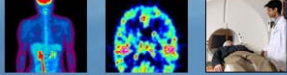


National Oncologic PET Registry

NOPR Database Instructions



NATIONAL ONCOLOGIC PET REGISTRY



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Welcome to the NOPR

The National Oncologic PET Registry (NOPR) is a collaboration of the American College of Radiology Imaging Network (ACRIN), the American College of Radiology (ACR), and the Academy of Molecular Imaging (AMI), to ensure access to Medicare reimbursement for certain types of positron emission tomography (PET) scans.

NOPR to Open May 8th

New Regulatory Procedures

Operations Manual Revised

Data Collection Forms Revised

PET Facilities that are NOT Pre-Registered



- Register Online Beginning May 8th

Send an e-mail to pet_registry@phila.acr.org to receive notification of Registry developments.



Sponsored By:




Managed By:


Endorsed By:

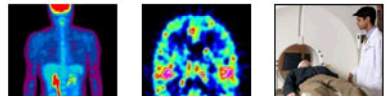
Advisor:



1818 Market Street, Suite 1600, Philadelphia, PA 19103 | 215.717.0859 | pet_registry@phila.acr.org



NATIONAL ONCOLOGIC PET REGISTRY





User Type:

Facility ID:

User Name:

Password:

Powered By:

NOPR Database Instructions

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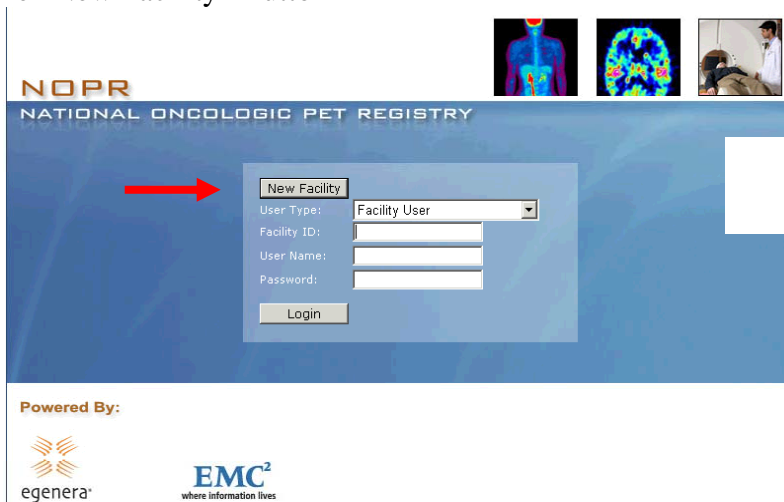
NOPR Database Instructions

On-Line Help

On-Line Help is available by clicking on the [Click here for Help](#) button in the top right corner of each screen

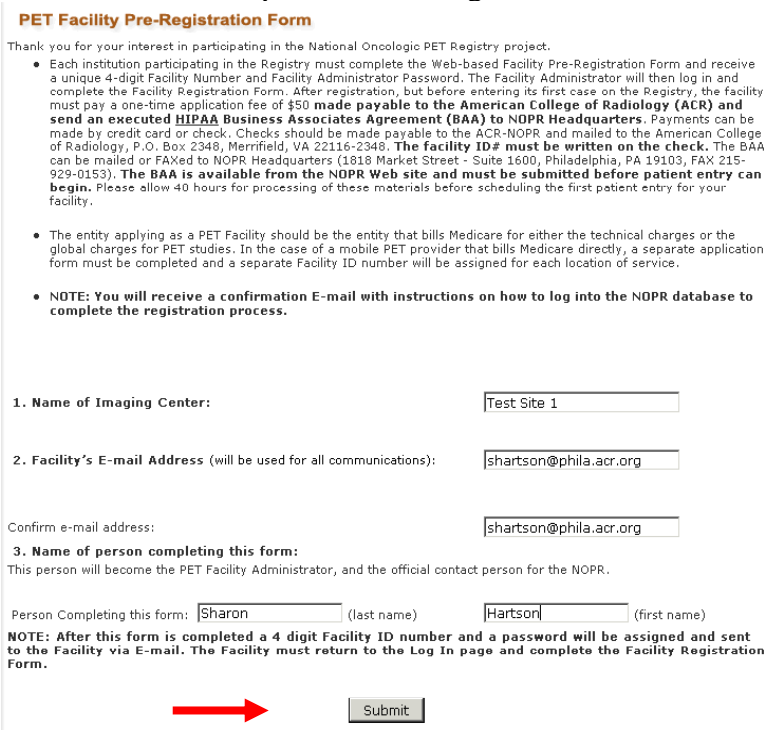
Register a New Facility

- Visit the NOPR Web site, www.cancerPETregistry.org.
- Click on the “PET Facility Registration” Button
- Click on the “New Facility” Button



