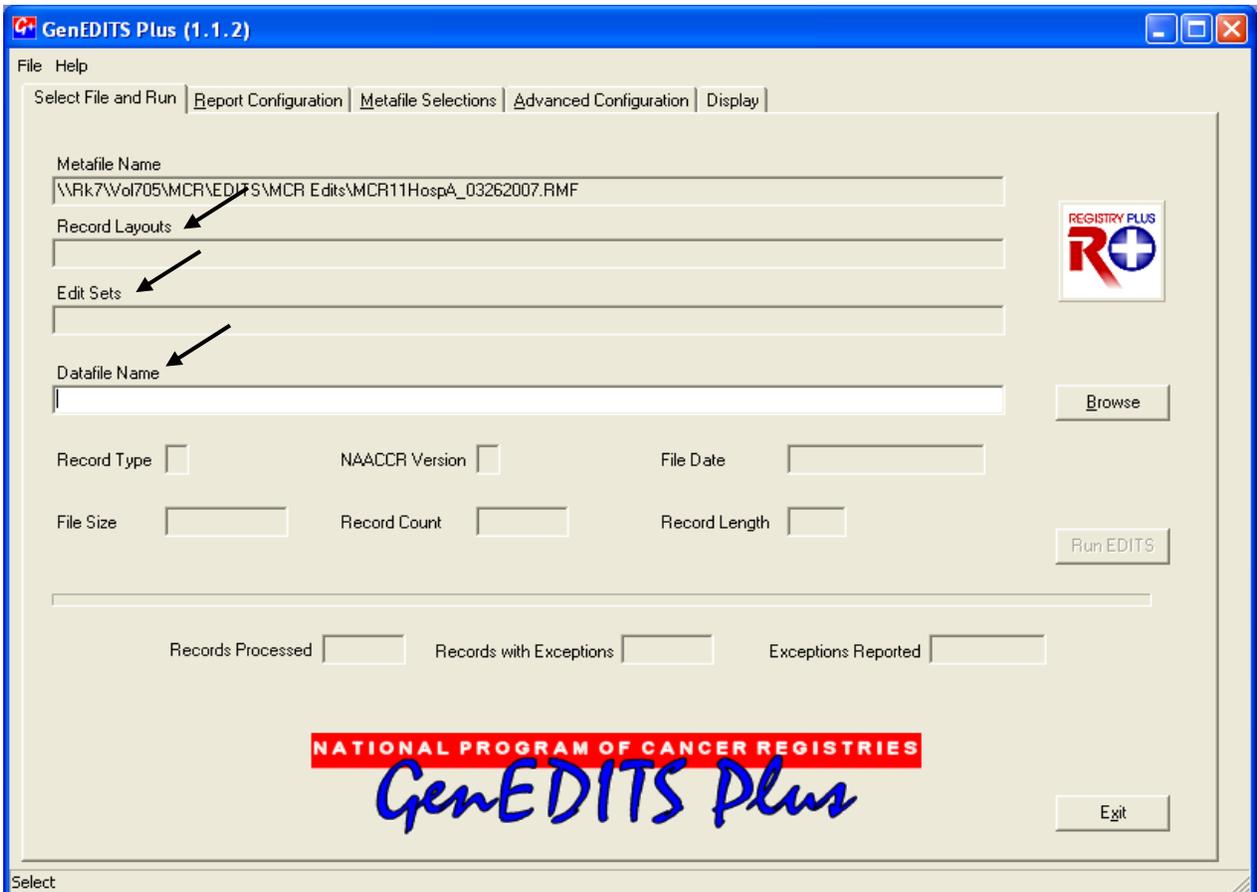
There are prompts on this screen which you will need to update (continue reading instructions for updating the following files):

4.1.a. **Metafile Name:** It shows the name of the metafile containing edits.

4.1.b. **Record Layouts:** It is the record layout of your data file.

4.1.c. **Edit Set:** The edit set will be selected by you as you complete the upload process.

4.1.d. **Datafile Name:** Identify the datafile you wish to run the edits on. This would be your upload file created from your software for state reporting.



