

READ ME FIRST: Guide to the Emergency Department Transfer Communication measure tool

Background

Stratis Health developed an Excel-based data collection tool for CAHs participating in a QIO special innovation project to facilitate data collection on the ED Transfer Communication components. The tool allowed participating CAHs to run reports on their own data, and originally provided the mechanism for reporting deidentified data for submission to a comparison data set. The tool is now available for data collection and can be used to obtaining numerator and denominator data that could be submitted for reporting to programs such as MBQIP.

Important items

- DO NOT email the entire tool to anyone. There are two reasons for this:
 - Emailing the tool can break some of the codes that make it run. If multiple people will be using the tool, save it to a network drive that everyone using it can access.
 - The tool itself contains PHI. Instead of emailing it, run a report and then either copy/paste the report into an Excel (see the instructions that are linked at the bottom of the webpage http://www.stratishealth.org/providers/ED_Transfer.html). Or, click “Print” and either scan/email or fax a hard copy of the report to send it. The report (and only the report) can be emailed, but not the whole tool.
- When you click on the link http://www.stratishealth.org/documents/ED_Transfer_Data_Collection_Tool.zip to download the Excel tool, MAKE SURE that you save the tool to your computer or a network drive. If you download the zip file from the link, and then open the tool directly from that and begin using it, nothing you enter will be saved because the tool is still housed in the zip file.
- To use the Excel tool, you will need to enable macros in Excel. Please refer to the user’s manual to learn how to do this in the version of Excel you are running.
- This Excel tool is a large file size. For this reason, saving a record or running a report may take longer than you are used to. During the processing time of the tool, do not hit any button or “X” to close the file as this can stop the working on Excel file and you may lose all your saved data.
- To enter a hospital CCN number that begins with a zero, insert an apostrophe (‘) prior to the leading zero. The tool requires you to enter a six-digit CCN number and will not interpret the zero as a digit unless you add this step.

Numerators and denominators for MBQIP

For hospitals using this tool for MBQIP data collection, the following image provides detail on which numbers are numerators and the denominator for MBQIP.

- The **denominator** for a given quarter will always be found at the top of the data column, and is the number included in “Records Reviewed (N) = _____,” as is circled at the top of the image. The denominator remains the same for each measure in a given quarter.

- The **numerator** for each measure can be found to the right of the description including “All EDTC-___ Data Elements,” as is indicated with red circles and arrow in the image.
- The other numbers are for the elements that make up each measure, and can be used for your own Quality Improvement efforts to better understand which specific elements you might improve upon.

Measures	Data Elements	Q1 2014	Q2 2014
		1/1/2014	4/1/2014
Denominator (remains the same for all measures)		Records Reviewed (N) = 2	Records Reviewed (N) = 2
EDTC-1: Administrative Communication	Percentage of medical records that indicated the following o		
	1. Nurse to Nurse Communication	100.00% (n=2)	N/A
	2. Physician to Physician Communication	50.00% (n=1)	N/A
	All EDTC-1 Data Elements	50.00% (n=1)	N/A
Numerator for EDTC Measure #1 (Administrative Communication) is 1.		departure from EDTC Measure #1 (Administrative Communication) is 1.	
EDTC - 2 Patient Information	Percentage of medical records that indicated the communication of follo		
	1. Patient Name	0.00% (n=0)	N/A
	2. Patient Address	0.00% (n=0)	N/A
	3. Patient Age	50.00% (n=1)	N/A
	4. Patient Gender	0.00% (n=0)	N/A
	5. Patient Contact Information	50.00% (n=1)	N/A
	6. Patient Insurance Information	100.00% (n=2)	N/A
All EDTC-2 Data Elements	0.00% (n=0)	N/A	
Numerator for EDTC Measure #2 (Patient Information) is 0.		of patient's departure from EDTC Measure #2 (Patient Information) is 0.	
EDTC - 3 Vital Signs	Percentage of medical records that indicated the communication of follo		
	1. Pulse	0.00% (n=0)	N/A
	2. Respiratory Rate	100.00% (n=2)	N/A
	3. Blood Pressure	100.00% (n=2)	N/A
	4. Oxygen Saturation	100.00% (n=2)	N/A
	5. Temperature	100.00% (n=2)	N/A
	6. Neurological Assessment	50.00% (n=1)	N/A
All EDTC-3 Data Elements	0.00% (n=0)	N/A	
Numerator for EDTC Measure #3 (Vital Signs) is 0.		of patient's departure from EDTC Measure #3 (Vital Signs) is 0.	
EDTC - 4	Percentage of medical records that indicated the communication of follo		



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