The screenshot shows the NOPR (National Oncologic PET Registry) website. At the top, there are three small images: a human torso with PET scan results, a brain PET scan, and a person in a lab. Below the header, there is a 'New Facility' registration form. A red arrow points to the 'New Facility' button. The form includes fields for 'User Type' (set to 'Facility User'), 'Facility ID', 'User Name', and 'Password', along with a 'Login' button. Below the form, there are logos for 'eGenera' and 'EMC² where information lives'.

- Read the instructions and complete the Pre-Registration Form.



The screenshot shows the 'PET Facility Pre-Registration Form'. It begins with a thank you message and a list of instructions. The form includes the following fields:

- 1. Name of Imaging Center:
- 2. Facility's E-mail Address (will be used for all communications):
- Confirm e-mail address:
- 3. Name of person completing this form:
This person will become the PET Facility Administrator, and the official contact person for the NOPR.
Person Completing this form: (last name) (first name)

NOTE: After this form is completed a 4 digit Facility ID number and a password will be assigned and sent to the Facility via E-mail. The Facility must return to the Log In page and complete the Facility Registration Form.

A red arrow points to the 'Submit' button at the bottom of the form.

- Click Submit

[Home](#)
[PET Facility Registration ▾](#)
[Logout](#)

Thank you for submitting the NOPR Pre-Registration Form. Your Facility ID#, Username, and Password will be emailed to you. Please use this information to log into your NOPR account and complete the registration process.

- You will receive confirmation e-mails containing your Facility ID#, Username, and Temporary Password. *Read the instructions for logging and changing password.*
- Click on Logout
- Click on the “Registered Users” button on the NOPR Web site
- Use the pull-down menu to pick “Facility Administrator”

User Type: Facility Administrator ▾
 Facility ID:
 User Name: Administrator
 Password:

- Complete the directions for changing password.
- Click on PET Facility Registration

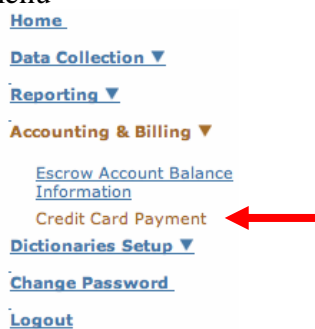
[Home](#)
[PET Facility Registration ▾](#)
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- Click on PET Facility Registration from the submenu

[Home](#)
[PET Facility Registration ▾](#)
 [PET Facility Pre-Registration](#)
 [PET Facility Registration ▾](#)
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- Complete the PET Facility Registration Form. The Facility Administrator can add users, scanners and physicians now or at a later date, but the scanner and physician data must be entered before the first case is entered.
 - To **add a User** click on the Add User button

- Complete the fields, making sure to indicate that the user is “Active” by clicking on Yes in the “ Active: Pull to Select” pull-down menu
 - User Name – The facility can define the User Name for each of their users. (e.g. Mary Smith becomes msmith; use their e-mail address; use their home system login name)
 - **Click on Add** button – *A password and username will automatically be e-mailed to the user.*
 - Continue to add more users or click on Continue to return to the PET Facility Registration Form
 - To **add a Scanner** click on the Add Scanner button
 - Use the pull-down menus to enter all scanner information, making sure to indicate that the scanner is “Active” by clicking on Yes in the “ Active: Pull to Select” pull-down menu.
 - Note you must modify Manufacturer before you can modify Model.
 - If your model or manufacturer is not listed in the pull-down menus please call NOPR Headquarters (215-717-0859)
 - **Click on add** button
 - Continue to add more scanners or click on Continue to return to the PET Facility Registration Form
 - To **add a Physician** click on the Add Physician button
 - Complete the fields, making sure to indicate that the physician is “Active” by clicking on Yes in the “ Active: Pull to Select” pull-down menu. Note: Only the Name and UPIN fields are mandatory.
 - **Click on Add** button
 - Continue to add more physicians or click on Continue to return to the PET Facility Registration Form
- Complete the remainder of the form.
- “Submit” the Form
- Confirmation of your facility’s registration and an invoice for the escrow deposit will be e-mailed to the facility administrator
- Download the NOPR required Business Associates Agreement (BAA) form from the Web site (http://www.cancerpetregistry.org/pdf/nopr_baa_1_1_06.pdf) and send a signed copy to NOPR Headquarters. Patients can not be entered until the BAA is received. Allow up to 2 business days for receipt and processing of the BAA.
- Pay the invoice by sending a check made payable to ACR-NOPR to the address on the invoice or pay by credit card by clicking on the “Accounting & Billing” menu and then on the “Credit Card Payment” submenu



Data Collection

Use this menu to register cases, enter data collection forms, and search for specific cases.