4.2. Notice the tabs at the top of the screen shot:

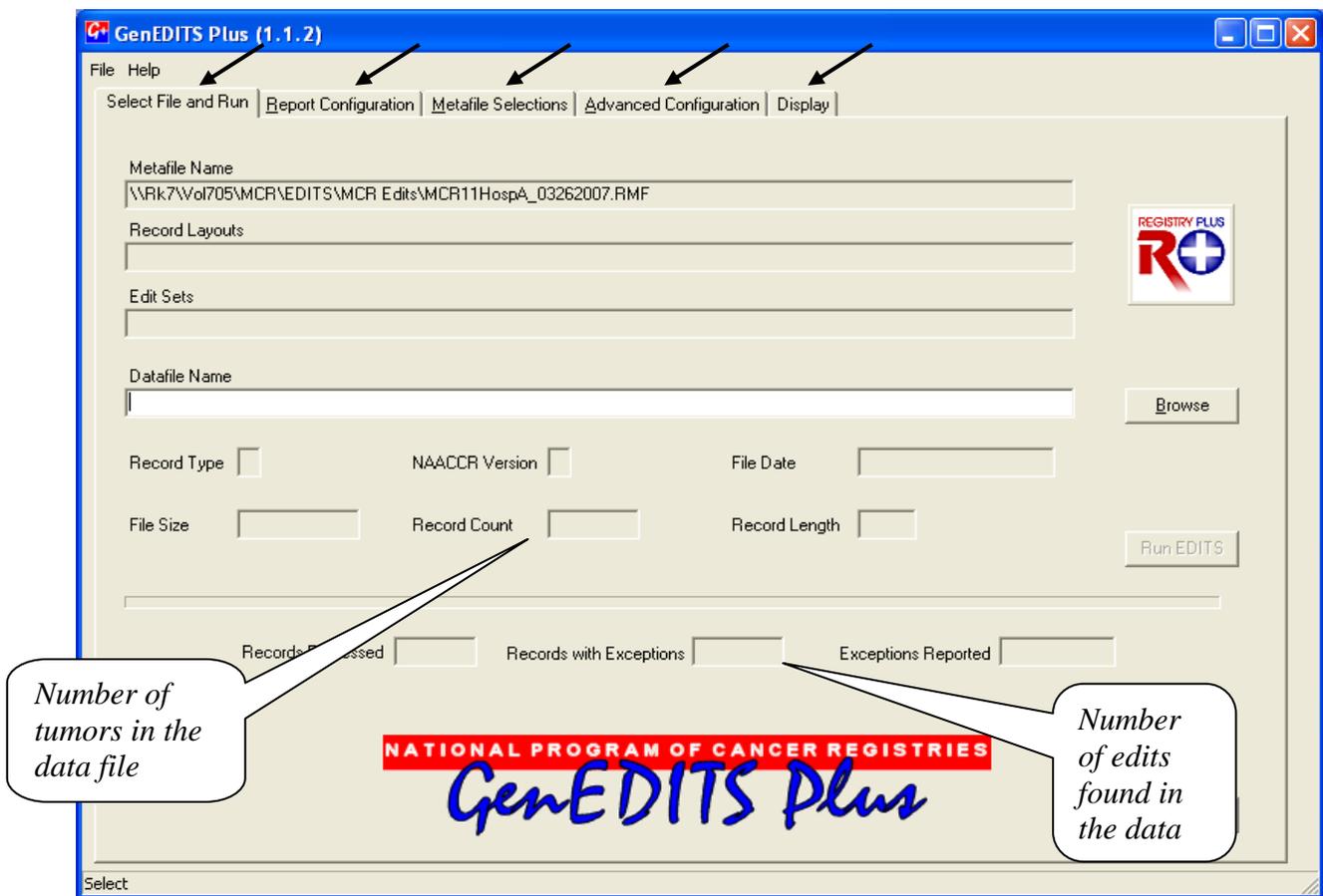
4.2.a. **Select File and Run:** After you have selected the correct metafile and datafile name, this is the screen from which edits will begin.

4.2.b. **Report Configuration:** You may select the sorting fields for the report from this area of the program. Generally it is appropriate to select Patient ID and Sequence Number for the edit report to identify the files in need of corrections.

