Statistical Report Templates

The CRIS system comes complete with a number of 'Standard System' Statistical Report Templates. The templates have been developed in conjunction with existing CRIS users and are designed to provide standard departmental and national returns which can be configured to Trust requirements and scheduled to run immediately or at required regular intervals as defined by the Trust. This document provides a list of all standard System Templates with a supporting Description / Purpose, Data display including any Total Lines, and what configuration is required by the Trust in order to run the report.

Statistical Reports Templates are access by clicking [Load Stat Template] and selecting [Standard Templates] at the bottom of the 'Select Template' screen. Having selected a template you should select [Save Template] to save a copy which can then be edited to your own requirements.

Key	Name	Owner	Keep
100070	RIS_STAT100: Demand - Total number of referrals	SYSTEM	✔
100071	RIS_STAT120a: PART I-Patients Waiting	SYSTEM	✔
100072	RIS_STAT120b:Patients Waiting - 18 Week	SYSTEM	✔
100073	RIS_STAT120c:Patients Waiting - Detailed 18 Week	SYSTEM	✔
100074	RIS_STAT120: PART I-Patients Waiting-MODALITIES	SYSTEM	✔
100075	RIS_STAT121: PART I-Patients Waiting-BARIUMS,DEXA	SYSTEM	✔
100076	RIS_STAT122a:DWT: Past cancels and DNA's	SYSTEM	✔
100077	RIS_STAT122:DWT: Past cancels and DNA's MODALITIES	SYSTEM	✔
100078	RIS_STAT123:DWT: Past cancels and DNA's - EXAMS	SYSTEM	✔
100079	RIS_STAT124a: Predicted Patient Waits	SYSTEM	✔
100080	RIS_STAT124: Predicted Patient Waits-MODALITIES	SYSTEM	✔
100081	RIS_STAT125: Predicted Patient Waits-BARIUMS,DEXA	SYSTEM	✔
100082	RIS_STAT140a: PART II - Activity	SYSTEM	✔
100083	RIS_STAT140: PART II - Activity - MODALITIES	SYSTEM	✔
100084	RIS_STAT141: PART II - Activity -BARIUMS,DEXA	SYSTEM	✔
100085	RIS_STAT142: Activity - Exams Performed Per Hour	SYSTEM	✔
100086	RIS_STAT160: DWT - All Examinations Waiting	SYSTEM	✔
100087	RIS_STAT180: Activity Part 1-Total Exams Performed	SYSTEM	✔
100088	RIS_STAT181: Activity Part 2-Total No of DNA's	SYSTEM	✔
100089	RIS_STAT182: Activity Part 3-Total Cancellations	SYSTEM	✔
100090	RIS_STAT183: Direct Access Referrals	SYSTEM	✔
100091	RIS_STAT190: Attendance to Processed Time	SYSTEM	✔
100092	RIS_STAT200: KH12	SYSTEM	✔
100093	RIS_STAT201: KH12 Non Interventional	SYSTEM	✔
100094	RIS_STAT202: KH12 Interventional	SYSTEM	✔
100095	RIS_STAT203: Korner Speciality Stat	SYSTEM	✔
100096	RIS_STAT204: ISB 1577 Diagnostic Imaging Data Set	SYSTEM	✔
100097	RIS_STAT206: Partial dictations older than 1 day	SYSTEM	✔
100098	RIS_STAT207: Reports awaiting checking longer than 1 day	SYSTEM	✔
100099	RIS_STAT208: Reports awaiting 2nd reporting longer than 1 day	SYSTEM	✔
100100	RIS_STAT209: Unreported Workload	SYSTEM	✔
100101	RIS_STAT210: Radiologist Workload by Mod/Exam	SYSTEM	✔
100102	RIS_STAT215: Reporting Turnaround Times	SYSTEM	✔
100103	RIS_STAT220: Room Capacity in Minutes	SYSTEM	✔
100104	RIS_STAT221: Room Activity in Minutes	SYSTEM	✔
100105	RIS_STAT222: Room Demand in Minutes	SYSTEM	✔
100106	RIS_STAT230: Nuclear Medicine Waste	SYSTEM	✔
100107	RIS_STAT240: Exam Costs	SYSTEM	✔

Select Template — Stat key: | Stat name: | Stat owner:

[Standard Templates] [My Templates] [Load] [Cancel] [Delete]

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CORRECT PROCEDURES FOR CALCULATING DIAGNOSTIC WAITING TIMES

In order to use the Waiting Time reports within CRIS it is important to understand the correct procedures for calculating diagnostic waiting times and the process required for stopping and starting the clock which is defined via **CRIS_CRIB_CM_291_ Correct_Procedures_for_Calculating_Diagnostic_Waiting_Times.doc** and is summarised as follows:

REQUEST RECEIVED

▪ In order to conform to DoH/CfH Diagnostic Waiting Time guidelines all requests should be placed on the system using the 'Date the Request was Made' ¬not 'Date Received'.

PATIENT CHANGES

▪ Any Patient Cancel (PCancel) statuses will stop the clock on the date of the last cancelled appointment. Alternatively whilst undertaking a cancellation of anything other than an appointment i.e. Waiting list or Request, the clock will reset to '0' on the cancellation date.

▪ If you wish to rebook an appointment and 'reset the clock' when a patient changes their appointment, it is essential that the correct procedure is followed to ensure that the Waiting Times are recorded accurately. This is defined via **RIS_CRIB_CM_290_Patient_Changes_Appointment_Procedure.doc** for full details on changing appointments.

  Using this method the clock will continue to tick until the date of the last appointment the patient cancelled after which it will be reset to '0'.

  The clock will then start ticking again from the date of the appointment the patient last cancelled to the date of their final appointment/attendance. If this procedure is not followed, then the Waiting Times clock is NOT stopped and restarted.

HOSPITAL CHANGES

▪ Hospital changes / cancellations (HCancel) <u>do not</u> reset the clock.

VETTING DNA'S

▪ In order to correctly calculate Diagnostic Waiting Times it is essential that all DNA which happen automatically (i.e. when a patient fails to attend and the Appointment DNA's at midnight) are vetted on a daily or regular basis.

▪ The clock will be reset upon a DNA, and will restart again immediately, this is the reason why DNA's need to be vetted to check if they need re-booking or cancelled using a final cancellation status to remove it from the stat completely.

- If this procedure is not followed, DNA's will continue to be counted in waiting times figures, and it will be necessary to run an additional stat report (RIS_STAT122a) to identify and combine these figures.

- Please refer to **CRIS_CRIB_CM_281 _Vetting_DNAs.doc** for the correct procedure to following when undertaking this task.

PLANNED REQUESTS

- Planned requests are classed as follow-up procedures which take place after an initial investigation (i.e. regular monitoring).

- Planned (or Pending) events do not stop the clock at all, however any events that have ever been classed as planned will be removed from the Diagnostic Waiting Times statistics using the EXAMS.WAS PLANNED field, so long as the Status Type for the Planned status is "WPD".

EXCLUDING FINAL CANCELLATION STATUSES

- It is important to identify and exclude any final 'Cancellation' statuses which are unique to the Trust and should be omitted from the Statistical Reports results. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam not Patient too ill for procedure etc.