Search Case 1

Case Information

2 Case #: Form status: 7

3 Current Stage: Completion Date:

4 Case status:

Patient Information

5 First Name: Last Name:

Clinician Information

6 First Name: Last Name:

8 9

Facility ID	Case #	Current Stage	Status	Patient	Clinician	Case Registration Date	Cancel
1002	000078	Pre-PET	In Progress	Grace Green	James John	2/11/2006	Cancel
1002	000079	Pre-PET	In Progress	Rodney Rock	Ben Block	2/11/2006	Cancel
1002	000080	Pre-PET	In Progress	Roger Red	Peter Paul	2/11/2006	Cancel
1							

- **Enter a New Case** - Click on the New Button (1). Enter the Case Registration Form data. Click on the “Submit” button to submit the case to the database. Click on the “Save” button to save this form for completion at a later time. Note: form is not entered in the database until the Submit button is clicked.
- **Enter Form for Existing Case** – click on the Case # in the table (10) to open the next form that is due for that case.
- **Search for a Case Using the Search Window** – *Note after entering a search criteria you must click on “Apply” (8)*
 - Case Number (2) – Enter Case #, click Apply (8)
 - Form Status (7) – Use pull-down menu to search for cases with outstanding forms (Available), submitted forms (Submitted) or either (Both).
 - Case Status (4) – Use pull-down menu to search for cases with outstanding forms (In Progress), completed cases (Completed), ineligible cases (Ineligible), or cancelled cases (Cancelled)
 - Patient Name (5) – Enter first or last name
 - Clinician Information (6) – Enter referring physician’s first or last name

- Multiple Criteria – You can search using multiple criteria. For example if you want a list of all open cases choose “Both” from the Form Status menu (7) and “In Progress” from the Case Status menu (4).
- View a Submitted Form – To view a form that has already been submitted
 - Click on the form type from the Data Collection menu on the right.
 - Use the Form Status (7) pull down menu to select “Submitted” or “Both”
 - Click on Apply (8)
 - In the table box appears a list of the cases that have that form type submitted, or if you clicked “both,” a list of the cases that have that form type submitted or are scheduled to have that form type submitted
- **Search for a Case by Form Type** - If you know the form type (i.e. Pre-PET) that you want to enter, choose it from the Data Collection menu and the list of cases with outstanding forms of that type will appear (10). Click on the case # to open that form for data entry.



- **Cancel a Case** – A case may be canceled by either the Facility Administrator or a Facility User until the PET Completion Form is submitted. Once the PET Completion Form is submitted the facility must contact the NOPR project manager via e-mail and request to have the case cancelled and the \$50 registration fee refunded. Possible reasons for case cancellation after the PET Completion Form has been submitted include: case found ineligible for Medicare or patient never returned to referring physician. Referring physician refusal to complete the Post-PET form is NOT sufficient reason to cancel the case

Reporting (Report Generation)

Use this menu to obtain reports on entered cases. In order for the report to appear **you must have your Pop-Up Blocker TURNED OFF.**

- If you click the “Submit” button without choosing any criteria a report on all of your facility’s cases is generated.

**National Oncologic PET Registry
Case Status Summary Report
2/12/2006**

Pet Facility Id Number	Facility Name	Case #	Patient Name	Physician Name	SSN	Case Status	Date Form Received					
							Case Registration	Pre-PET	PET Completion	PET Report Submission	Post-PET Date & Type	
2449	Test Facility	83	Apple, Abby	James, John	123-12-1234	E	02/12/06	02/12/06	02/12/06	02/12/06	02/12/06	SC
2449	Test Facility	84	Crowell, Colleen	James, John	123-12-1234	O	02/12/06	02/12/06	02/12/06	02/12/06		UF
2449	Test Facility	85	Elgin, Ed		123-12-1234	O	02/12/06					

*Case Status:

