

Letter Subset Generation

To get to the follow-up section you will need to go to the Reports Menu and choose Letter then Worksheets.

The first step in creating follow-up letters is to create a subset. This is done by choosing the option 'Create Subset'. The follow-up program has its own subset creation that is specific to letters. The program will always call the subset it creates letter.

The top boxes allow you to enter the month and year of the letters. This is usually the current month or the month before. The year is the current year and needs to be 4 digit. You can also choose to generate only one letter per patient by clicking the box 'One letter per patient'. The

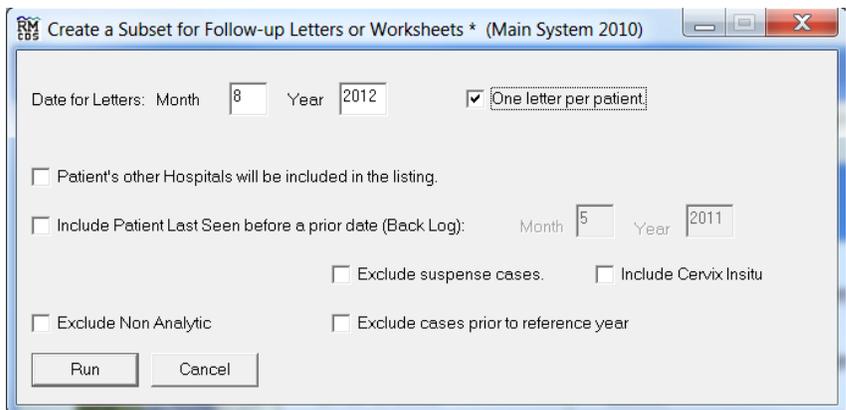
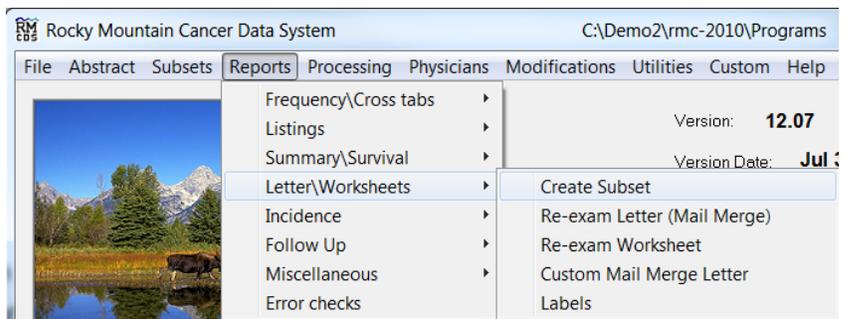
program will pull a subset of alive, non letter stopped cases that were last seen 12 months before the date in the boxes. The program will also pull cases from previous years that don't have a current date last seen. (If it is Aug 2012 the cases will be DLS Aug 2011, Aug 2010 etc.) If you have a patient's other hospital information available (usually only at the Central Registry) you will also be able to choose to include this information on the report.

You can also choose to include all patients before a certain date by clicking in the box next to 'Include Patients Last Seen before a prior date (Back Log)' and filling in the month and year. This is handy if you want to clean up your backlog of lost to follow-up patients. We recommend that the date used is 15 months prior to the current date.

If you think you may have suspense cases in the time period of the subset you can click the box 'Exclude suspense cases'. You can also exclude Cervix Insitu, Non Analytic and cases prior to your reference year, by clicking the appropriate box.

After you have entered all of your information you will click the Run button and your report generation will begin. Once your report has been created you will see a print menu box from which you can choose to print, examine, etc. your report.

This print out will tell you how many cases you are sending to each physician listed and how many cases have a letter stop.



Follow-up Worksheets

We also recommend that you create a follow-up worksheet or control sheet to record the progress of your follow-up. This is also found under Reports then Letter / Worksheet. The option is Re-exam Worksheet.

You should run the follow up worksheets on the same subset of cases (normally letter) as your letters so the information will match. Once you have chosen your subset you then have pull-down menus for sort order and to choose if you would like Social Security Number or Medical Record Number on your worksheets.