4.2.c. **Metafile Selection:** This is the selection for uploading the MCR edit Metafile from your computer.

4.2.d. **Advanced Configuration:** This area of the program allows the user to manipulate the edit fields. Cancer Reporters do not need to change or access this process.

4.2.e. **Display:** Cancer Reporters do not need to change or access this process.

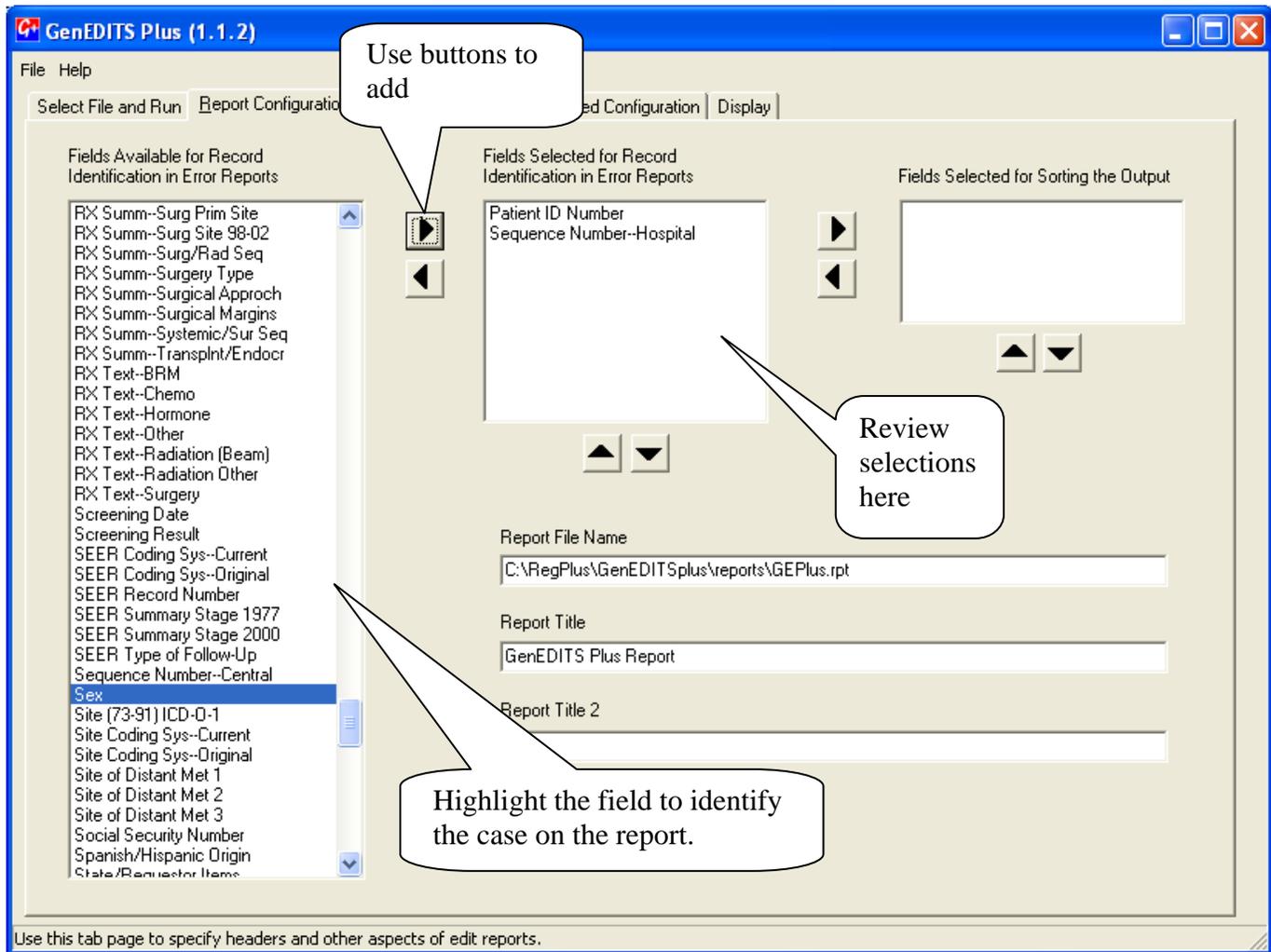


4.3 Other Fields will be filled once the metafile, editsets and datafile are selected.

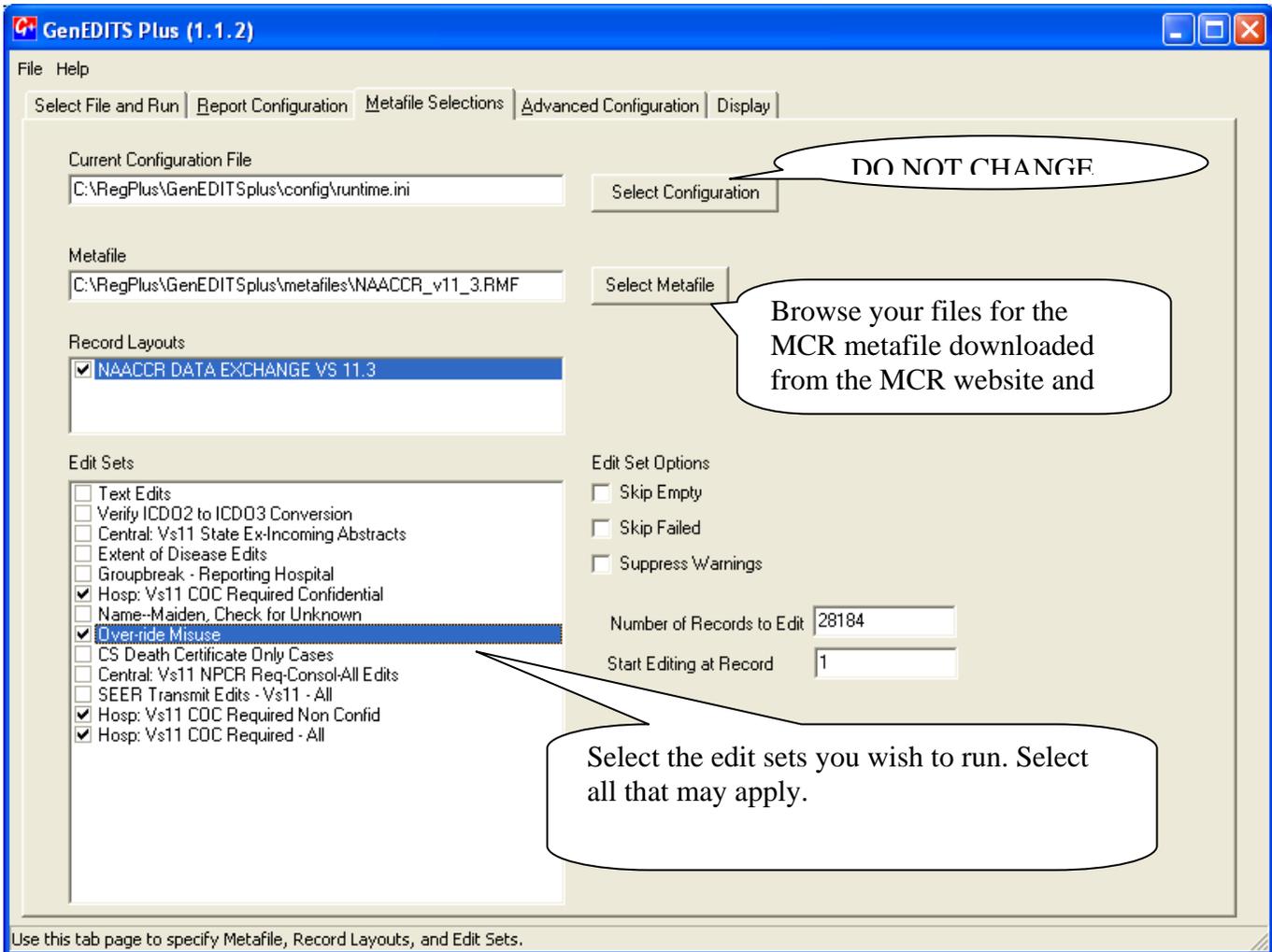
4.4. Once all the upper fields are selected, you will then click on “Run Edits” for processing.