BREACH DATES

- The CRIS system also incorporates a 'Breach Date' which sources Waiting Times in days from the 'Max Wait' field either via the 'Exams Per Hospital' Table (which is Site Specific) or the 'Examination Codes' Table (which is System / Consortium Wide). If neither of these fields have been completed the 'Breach Date' column will work on the basis of 6 weeks (42 Days) by Default and will be displayed in hover help via the CRIS System and can be outputted via Statistical Reports (RIS_STA_124 Predicted Patient Waits).

STATISTICAL REPORT TEMPLATES

RIS_STAT100_DEMAND – TOTAL NO. REFERRALS

Filename	Description / Purpose
RIS_STAT100	**Demand – Total Number of Referrals** This Stat is designed to demonstrate the demand of the service by showing Total number of Referrals received within a Specified Start and End Date Range.
	There are three totals as follows: • Number of Patients per modality broken down by PCT by Korner Band. • Number of Events per modality broken down by PCT and Korner Band. • Number of Unique Exams per modality broken down by PCT and Korner Band.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and add any 'Modalities' which are unique to the Consortium via [Outputs > Total Lines].

RIS_STAT120_ PART ONE - PATIENTS WAITING – MODALITIES

Filename	Description / Purpose
RIS_STAT120 (LEGACY)	**Part One of Diagnostic Waiting Times Return – Patients Still Waiting - Modalities** This report provides the Standard Return for Patients Still Waiting using the required Modalities CT, MRI and Non Obstetric Ultrasound. No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	Totals are based on Number of Exams (i.e. Number of Procedures) <u>not</u> number of Examination codes entered since some Exam codes are combined procedures. Totals are broken down by PCT, Modality and Number of Weeks Waiting from '0-1 Week' up to 'Over 52 weeks'.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes and add any 'Modalities' which are unique to the Consortium via [Selections]. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam <u>not</u> Patient too ill for procedure etc.

RIS_STAT120a_ PART ONE PATIENTS WAITING

Filename	Description / Purpose
RIS_STAT120a	**Part One of Diagnostic Waiting Times Return – Patients Still Waiting** This report negates the need to run two separate Stat reports to obtain results for 'Patients Still Waiting', and replaces RIS_STAT120 and RIS_STAT121.
	Totals are based on Number of Exams (i.e. Number of Procedures) not number of Examination codes entered since some Exam codes are combined procedures. Totals are broken down by Referring PCT, Modality name and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'.
	Instructions for Use: No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date. It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections]. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam not Patient too ill for procedure etc.

RIS_STAT120b_ PATIENTS WAITING - 18 WEEK WAITING TIMES RETURN

Filename	Description / Purpose
RIS_STAT120b	**18 Week Waiting Times Return – Patients Still Waiting** This report provides the Standard Return for Patients Still Waiting using all examinations in the exam codes table. No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date. The pathway ID selection should be left blank to return only those events that are part of a request to treatment plan
	Totals are based on Number of Exams (i.e. Number of Procedures) not number of Examination codes entered since some Exam codes are combined procedures. Totals are broken down by registered PCT at event time, Modality name and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam not Patient too ill for procedure etc.

RIS_STAT120c_PATIENTS WAITING- DETAILED 18 WEEK WAITING TIMES	
Filename	**Description / Purpose**
RIS_STAT120c	**'Detailed' 18 Week Waiting Times Return – Patients Still Waiting** This report provides the Standard Return for Patients Still Waiting using all examinations in the exam codes table. No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	The 'Output' on this report included a breakdown of the time taken throughout the process from request to report verified including the following: • Request Made to Report Verified in Days (Inc. Clock Resets). • Request Made to Request Received in Days. • Total Number of Days Waiting (Inc. Clock resets). • Attended to Reported (Dictated) in Days. • Reported (Dictated) to typed in Days. • Report Typed to Report Verified in Days. • Breach Date from Request Made. Totals are based on number of Exams (i.e. number of procedures) <u>not</u> number of Examination codes entered since some Exam codes are combined procedures. Totals are broken down by registered PCT at event time, Modality name and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'
	<u>Instructions for Use:</u> It will be necessary to enter the appropriate 'Trust' or 'Site' codes. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam <u>not</u> Patient too ill for procedure etc.

RIS_STAT121_PART ONE –PATIENTS WAITING- BARIUM & DEXA	
Filename	**Description / Purpose**
RIS_STAT121 **(LEGACY)**	**Part One of Diagnostic Waiting Times Return – Patients Still Waiting – Barium & Dexa** This report provides the Standard Return for Patients Still Waiting using Dexa and Barium Enema Examinations. No Start date is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	Totals are based on number of Exams (i.e. number of procedures) <u>not</u> number of Examination codes entered since some Exam codes are combined procedures. Totals are broken down by PCT, Examination and Number of Weeks Waiting from '0-1 Week' up to 'Over 52 weeks'.
	<u>Instructions for Use:</u> It will be necessary to enter the appropriate 'Trust' or 'Site' codes. This report provides Totals based on the examination codes 'XDEXA' and 'FBAEN' – Barium Enema Exam. It will therefore be necessary to add additional Barium examination codes via [Selections] if this is judged to be required. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam <u>not</u> Patient too ill for procedure etc.

RIS_STAT122_DWT PAST CANCELS AND DNA'S – MODALITIES	
Filename	**Description / Purpose**
RIS_STAT122 **(LEGACY)**	**Part One of Diagnostic Waiting Times Return – Past Cancels and DNA's – MODALITIES** This part of the report is required in order to establish the number of Exams which resulted in DNA's for the Date specified via the related Waiting List reports. This is only required if the Trust are not vetting DNA's and changing these requests to a 'Final Cancellation' Status as per DoH guidelines. This is due to the fact that DNA's are still classed as waiting until they have been amended to have a final Cancellation Status (i.e. DNA Card Returned). HSS would recommend that the Trust vet DNA's via the [Appointments] List in the Main CRIS System on a regular basis or at least by the end of each calendar month. If the Trust does adopt this working practice as per DoH guidelines – the Patients Still Waiting Totals will be correct – otherwise it will be necessary to subtract the Totals generated from this report with the Totals generated via the Patients Still Waiting Report (RIS_STAT 120).
	Totals are broken down by Modality.
	For full instructions on vetting DNA's please refer to *CRIS_CRIB_CM_281_Vetting_DNAs.doc*

Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes and add any 'Modalities' which are unique to the Consortium via [Selections].