- O In Progress - Case still in data collection phase
- E Completed - Case meets all of the data submission requirements
- I Ineligible - Case did not meet the data submission requirements
- C Case Cancelled - PET scan not completed, case registration fee refunded

- You can also search for cases by:
 - Time Period
 - Referring Physician
 - Case Status (any, cancelled, completed, in progress, or ineligible)
 - Case Stage (next form to be completed: Pre-PET, PET Completion, PET Submission, or Post-PET)
 - Post-PET Type (Initial Staging, Restaging Cancer, Suspected Cancer, Suspected Cancer Recurrence, Treatment Monitoring, Unknown Primary)
 - Patient Name
 - Case Number
- Once you generate your report use the tools at the top of the screen to save, print or page through your report.



Save Print Page Advance Tools # of pages Zoom

Accounting & Billing

Use this menu to check on the facility's escrow balance or use a credit card to fund the escrow account.

- **Escrow Account Balance Information** – list account deposits, withdraws and refunds.
- **Credit Card Payment** – Credit card payment tool.
 - Do not add the \$ sign when entering amount.
 - Do not click Add more than once

Dictionaries Setup Menu

During the facility registration process the Facility Administrator enters information for Users, Physicians, and Scanners. After the registration form is submitted the Facility Administrator will use this menu to add or update information on users, physicians, or facility scanners.

- **Users**. Click on “Users” (if it did not appear automatically). Verify or update the names and email addresses of your users. Use this screen to add or modify your users.
 - To **modify** a user click on the last name in the table

- Modify information as needed
 - Click on **Modify** button
 - To **add** a user
 - Complete the fields, making sure to indicate that the user is “Active” by clicking on Yes in the “ Active: Pull to Select” pull-down menu
 - User Name – The facility can define the User Name for each of their users. (e.g. Mary Smith becomes msmith; use their e-mail address; use their home system login name)
 - **Click on Add** button – *A password and username will automatically be e-mailed to the user.*
 - To **delete** a user click on the user’s last name
 - Use the “Active: Pull to Select” pull-down menu
 - Click on No
 - Click on **modify**
 - To **send or reset a user password** click on the Reset Password Button. Use this utility if a user forgets his/her password.
- **PET Scanners.** Click on “PET Scanners” to verify or update your PET Scanner information.
 - To **modify** scanner information
 - Click on the name in the Scanner’s Name column
 - Use the pull-down menus to update the information. Note you must modify Manufacturer before you can modify Model.
 - If your model or manufacturer is not listed in the pull-down menus please call NOPR Headquarters (215-717-0859)
 - Click **Modify**
 - To **add** a scanner
 - Use the pull-down menus to enter all scanner information, making sure to indicate that the scanner is “Active” by clicking on Yes in the “ Active: Pull to Select” pull-down menu.
 - Note you must modify Manufacturer before you can modify Model.
 - If your model or manufacturer is not listed in the pull-down menus please call NOPR Headquarters (215-717-0859)
 - **Click on add** button
 - To **delete** a scanner
 - Use the “Active: Pull to Select” pull-down menu
 - Click on No
 - Click on **modify**
- **PET Physicians** (Interpreting Radiologists). Click on “PET Physicians” to verify or update the list of PET physicians.
 - To **modify** a physician click on the last name in the table
 - Modify information as needed
 - Click on **Modify** button
 - To **add** a physician

- Complete the fields, making sure to indicate that the physician is “Active” by clicking on Yes in the “Active: Pull to Select” pull-down menu. Note: Only the Name and UPIN fields are mandatory.
 - Click on **Add** button
 - To **delete** a physician click on the physician’s last name
 - Use the “Active: Pull to Select” pull-down menu
 - Click on No
 - Click on **modify**
- **Facility Physical Address** (PET Scanner Location). Click on “Facility Physical Address” to verify or update the address where the PET scanner is located. This information will be included on the CMS Web site list of PET facilities participating in the NOPR. Patients will use this list to find a participating facility.
 - Enter or change the required fields
 - Click Submit

Change Password

Use this function to change your password. If a User forgets his/her password the Facility Administrator can reset it through the Dictionary Setup Menu. If a Facility Administrator forgets his/her password the NOPR Project Manager must be notified and a new password will be sent to the Facility Administrator.

Change of Facility Administrator

If the name, e-mail address, and/or phone number of the Facility Administrator must be changed send an e-mail to jbrown@phila.acr.org and inform her of the new name, e-mail address and/or phone number of the new Facility Administrator.