5.0 **File Selection**

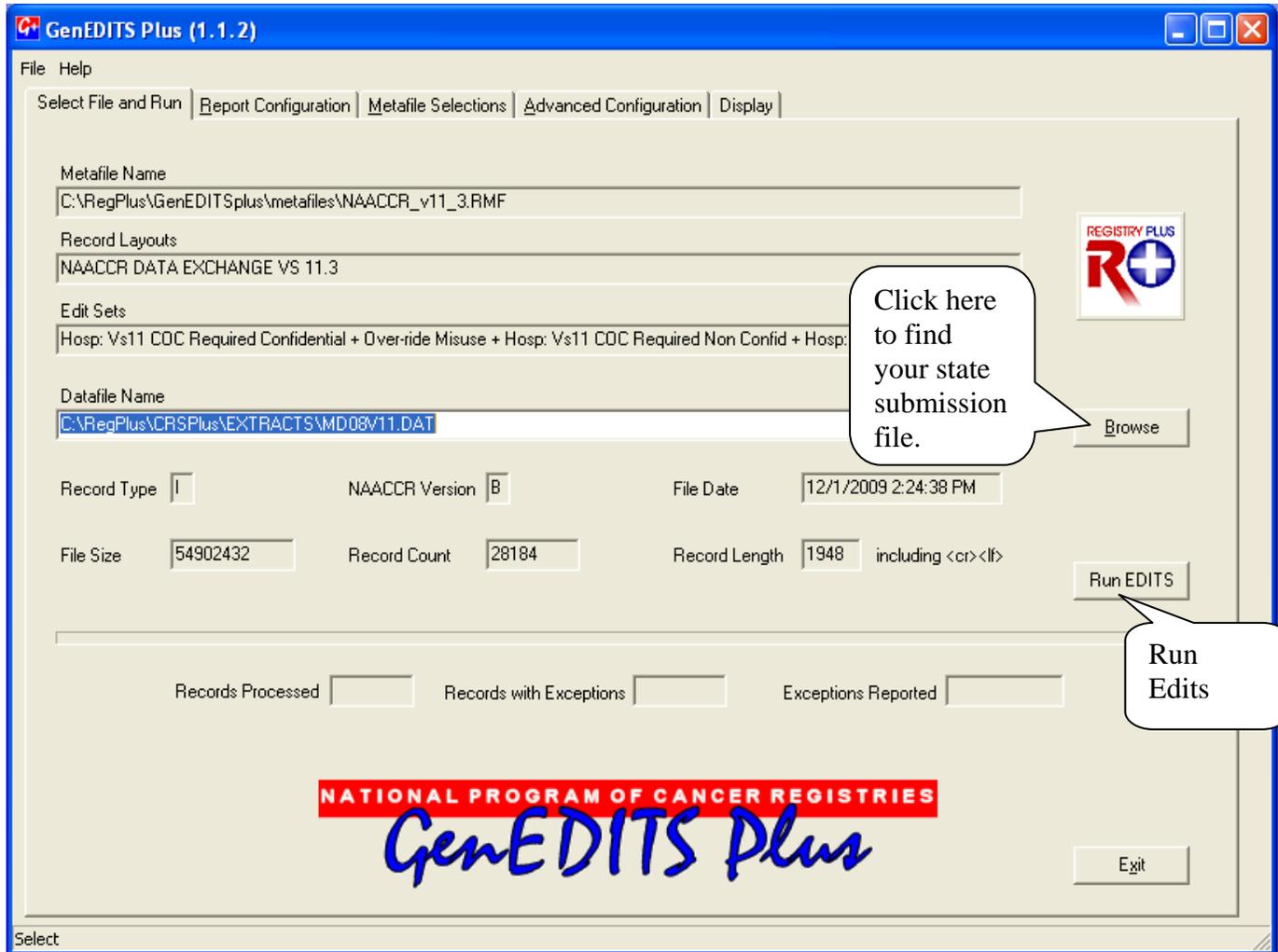
5.1. **Report Configuration:** You may select the identifying fields for the report from this area of the program. Generally it is appropriate to select Patient ID and Sequence Number for the edit report to identify the files in need of corrections.