RIS_STAT122a_ DWT-PAST CANCELS and DNA'S

Filename	Description / Purpose
RIS_STAT122a	**Part One of Diagnostic Waiting Times Return – Past Cancels and DNA's** This report negates the need to run two separate Stat reports to obtain results for 'Past Cancels and DNA's', and replaces RIS_STAT122 and RIS_STAT123. Totals are broken down by Modality name. Please note: This part of the report is required in order to establish the number of Exams which resulted in DNA's for the Date specified via the related Waiting List reports. This is only required if the Trust are not vetting DNA's and changing these requests to a 'Final Cancellation' Status as per DoH guidelines. This is due to the fact that DNA's are still classed as waiting until they have been amended to have a final Cancellation Status (i.e. DNA Card Returned). HSS would recommend that the Trust vet DNA's via the [Appointments] List in the Main CRIS System on a regular basis or at least by the end of each calendar month. If the Trust does adopt this working practice as per DoH guidelines – the Patients Still Waiting Totals will be correct – otherwise it will be necessary to subtract the Totals generated from this report with the Totals generated via the Patients Still Waiting Report (RIS_STAT 120). For full instructions on vetting DNA's please refer to *CRIS_CRIB_CM_281_Vetting_DNAs*
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT123_DWT PAST CANCELS AND DNA'S – EXAMS

Filename	Description / Purpose
RIS_STAT123 **(LEGACY)**	**Part One of Diagnostic Waiting Times Return - Past Cancels and DNA's – EXAMS** This part of the report is required in order to establish the number of Exams which resulted in DNA's for the Date specified via the related Waiting List reports. This is only required if the Trust are not vetting DNA's and changing these requests to a 'Final Cancellation' Status as per DoH guidelines. This is due to the fact that DNA's are still classed as waiting until they have been amended to have a final Cancellation Status (i.e. DNA Card Returned). HSS would recommend that the Trust vet DNA's via the [Appointments] List in the Main CRIS System on a regular basis or at least by the end of each calendar month. If the Trust does adopt this working practice as per DoH guidelines – the Patients Still Waiting Totals will be correct – otherwise it will be necessary to subtract the Totals generated from this report with the Totals generated via the Patients Still Waiting Report (RIS_STAT 121).
	Totals are broken down by Examination.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes. This

report provides Totals based on the examination codes 'XDEXA' and 'FBAEN' – Bariums Enema Exam. It will therefore be necessary to add additional Barium examination codes via [Selections] if this is judged to be required.	

RIS_STAT124_PREDICTED PATIENT WAITS-MODALITIES

Filename	Description / Purpose
RIS_STAT124	**Predicted Patient Waits – Modalities**
	This report provides the expected patient waits for the Patients Still Waiting using the required Modalities CT, MRI and Non Obstetric Ultrasound. No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	Totals are based on number of Exams (i.e. number or procedures) not number of Examination codes entered since some Exam codes are combined procedures.
	Totals are broken down by PCT, Modality and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'.
	Instructions for Use:
	It will be necessary to enter the appropriate 'Trust' or 'Site' codes and add any 'Modalities' which are unique to the Consortium via [Selections].
	It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam not Patient too ill for procedure etc.
	Please also be aware that this report has a 'Breach Date' column which sources Waiting Times in days from the 'Max Wait' field either via the 'Exams Per Hospital' Table (which is Site Specific) or the 'Examination Codes' Table (which is Consortium Wide). Consequently if neither of these fields have been completed the 'Breach Date' column will work on the basis of 6 weeks (42 Days) by Default.

RIS_STAT124a_PREDICTED PATIENT WAITS

Filename	Description / Purpose
RIS_STAT124a	**Predicted Patient Waits**
	This report negates the need to run two separate Stat reports to obtain results for 'Predicted Patient Waits', and replaces RIS_STAT124 and RIS_STAT125.
	Totals are based on number of Exams (i.e. number of procedures) not number of Examination codes entered since some Exam codes are combined procedures.
	Totals are broken down by Referring PCT, Modality Name and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'.
	Instructions for Use:

No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.

Please also be aware that this report has a 'Breach Date' column which sources Waiting Times in days from the 'Max Wait' field either via the 'Exams Per Hospital' Table (which is Site Specific) or the 'Examination Codes' Table (which is Consortium Wide). Consequently if neither of these fields have been completed the 'Breach Date' column will work on the basis of 6 weeks (42 Days) by Default.

It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections]. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam not Patient too ill for procedure etc.

RIS_STAT125_PREDICTED PATIENT WAITS-BARIUM & DEXA

Filename	Description / Purpose
RIS_STAT125 **(LEGACY)**	**Predicted Patient Waits – Barium & Dexa** This report provides the expected patient waits for the Patients Still Waiting using Dexa and Barium Enema Examinations. No Start date is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	Totals are based on number of Exams (i.e. number of Procedures) not number of Examination codes entered since some Exam codes are combined procedures. Totals are broken down by PCT, Examination and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes. This report provides Totals based on the examination codes 'XDEXA' and 'FBAEN' – Bariums Enema Exam. It will therefore be necessary to add additional Barium examination codes via [Selections] if this is judged to be required. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam not Patient too ill for procedure etc. Please also be aware that this report has a 'Breach Date' column which sources Waiting Times in days from the 'Max Wait' field either via the 'Exams Per Hospital' Table (which is Site Specific) or the 'Examination Codes' Table (which is Consortium Wide). Consequently if neither of these fields have been completed the 'Breach Date' column will work on the basis of 6 weeks (42 Days) by Default.

RIS_STAT140_DWT: PART TWO – ACTIVITY-MODALITIES	
Filename	**Description / Purpose**
RIS_STAT140	**Part Two of Diagnostic Waiting Times Return: Activity – Number of Test carried out during the month – Modalities**

This report provides totals based on PCT and the required Modalities CT, MRI and Non Obstetric Ultrasound displaying C according to the following Categories:

WAITING LIST EXAMS   All Exams which were either on the Waiting list or Appointments, but were not planned.

Please note: To ensure that these figures are accurate it is important that any Requests which were on the Waiting List or had a future Appointment are cancelled if the exam is performed ahead of time via an unscheduled visit – i.e. via A&E.

PLANNED EXAMS   All Exams which are classed as Pending/Planned – i.e. Follow-up appointments.

UNSCHEDULED EXAMS   An Attendance without an Appointment – i.e. A & E walk in or In-Patient Exams which were not appointed.

TOTAL NUMBER OF EXAMS   Total Number of Examinations Performed for a specified Date Range.

INDEPENDENT SECTOR   Exams which were performed as Independent Sector referrals i.e. via Alliance Medical.

Totals are based on Number of Exams (i.e. Number of Procedures) not number of Examination codes entered since some Exam codes are combined procedures. |
| | Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and add any 'Modalities' which are unique to the Consortium via [Outputs > Total Lines].