You also have a box to insert the date that shows on the worksheets. This date is 8 characters and should be entered as Aug 2012 or whichever month and year applies to your worksheets.

After you have entered all of your information, you will click the 'Run' button and your report generation will begin. Once your report has been created you will see a print menu box from which you can choose to print, examine, etc. your report.

An example of the worksheet is below. The worksheet can also be opened in Excel (see separate instructions).

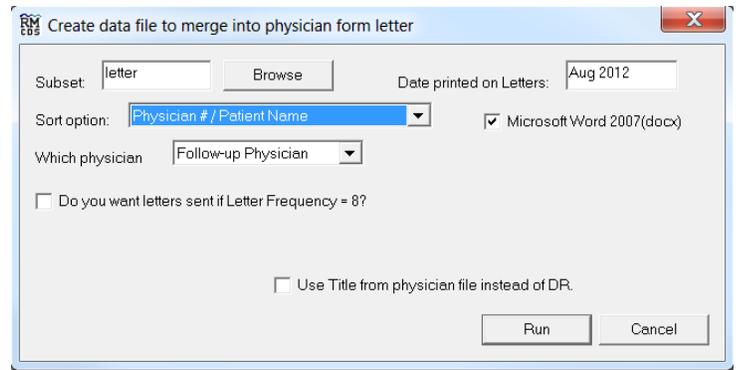
HOSPITAL #001 RMCDS		TUMOR REGISTRY FOLLOW-UP WORKSHEET (Aug 2012)							PAGE 1					
ACC #	NAME	DATE OF DX	DATE LAST SEEN	FU-PHY	MA-PHY	SU-PHY	SSN #	1ST MAIL	2ND MAIL	DATE PHONED	OTHER SEARCH	DATE REC.V.	FM	
199900050-00	ANDERSON, DON C	03-1999	672 08-1999				987608614	()	()	()	()	()	()	30
199300010-00	LEE, SUSAN L	03-1993	504 08-2000	00000	00000	00000	987618108	()	()	()	()	()	()	30
199600888-01	DANIELS, JOHN L	07-1996	180 08-1999	60000	60009	60007	987620265	()	()	()	()	()	()	30
200000224-00	SMITH, JOHN W	02-2000	619 08-2000	60000	60003	60000	987619619	()	()	()	()	()	()	31

It is best to clear up as many cases as you can from your Medical Records or other hospital systems before you generate letters for physicians or patients. Once you have done this you will re-run your subset and worksheets so the cleared patients won't show and then generate your letters.

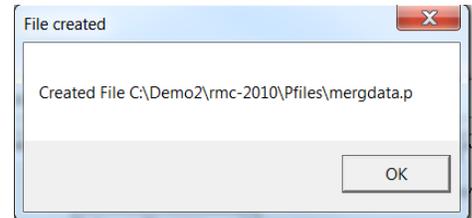
Standard Follow-up Letters

A standard physician letter is included in the system. While you can use any subset to create the letters, the program was created to compliment the letter generation subset and the follow-up worksheets. The letters work as a mail merge through MSWord.

In the upper right corner you have a box to insert the date to be put on the letters. This date is 8 characters and should be entered as Aug 2012 or whichever month and year applies to your letters. This date should match what you entered for your worksheets to make it easier to match your worksheets to your letters as they are returned to you. You also have drop-down menus for sort order and physician choice. Letter frequency 8 indicates that follow-up is being done through the hospital. If you would like to print these letters you will need to check the box.



When you click 'Run' the letter creation will begin. You will see a pop-up box telling you that a file named 'mergdata.p' was created.



When you click 'OK' the program will open MSWord and you will begin the mail merge process. Some of the pictures in the MSWord portion may not match what you see due to different versions of MSWord. These directions were created using MSWord 2007.

You will now see the form letter. From the Mailing tab you will select the option to 'Finish and Merge' then 'Edit Individual Document...'. A pop-up box will come up with options.



You should leave the option at the default of 'All'. Once you click 'OK' your mail merge will run and you will get a second MSWord file with your completed letters.

The following pages have examples of both the form letter and a finished letter.