5.2 **Metafile Selection:** This is the selection for uploading the MCR edit Metafile from your computer.



- 5.3 Return to the **Select File and Run** and upload your submission file into the ‘Datafile Name’.
- 5.4 Click the ‘Browse’ button and find your state submission file. Bring the file into this field.
- 5.5 Begin the processing by clicking on the “Run Edits” button.



6.0 Reports

6.1 Once the edits have completed, the report options screen will appear. It is recommended that you choose the combined report. This combined report gives you a summary of the types of errors found as well as the individual tumors that need to be reviewed. The identifiers of patient ID and sequence number will be listed with each entry.

6.2 Note the “Formfeed” option at the bottom of the report box. You may choose from the following options:

6.2.a. Every Record: This allows printing of one error record per page. If you have a large number of edits, this will consume a significant amount of paper.

6.2.b. Every Edit: This allows printing of one edit per page. Again, if you have a large number of edits, this will consume a significant amount of paper. This is useful if you have multiple staff working on edits to allocate evenly within your department.

6.2.c. Page Filled: This will print full pages of edits for correction. Please utilize this print option whenever possible.

The screenshot shows the 'Report Options' dialog box with the following fields and options:

- Report Title:** GenEDITS Plus Report
- Subtitle:** (empty)
- Report File Name:** C:\RegPlus\GenEDITSplus\reports\GEPlus.rpt
- Error Records:** 2629
- Total Errors:** 5088
- Create Report:** Detailed, Summary, Combined, Close
- Omit Zero Counts from Summary:**
- Formfeed:** Every Record, Every Edit, Page Filled

Callouts in the image provide additional context:

- Number of errors found:** Points to the 'Total Errors' field.
- Print options:** Points to the 'Formfeed' section.
- Recommend choosing the combined report.** Points to the 'Combined' button.

6.2 Summary Report page 1.

The screenshot shows a window titled "View Edit Report" with a blue title bar. The main content area displays a text-based summary of edit data. On the right side, there are navigation and action buttons.

GenEDITS Plus Report Summary by Edit

```
Data File - C:\RegPlus\CRSPlus\EXTRACTS\MD08V11
Range Processed - 1 - 28467
Metafile - C:\RegPlus\GenEDITSplus\metafiles
\Coordinated_Call_for_Data_2010.rmf
Date of Run - 1/5/2010
Edit Set 1 - NPCR Advanced Edits
Record Count - 28467
Total Error Records - 2629
Total Error Messages - 5088
Total Warning Messages - 0
```

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Print The Report

Print This Page

Done

6.3 Summary Report page 2. Notice the listing of edits on the left with the total number within that category listed under “Errors”.

View Edit Report

GenEDITS Plus Report Summary by Edit page 1

Edit	Errors	Warnings	Skips
Cause of Death (SEER COD) -	2436	0	0
Census Tract 1970/80/90, Census Cod Sys (SEER IF45) -	2	0	0
Census Tract 2000 (SEER) -	5	0	0
Date of 1st Crs RX--COC, Date Last Contact (COC) -	3	0	0
Date of Last Contact, Date of Diag. (NAACCR IF19) -	12	0	0
Follow-Up Source Central, Vital Status (NPCR) -	1	0	0
Follow-Up Source, Vital Status (COC) -	3	0	0
Follow-up Source Central, Date of DX (NPCR) -	18	0	0
ICD Revision Number, Cause of Death (SEER IF37) -	108	0	0
ICD Revision, Vital Stat, Date Last Contact (NPCR) -	86	0	0
Vital Status (Subm) -	1	0	0
Vital Status, Cause of Death (Subm) -	2413	0	0