Independent Sector Calculations:
In order to establish which examinations were undertaken in the Independent Sector it is currently only possible to count this by specifying which Rooms which are used for Independent work i.e. Alliance Medical. This may mean adding 'Exams. Room' to Total Line 1 as a 'Selected Field' followed by specifying each room as a 'Value' via 'Count Options' and using 'Total Number of Exams' as the Count field with a 'Header' of 'IS – Room Name' It will then be necessary to combine the resulting totals for each Room to calculate the total Independent Sector figures. |

RIS_STAT140a_ DWT-PART TWO:ACTIVITY

Filename	Description / Purpose
	Part Two of Diagnostic Waiting Times Return: Activity – Number of Test carried out during the month This report negates the need to run two separate Stat reports to obtain results for 'Diagnostic Waiting Time Activity', and replaces RIS_STAT140 and RIS_STAT141.
RIS_STAT140a	This report provides Number of Exams (i.e. Number of Procedures) totals based on Referring PCT within a Specified Start and End Date Range according to the following Categories: **WAITING LIST EXAMS** — All Exams which were either on the Waiting list or Appointments, but were not planned. Please note: To ensure that these figures are accurate it is important that any Requests which were on the Waiting List or had a future Appointment are cancelled if the exam is performed ahead of time via an unscheduled visit – i.e. via A&E. **PLANNED EXAMS** — All Exams which are classed as Pending/Planned – i.e. Follow-up appointments. **UNSCHEDULED EXAMS** — An Attendance without an Appointment – i.e. A & E walk in or In-Patient Exams which were not appointed **TOTAL NUMBER OF EXAMS** — Total Number of Examinations Performed for a specified Date Range. **INDEPENDENT SECTOR** — Exams which were performed as Independent Sector referrals – i.e. via Alliance Medical. Totals are based on No. of Exams (i.e. Number of Procedures) not number of Examination codes entered since some Exam codes are combined procedures.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections]. Independent Sector Calculations: In order to establish which examinations were undertaken in the Independent Sector it is currently only possible to count this by specifying which Rooms which are used for Independent sector work – i.e. Alliance Medical. This may mean adding 'EXAMS. Room' to Total Line 1 as a 'Selected Field' followed by specifying each room as a 'Value' via 'Count Options' and using 'Total Number of Exams' as the Count field with a 'Header' of 'IS – Room Name'. It will then be necessary to combine the resulting totals for each Room to calculate the total Independent Sector figures.

RIS_STAT141_DWT-PART TWO: ACTIVITY- BARIUMS & DEXA	
Filename	**Description / Purpose**
RIS_STAT141 **(LEGACY)**	**Part Two of Diagnostic Waiting Times Return: Activity – Number of Test carried out during the month – Bariums & Dexa** This report provides Number of Exams (i.e. Number of Procedures) totals for Dexa and Barium Enema Examinations; based on Referring PCT within a Specified Start and End Date Range according to the following categories: **WAITING LIST EXAMS** — All Exams which were either on the Waiting list or Appointments, but were not planned Please note: To ensure that these figures are accurate it is important that any Requests which were on the Waiting List or had a future Appointment are cancelled if the exam is performed ahead of time via an unscheduled visit – i.e. via A&E. . **PLANNED EXAMS** — All Exams which are classed as Pending/Planned – i.e. Follow-up appointments **UNSCHEDULED EXAMS** — An Attendance without an Appointment – i.e. A & E walk in or In-Patient Exams which were not appointed **TOTAL NUMBER OF EXAMS** — Total Number of Examinations Performed for a specified Date Range **INDEPENDENT SECTOR** — Exams which were performed as Independent Sector referrals – i.e. via Alliance Medical. Totals are based on Number of Exams (i.e. Number of Procedures) <u>not</u> number of Examination codes entered since some Exam codes are combined procedures.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections]. This report provides Totals based on the examination codes 'XDEXA' and 'FBAEN' – Bariums Enema Exam. It will therefore be necessary to add additional Barium examination codes via [Selections] if this is judged to be required. Independent Sector Calculations: In order to determine which examinations were undertaken in the Independent Sector it is currently only possible to count this by specifying which Rooms are used for Independent sector work – i.e. Alliance Medical. This may mean adding 'Exams. Room' to Total Line 1 as a 'Selected Field' and specifying each room as a 'Value' via 'Count Options' and using 'Total Number of Exams' as the Count field with a 'Header' of 'IS – Room Name'. It will then be necessary to combine the resulting totals for each Room to calculate the total Independent Sector figures.

RIS_STAT142_ACTIVITY – EXAMS PERFORMED PER HOUR	
Filename	**Description / Purpose**
RIS_STAT142	**Activity Performed Report showing Total Departmental Activity within a Specified Date Range broken down by hour of day.** The are two totals based on a specified Start and End Date as follows: • Number of Exams (i.e. Number of Procedures) broken down by 'PCT', Hour of attendance and Modality • Number of Patients broken down by 'PCT', Hour of attendance and Modality
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT160_DWT- ALL EXAMINATIONS (EXCLUDING CT AND MRI AS THIS IS RETURNED MONTHLY).	
Filename	**Description / Purpose**
RIS_STAT160	**Diagnostic Waiting Times Report showing all examinations excluding CT and MRI** (as this is returned monthly). This report shows current waiting times for all examinations excluding CT and MRI.
	Totals are broken down by PCT, Modality and Number of Weeks Waiting from '0-1 Week' up to 'Over 18 weeks'.
	Instructions for Use: No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date. It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections]. Additionally in order to produce 'Greater than 6 weeks' and 'Less than 13 weeks' totals (i.e. 7 – 12 week waits) it will be necessary to subtract the 'Greater than 13 week' totals from the 'Greater than 6 weeks' totals. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, Patient no Longer requires exam not Patient too ill for procedure etc.

RIS_STAT180_ ACTIVITY-PART ONE- TOTAL EXAMS PERFORMED	
Filename	**Description / Purpose**
RIS_STAT180	**Part One of Activity Report showing Total Departmental Activity within a Specified Date Range.**
	The are two totals based on a specified Start and End Date as follows: • Number of Unique Exams broken down by 'PCT', Korner Band and Modality. • Number of Patients broken down by 'PCT', Korner Band and Modality.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes and add any 'Modalities' which are unique to the Consortium via [Selections].

RIS_STAT181_ ACTIVITY-PART TWO- TOTAL DNA'S	
Filename	**Description / Purpose**
RIS_STAT181	**Part Two of Activity Report showing DNA's within a specified retrospective Date Range.**
	The are two totals based on a specified Start and End Date as follows: • Number of Unique Exams broken down by 'PCT', Modality and Patient Type with data displayed in Korner Band order • Number of Patients broken down by 'PCT' Modality and Patient Type with data displayed in Korner Band order Please note: This Stat only counts vetted DNA's – i.e. CPDNA – DNA Card Returned Events. It cannot therefore be used if you are not vetting DNA's via the CRIS system. For full instructions on vetting DNA's please refer to *CRIS_CRIB_CM_281_Vetting_DNAs.doc*
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes and add any 'Modalities' which are unique to the Consortium via [Selections].

RIS_STAT182_ ACTIVITY-PART THREE - CANCELLATIONS	
Filename	**Description / Purpose**
RIS_STAT182	**Part Three of Activity Report showing Cancellations within a Specified Date Range.**
	The are two totals based on a specified Start and End Date as follows: • Number of Unique Exams broken down by 'PCT', Modality and Cancellation Statuses with

data displayed in Korner Band order.

- Number of Patients broken down by 'PCT', Modality and Cancellation Statuses with data displayed in Korner Band order.

Instructions for Use:
It will be necessary to enter the appropriate 'Trust' or 'Site' codes and add any 'Modalities' which are unique to the Consortium via [Selections]

RIS_STAT183-DIRECT ACCESS REFERRALS

Filename	Description / Purpose
RIS_STAT183	**Direct Access Referrals** Number of Patients referred by each individual referrer from an External Source.
	Totals are based by Patient PCT code, Exam Korner band, and specialty on the event within a specified Start and End Date range. There are three Totals based on a specified Start and End Date as follows: - Total Number of referrals broken down by 'PCT'. - Total Number of referrals broken down by 'PCT' and Korner Band. - Total Number of referrals broken down by 'PCT' and Specialty.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] as this ensures that the report will only return requests from outside the hospital/Trust.

RIS_STAT190_ATTENDANCE TO PROCESSED TIME

Filename	Description / Purpose
RIS_STAT190	**Attendance to Processed Time** This report is designed to show the Time Taken from Attendance time to the Post processed time of an exam. This is designed to check the turnaround times for A & E patients, and the 4 hour target time, however it returns all attended exams not just those that are A & E exams, the total line figures are broken down by speciality however, in order to show this information.
	Totals display the Number of Unique Exams and their turnaround times from 0 Hours up to 4+ Hours and are broken down by specialty.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also a stat start date and stat end date must be entered as the date range for the exams.

RIS_STAT200_ KH12	
Filename	**Description / Purpose**
RIS_STAT200	**Standard KH12 Return**
	There are two totals within a specified Start and End Date as follows: • Number of Interventional and Non Interventional Exams (Number of Exams/Number of Procedures) broken down by Modality. • Number of Interventional and Non Interventional Exams by Korner Band broken down by Modality.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and add any 'Modalities' which are unique to the Consortium via [Outputs > Total Lines].

RIS_STAT201_KH12 –NON INTERVENTIONAL	
Filename	**Description / Purpose**
RIS_STAT201	As per KH12 Report but showing only Non Interventional Exams.

RIS_STAT202_KH12 – INTERVENTIONAL	
Filename	**Description / Purpose**
RIS_STAT202	As per KH12 Report but showing only Interventional Exams.

RIS_STAT203_KORNER SPECIALTY STAT	
Filename	**Description / Purpose**
RIS_STAT203	**Korner Specialty Stat** This report shows the totals for the Korner values of exams, broken down by specialty name, ward name, and Korner code.
	This report also shows a weighted total according to the Korner weights assigned to each exam code. This total is broken down only by modality name.
	Instructions for Use: It will be necessary to enter the appropriate 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT204_ISB 1577 DIAGNOSTIC IMAGING DATA SET	
Filename	**Description / Purpose**
RIS_STAT204	**Diagnostic Imaging Data Set** This report has been developed in order to fulfil requirements for the ISB 1577 Diagnostic Imaging Data Set, including any mapping between local CRIS codes and the expected codes required for the dataset.
	Instructions for Use: It is necessary to enter a date range for this report, and it will return all exams attended between the dates. In addition, in order to ensure that the CRIS patient types map to the ISB national data set you should review the translation table for system = '1577' and table = 'PATTYPE' to ensure all local patient types have a correct mapping. If there is no mapping for a code then a "07" (other) patient type will be returned for the ISB Patient Type field.

RIS_STAT206_PARTIAL DICTATIONS OLDER THAN 1 DAY	
Filename	**Description / Purpose**
RIS_STAT206	**Partial Dictations** This report has been developed as a utility to identify which dictations have been created but marked as partially complete, more than 1 day ago.
	The information returned is for the whole of the current Trust and shows the original reporting clinician, and also any intended clinician for the event. Figures are also included for each reporting, and each intended clinician.
	Instructions for Use: It is not necessary to enter a date range for this stat, it will return all partial dictations that were created more than one day ago.

RIS_STAT207_REPORTS AWAITING CHECKING LONGER THAN 1 DAY	
Filename	**Description / Purpose**
RIS_STAT207	**Reports Awaiting Checking** This report has been developed as a utility to identify which exams have reports that have been waiting checking for longer than 1 day.
	The information returned is for the whole of the current Trust and shows the original reporting clinician and also any intended clinician for the event. Figures are also included for each reporting, and each intended clinician.
	Instructions for Use: It is not necessary to enter a date range for this stat, it will return all exams waiting checking where the reports were typed more than one day ago.

RIS_STAT208_REPORTS AWAITING 2ND REPORTING LONGER THAN 1 DAY	
Filename	**Description / Purpose**
RIS_STAT208	**Reports Awaiting 2nd Reporting** This report has been developed as a utility to identify which exams have reports that have been awaiting 2nd reporting for longer than 1 day.
	The information returned is for the whole of the current Trust and shows the original reporting clinician, and also any intended clinician for the event. Figures are also included for each reporting, and each intended clinician.
	Instructions for Use: It is not necessary to enter a date range for this stat, it will return all exams awaiting 2nd reporting where the reports were verified more than one day ago.

RIS_STAT209_UNREPORTED WORKLOAD	
Filename	**Description / Purpose**
RIS_STAT209	**Unreported Workload** This report is designed to enable sites to identify Unreported Requests/Exams that are either already allocated to a specific Radiologist/Reporting Clinician, or that remain unallocated within a Specified Start and End Date Range.
	There are two totals as follows: • Number of Events by Request Category and Patient Type. • Number of Exams (i.e. Number of Procedures) by Modality and Intended Radiologist.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and add any 'Modalities' which are unique to the Consortium via [Outputs > Total Lines].

RIS_STAT210_RADIOLOGIST WORKLOAD BY MODALITY/EXAM

Filename	Description / Purpose
RIS_STAT210	**Radiologist Workload** This report is designed to identify the number of exams reported by each Radiologist based on a specified Start and End Date.
	There are two Totals as follows: • Total Number of Unique Exams per Modality grouped by Radiologist Name. • Total Number of Unique Exams per Examination Code grouped by Radiologist Name. Please note: If you do not require the Totals based on Examination code you should simply remove 'Total Line 2'.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and add any 'Modalities' which are unique to the Consortium via [Outputs > Total Lines].

RIS_STAT215_REPORTING TURNAROUND TIMES

Filename	Description / Purpose
RIS_STAT215	**Reporting Turnaround Times** This report is designed to show the Time Taken from Date of Attendance to Report Verification calculated in 'Days' based on a specified Start and End Date.
	Totals display Turnaround times from 0 Days (Same Day) up to 21 Days and are broken down by Modality and 'Reporting Radiologist' with data displayed in 'Patient Type' order. A = In Patient B = Out Patient C = A & E D = Day Case E = Day Care G = GP P = Private X = Other Please note: This report only calculates total for Verified/Authorised reports and cannot calculate totals for provisional reports.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT220_ROOM – CAPACITY IN MINUTES

Filename	Description / Purpose
RIS_STAT220	**Room – Capacity** This report shows 'Room Capacity' showing Total number of minutes available for use based on Existing Diary Slots.
	The Totals show each room by Modality (Only applicable if Modality is assigned to individual slots) and Total number of minutes available for use.