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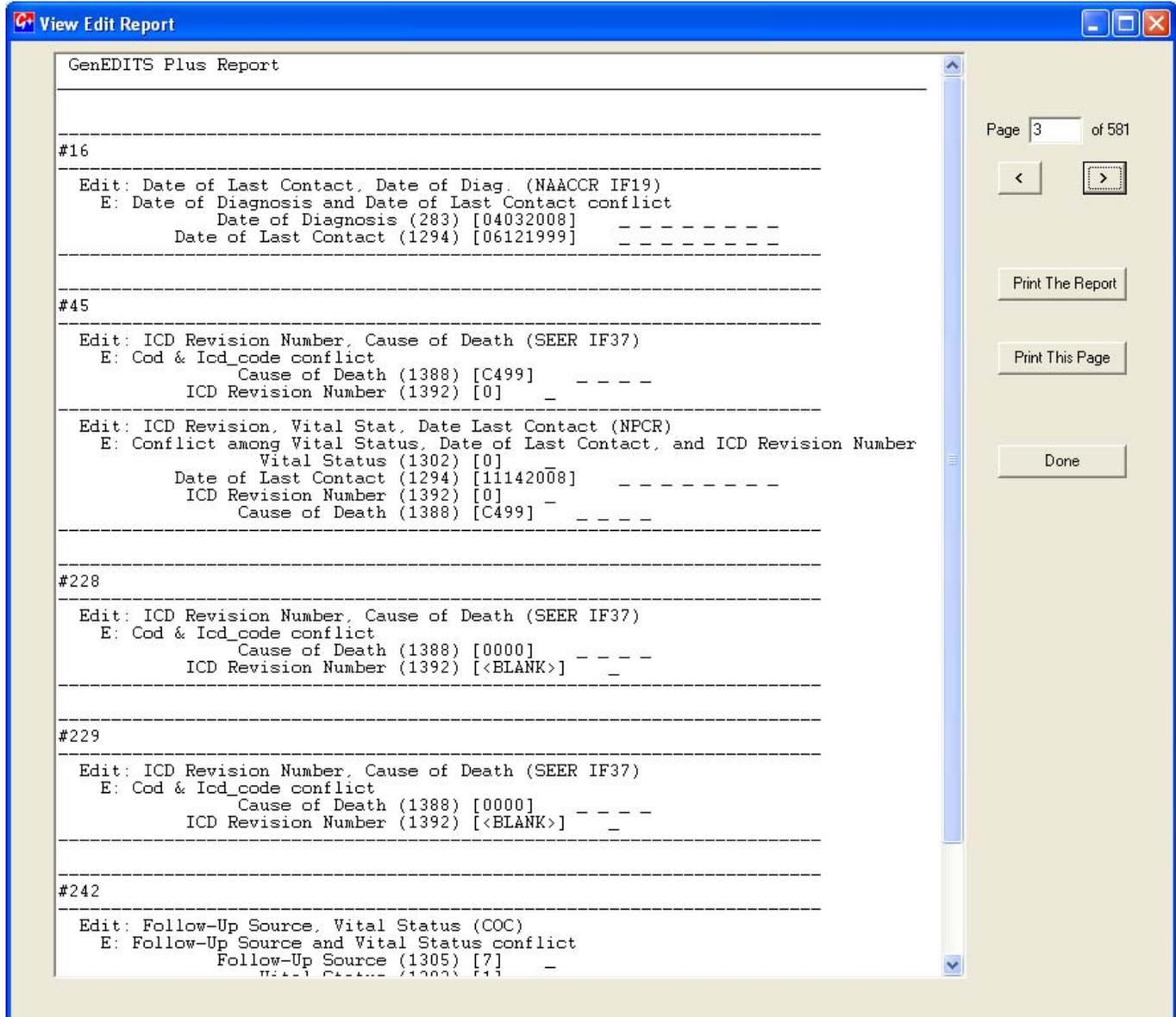
< >

Print The Report

Print This Page

Done

6.4 Summary Report page 3 – end of the report lists the individual edits with identifiers.



When printing is complete, you may choose “Done” and Exit the program.

It is your responsibility to review these cases and make corrections prior to submitting your data for the quarterly call for data. It is possible that you may have to run the state reporting option from your software multiple times to get a clean dataset for submission.

Technical Support

Please call the Maryland Cancer Registry Quality Assurance-Data Management team at Westat:

Westat – MCR QA/DM

Technical Help Line: 1-888-662-0016 or 301-315-5990

Fax: 240-314-2377

Or MCRTechnicalHelp@Westat.com

Hours: Monday-Friday, 8am to 5pm.

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Maryland Cancer Registry

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