Instructions for Use:
It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT221_ROOM ACTIVITY IN MINUTES

Filename	Description / Purpose
RIS_STAT221	**Room – Activity** This report shows 'Room Activity' showing Total number of minutes spent performing examinations during the Date Range Specified, according to the default exam lengths, stored in either the exams per hospital, or exam code tables. The Totals show each room by Modality and total number of minutes used to perform exams based on the default exam lengths. Please note: This report does count attendances which are classed as 'Not Performed' for comparison purposes.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT222_ROOM DEMAND IN MINUTES

Filename	Description / Purpose
RIS_STAT222	**Room – Demand** This report shows 'Room Demand' showing total number of minutes required for all the requested exams during the Date Range Specified, according to the default exam lengths, stored in either the exams per hospital, or exam code tables.
	The Totals show each room by Modality and Total number of minutes required to perform all the requested exams based on the default exam lengths, however there will also be a large number of minutes not assigned to a room, as waiting list and requested exams are not assigned to a room.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT230_NUCLEAR MEDICINE WASTE

Filename	Description / Purpose
RIS_STAT230	**Nuclear Medicine Waste** This report shows Patient Details and 'Waste Activity' of nuclear medicine exams.
	The Totals show Wasted Activity broken down by month of year, isotope, and also contains practitioner name subtotals with the same details as the overall totals. The amount of disposed activity is also shown for each isotope per month.

Instructions for Use:	
It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date.	

RIS_STAT240_EXAM COSTS

Filename	Description / Purpose
RIS_STAT240	**Exam Costs** This report shows costs of exams requested within a specified Start and End Date.
	There are two outputs contained in this report as follows: • The overall cost of requests by speciality and referrer. • The overall cost of requests by referrer and exam name followed by an In/Out of Hours Total broken down by speciality.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date. A set of exam costs is also required.

RIS_STAT241_PAYMENT RECEIVED

Filename	Description / Purpose
RIS_STAT241	**Patient Payment Received** This report shows payment received within a specified Start and End Date.
	The output contains the overall amount of payment received, along with patient and event details.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT242_CHARGES WAIVED

Filename	Description / Purpose
RIS_STAT242	**Charges Waived** This report shows total waived costs for exams between a specified Start and End Date.
	The output contains patient and event details, and a breakdown of the total amount of charges that have been waived, for each waive reason used.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT243_DEFERRED PAYMENT	
Filename	**Description / Purpose**
RIS_STAT243	**Deferred Payment** This report shows total amount of exam costs that have been invoiced but not had payment received within seven days, however this length of time is easily adaptable depending on the requirements.
	The output contains patient and event details, and the total amount of outstanding payments.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT244_ATTENDED EXAM COSTS	
Filename	**Description / Purpose**
RIS_STAT244	**Attended Exam Costs** This report shows total amount of exam costs for all exams that have been attended, regardless of payment status.
	The output contains patient and event details, and the total cost of exams, broken down by event insurer name.
	Instructions for Use: It will be necessary to enter the appropriate date range for attendances via [Selections].

RIS_STAT250_PATIENT VIEW LOGGING	
Filename	**Description / Purpose**
RIS_STAT250	**Patient View Logging** This report shows the identifiers of patients that have been viewed at a specified site within a specified Start and End Date.
	The output shows details of who viewed each patient, which area of the CRIS system and what terminal was used to access the information. This is to return the auditing of viewing of patient data. Please note: This report will only generate results if Patient Logging has been enabled on the CRIS System.
	Instructions for Use: It will be necessary to enter the appropriate 'Site' codes via [Selections], and also fill in a start date and end date.

RIS_STAT255_FAILED LOGON ATTEMPTS

Filename	Description / Purpose
RIS_STAT255	**Failed Logon Attempts** This report has been developed as an essential auditing utility to view any failed login attempts. A 'Start date' and "End Date" are required on this report to ensure that the report returns all records between the given dates.
	There is one total as follows: • Number of failed logon attempts per logon string.
	Instructions for Use: Only a start date and end date are required to run this stat.

RIS_STAT260_DUPLICATE NHS NUMBER PATIENTS

Filename	Description / Purpose
RIS_STAT260	**Duplicate NHS Number Patients** This report shows the details of patients that have been allocated an NHS number which is also allocated to one or more other patient registered on CRIS.
	The output shows all the patients with the same NHS number, not just one entry for each duplicate number. This is to return the help the system managers resolve issues with duplicate NHS numbers.
	Instructions for Use: The stat is currently configured to be a system wide check of all patients, regardless of whether they have had an attendance or not, therefore it may return patients that have never been to the Trust running the report. To run in the current configuration, nothing needs to be filled in, it should be run without making any changes.

RIS_STAT261_DUPLICATE CHI NUMBER PATIENTS

Filename	Description / Purpose
RIS_STAT261	**Duplicate CHI Number Patients** This report shows the details of patients that have been allocated a CHI number which is also allocated to one or more other patient registered on CRIS that have not been merged.
	The output shows all the patients with the same CHI number, not just one entry for each duplicate number. This return is to help the system managers resolve issues with duplicate CHI numbers.

Instructions for Use:

The stat is currently configured to be a system wide check of all patients, regardless of whether they have had an attendance or not, therefore it may return patients that have never been to the Trust. To run in the current configuration, nothing needs to be filled in and should be run without making any changes.

RIS_STAT262_DICTATION LOCKS & UNTYPED DICTATIONS

Filename	Description / Purpose
RIS_STAT262 **(LEGACY)**	**Dictation Locks & Untyped Dictations** 'Error Checking' report to establish any '**05LOCK - Locked Dictation**' or '**30COMP - Completed/ Untyped Dictation**' records, part of the Administrators 'Housekeeping' and issued in conjunction with Service Bulletins - RIS_SB_10612_064_identifying-preventing-05LOCK-reports.doc and RIS_SB_10612_065_identifying-preventing-30COMP-reports.doc • '**05LOCK - Locked Dictation**' is a record which has been opened / locked by a dictating clinician who has not begun/completed the dictation. Occurring when an opened a record / event is in correctly released or the system auto log-out is engaged. • '**30COMP – Completed' / Untyped Dictation'** is an unreported, but dictated event which has been opened via the Reporting Screen, then saved with the 'Dictation Typed' flag ticked but with no report text having actually been entered prior to the save. This Stat report is therefore designed to identify any dictations which have a status of '**05LOCK –** Locked Dictation' or '30COMP – Completed / Untyped Dictation' prior to the current date, to enable the RIS System Manager to see records which have been locked/completed in error. The output shows details of '05LOCK' and '30COMP' Patient Records / Events ordered by Type, Urgency and Event (Attendance) Date.
	There are two Total lines: • Number of Locked Events (05LOCK) broken down by Reporting Clinician. • Number of Untyped but Completed Dictations (30COMP), who opened and saved the report.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in an End Date.

RIS_STAT263_OUTSTANDING ADDENDUM REPORTS

Filename	Description / Purpose
RIS_STAT263	**Outstanding Addendum Reports** This report has been developed as an essential 'Error Checking' utility to identify any outstanding Addendum reports or Suspended Addendum Reports which require verification. The report should form part of the RIS Administrators day-to-day 'Essential Housekeeping' and has been issued in conjunction with the 'Best practices when verifying reports' User

Bulletin - **RIS_BPB_10612_054_Best_Practice_guidance_Verifying_Reports.doc**.

The Output shows the details of any outstanding Addendum or Suspended Addendum Reports awaiting verification and is ordered by Reporting Clinician.

There is one total line:

- Number of Reports broken down by Addendum and Suspended Addendum.

Instructions for Use:

It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in an End Date.

RIS_STAT264_ATTENDED NOT PERFORMED EVENTS

Filename	Description / Purpose
RIS_STAT264	**Attended Not Performed Events** This report has been developed as an essential utility to identify any events that have been marked as "Attended Not Performed". This allows RIS Administrators to identify the number of Events which have been Abandoned during a given date range, or where necessary to restore Events which have been incorrectly marked as 'Not Performed' and still require reporting. The report should form part of the RIS Administrators day-to-day 'Essential Housekeeping'.
	There is one total line: - Number of Events broken down by Patient Type, Request Category and Modality.
	Instructions for Use: A 'Start date' and 'End Date' are required to ensure that the report returns all events attended between the given dates. It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a Start Date and an End Date.

RIS_STAT265_BLANK REPORTED BY EXAMS

Filename	Description / Purpose
RIS_STAT265	**Blank Reported By Exams** This report has been developed as an essential 'Error Checking' utility to identify any reports or dictations that have a blank 'Reported by' code, and are therefore unassigned. The report should form part of the RIS Administrators day-to-day 'Essential Housekeeping' and has been issued in conjunction with the 'All Users Able to Dictate from Day List' Service Bulletin - **RIS_SB_10612_All_Users_Able_To_Dictate_From_Daylist**.

	The Output shows the details of any events with a blank 'Reported By' value, and is ordered by whether the exam has been typed or not, followed by the event date (attendance date), and the date the event was dictated. Any exams that have not been typed will have a dictation that has a blank reported by, rather than a typed report with a blank reported by.
	There is one total line as follows: • Number of Unique Exams and Number of Events broken down by whether the report has been typed, and who typed it.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a Start Date and an End Date. A 'Start date' and 'End Date' is required to ensure that the report returns all events attended between the given dates. It is advised that the start date is set to the system go live date, and the end date is set to the current date, in order to catch all exams with a blank 'Reported By' on the system.

RIS_STAT266_POTENTIAL UNTYPED DICTATION ADDENDUMS

Filename	Description / Purpose
RIS_STAT266 (LEGACY)	**Potential Untyped Dictation Addendums** This report has been developed as an essential utility to identify any potential occurrences of dictations that had addendums that may not have been typed. This allows RIS Administrators to identify the number of potential cases during a given date range, and or where necessary to restore Events which have been incorrectly marked as 'Not Performed' and still require reporting. The report should form part of the RIS Administrators day-to-day 'Essential Housekeeping'.
	There are no Total lines for this report.
	Instructions for Use: A 'Start date' and 'End Date' is not required, however if entered, only dictations performed during this date range will be included on the report.

RIS_STAT267_PACS ID DIFFERS FROM PAS ID

Filename	Description / Purpose
RIS_STAT267	**PACS ID Differs from PAS ID** This report has been developed as an essential utility to identify any potential occurrences of patient that have different PACS ID's to their PAS ID's. This allows RIS Administrators to identify the number of potential cases of such patients at their current Trust.

	There are no Total lines for this report.
	Instructions for Use: The current Trust code must be entered into the PATIENT. Events at Trusts selection via [Selections]. This is not an optional selection. This report is an EXPORT only report which outputs in csv format.

RIS_STAT270_APPOINTMENTS PULLING LIST

Filename	Description / Purpose
RIS_STAT270	**Appointments Pulling List** This report shows a list of patients and their main volumes/packets for pulling ahead of their appointment date. The output shows the details of patients that have an appointment between a specified start and end date range including all the main packet location, comments, and move dates for the site specified in the selection criteria.
	There are no Total lines for this report.
	Instructions for Use: The stat requires a start date and end date, and a 'Site' code to restrict the results appropriately. The results will only display volumes/packets for the site of the appointment.

RIS_STAT280_REJECT ANALYSIS

Filename	Description / Purpose
RIS_STAT280 **(LEGACY)**	**Reject Analysis** This Stat is designed to show the number of rejected and accepted films created during post processing.
	There a two totals as follows: • Number of accepted and rejected film per Radiologist. This is broken down by standard reject reason. • Number of total rejected films, broken down by rejection reason.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and enter a start and end date for the stat, which relates to the examination attendance date.

RIS_STAT290_REPORT TEXT FOR VR

Filename	Description / Purpose
RIS_STAT290 **(LEGACY)**	**Report Text For VR** This Stat is designed to output all report text for a specified radiologist, reported between a

specified Start and End Date, for use with the training of Dragon Voice Recognition. The output is to CSV format, as this is the style which the Dragon import files prefers.

There are no Total lines for this report.

Instructions for Use:

It will be necessary to enter the appropriate radiologist code via [Selections] and enter a start and end date for the stat, which relates to the date the exam was reported. Please also refer to RIS_CRIB_VR_292_Voice_Recognition.doc for details of Importing this file into Dragon Voice Recognition.

RIS_STAT291_REPORT TEXT SEARCH

Filename	Description / Purpose
RIS_STAT291	**Report Text Search** This Stat is designed to output all reports containing the specified text that were reported between a specified Start and End Date.
	There are no Total lines for this report.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and enter a start and end date for the stat, which relates to the date the exam was reported.

RIS_STAT300_PORTERING WORKLOAD

Filename	Description / Purpose
RIS_STAT300	**Portering Workload** This Stat is designed for use in conjunction with the CRIS 'Porter' Module' to output all Portering requests at the specified site, between the specified start and end dates in a Comma Delimited Format.
	There are no Total lines for this report.
	Instructions for Use: It will be necessary to enter the appropriate 'Site' codes via [Selections] and enter a start and end date for the stat, which relates to the date the porter request is / was required.

RIS_STAT500_EXTRACT A

Filename	Description / Purpose
RIS_STAT500	**Extract A -** This report returns examination details between the specified Start and End Date. The details do not include any report details, or any patient information, however any order, and status information are included.
	There are no Total lines for this report.

Instructions for Use:

It will be necessary to enter the appropriate start date and end date. This report is an EXPORT only report which outputs in csv format.

RIS_STAT501_EXTRACT B

Filename	Description / Purpose
RIS_STAT501	**Extract B -** This report returns examination details between the specified Start and End Date. The details do not include any patient information; however any order, report, and status information are included.
	There are no Total lines for this report.
	Instructions for Use: It will be necessary to enter the appropriate start date and end date. This report is an EXPORT only report which outputs in csv format.

RIS_STAT502_EXTRACT C

Filename	Description / Purpose
RIS_STAT502	**Extract C -** This report returns examination details between the specified Start and End Date. The details include patient information, any order, report, and status information.
	There are no Total lines for this report.
	Instructions for Use: It will be necessary to enter the appropriate start date and end date. This report is an EXPORT only report which outputs in csv format.

RIS_STAT600_ACKNOWLEDGEMENTS STILL OUTSTANDING

Filename	Description / Purpose
RIS_STAT600	**Acknowledgements Still Outstanding (Communicator)** This report is designed to show the events that have requested acknowledgements from the referrer, but that have not yet been marked as having received an acknowledgement. This report is designed to work in conjunction with the Communicator; however it could be used without, as it is based on the acknowledgement statuses for an event which are shown in the status history.
	There are two totals as follows: • Number of outstanding acknowledgements for attendances, exams and procedures, broken down by specialty description, and acknowledgement status (request sent, reminder sent) • Number of outstanding acknowledgements for attendances, exams and procedures, broken down by referrer name, and acknowledgement status (request sent, reminder sent)

	Instructions for Use:
	It will be necessary to enter a start and end date which relates to the examination attendance date.

RIS_STAT601_ACKNOWLEDGEMENTS RECEIVED

Filename	Description / Purpose
RIS_STAT601	**Acknowledgements Received (Communicator)** This report is designed to show the events that have had results acknowledged by the referrer between a specified date ranges. This report is designed to work in conjunction with the Communicator; however it could be used without, as it is based on the acknowledgement statuses for an event which are shown in the status history.
	There are two totals as follows: • Number of acknowledgements received for attendances, exams and procedures, broken down by specialty description. • Number of acknowledgements received for attendances, exams and procedures, broken down by referrer name
	Instructions for Use: It will be necessary to enter a start and end date which relates to the acknowledgement received date.

RIS_STAT605_ COMMUNICATOR STAT-APPOINTMENT CHANGES

Filename	Description / Purpose
RIS_STAT605	**Appointment Changes (Communicator)** This report has been developed as a utility to identify any appointment changes between a specified date ranges.
	The output format is such that it can be used to feed in to the HSS Communicator for sending appointment notifications over SMS or email to required recipients and therefore should not be changed when using in conjunction with the Communicator.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a Start Date and an End Date to return appointment changes between the given dates.

RIS_STAT606_ COMMUNICATOR STAT-MODIFIED RESULTS

Filename	Description / Purpose
RIS_STAT606	**Modified Results (Communicator)** This report has been developed as a utility to identify any result modifications between a specified date ranges.
	The output format is such that it can be used to feed in to the HSS Communicator for sending

result notifications over SMS or email to required recipients and therefore should not be changed when using in conjunction with the Communicator.

Instructions for Use:
It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections], and also fill in a Start Date and an End Date to return appointment changes between the given dates.

RIS_STAT620_SELF-CHECK-IN USAGE

Filename	Description / Purpose
RIS_STAT620	**Self-Check-in Usage** This report has been developed as a utility to identify the utilisation of any self-check-in kiosks that have been actively used for a specified date range.
	The information returned is for the whole of the current Trust and shows all events attended between dates, along with the user who attended them. Figures are included for any self-check-in user, and all other staff members.
	Instructions for Use: It is necessary to enter a date range for this stat, it will return all exams attended between the date ranges. It is important that any user record that the self-check-in kiosks are using as the login user contain "check-in" within their user name.

RIS_STAT700_IMS – PATIENTS FOR SPECIFIC CONTRACT

Filename	Description / Purpose
RIS_STAT700	**IMS Patients For Specific Contract** This report has been developed as a utility to identify which patients have been carried out for a particular contract within a specified date range.
	There are no Total lines for this report.
	Instructions for Use: It will be necessary to enter the appropriate Stat Start Date and Stat End Date via [Selections] to return events between the given dates, along with the required contract ID**.**

RIS_STAT701_IMS – PATIENTS BY CONTRACT FOR SPECIFIC CUSTOMER

Filename	Description / Purpose
RIS_STAT701	**IMS Patients By Contract Specific Customer** This report has been developed as a utility to identify which patients have been carried out for a particular customer within a specified date range.
	The outputs are grouped by each contract that is relevant to the specific customer and there are also figures output for total number of patients, total number of patient's scanned and total number of scans.
	Instructions for Use:

	It will be necessary to enter the appropriate Start Date and End Date via [Selections] to return events between the given dates, along with the required customer code.

RIS_STAT702_IMS – INVOICE DETAILS

Filename	Description / Purpose
RIS_STAT702	**IMS Invoice Details** This report has been developed as a utility to identify all items billed and the invoices they are part of, that have been invoiced within a specified date range.
	The output shows customer, contractor, invoice and billed item details, along with any relevant patient information.
	Instructions for Use: It will be necessary to enter the appropriate Start Date and End Date via [Selections] to return invoices generated between the given dates.

RIS_STAT120s _PART ONE OF SCOTTISH DWT – PATIENTS STILL WAITING

Filename	Description / Purpose
RIS_STAT120s	**Part One of Scottish Diagnostic Waiting Times Return – Patients Still Waiting** This stat should be used to fulfil the requirements of [Fields 1 to 8] on the Scottish Radiology waiting times standard returns. This report provides the Standard Return for Patients Still Waiting using the required Modalities CT, MRI and Non Obstetric Ultrasound along with Barium Enemas. No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	• Totals are based on Number of Exams (i.e. Number of Procedures) <u>not</u> number of Examination codes entered since some Exam codes are combined procedures. • Totals are broken down by Modality and Number of Weeks Waiting from '0-1 Week' up to 'Over 26 weeks'.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes and an End Date to relate to the date on which the patients were waiting, via [Selections]. It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam <u>not</u> Patient too ill for procedure etc.

RIS_STAT121s _PART TWO OF SCOTTISH DWT– PLANNED PATIENTS WAITING	
Filename	**Description / Purpose**
RIS_STAT121s	**Part Two of Scottish Diagnostic Waiting Times Return – Planned Patients Waiting** This stat should be used to fulfil the requirements of [Field 10] on the Scottish Radiology waiting times standard returns. This report provides the Standard Return for Patients Still Waiting using the required Modalities CT, MRI and Non Obstetric Ultrasound along with Barium Enemas. No 'Start date' is required on this report only an 'End Date' to ensure that the report counts all requests received up to a given date.
	• Totals are based on Number of Exams (i.e. Number of Procedures) <u>not</u> number of Examination codes entered since some Exam codes are combined procedures. • Totals are broken down by Modality and whether the exam was planned as part of a treatment plan, and total number of planned examinations.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].It is also important to enter any final 'Cancellation' statuses which are unique to the Consortium and should be excluded from the resulting totals via [Selections]. A final Cancellation status is defined as a cancellation of a Request which will never take place – i.e. Patient Cancel, DNA Card Returned (CPDNA) Patient no Longer requires exam <u>not</u> Patient too ill for procedure etc.

RIS_STAT100s _PART THREE OF SCOTTISH DWT MONTHLY REFERRALS	
Filename	**Description / Purpose**
RIS_STAT100s	**Part Three of Scottish Diagnostic Waiting Times Return – Monthly Referrals** This stat should be used to fulfil the requirements of [Fields 12 to 18] on the Scottish Radiology waiting times standard returns. This Stat is designed to demonstrate the demand of the service by showing Total number of Referrals received within a Specified Start and End Date Range.
	The totals are as follows: • Number of requests per modality broken down by modality name and patient type. • Number of planned (Part of a treatment plan), and unplanned requests, along with those requests classed as being from an Assessment unit, calculated from the referring locations specified with a group of 'AS'. The same totals are also available for the number of unique patients, rather than requests, however this is not shown on the report by default.
	Instructions for Use: **CRIS SYSTEM TABLE AMENDMENTS** - If you wish to make use of **[Field 17] Medical/Surgical Assessment** it will be necessary to assign the code **'AS' via the 'Group' field** in TABLES > PLACE TABLES > REFERRING LOCATIONS. If you do however wish to make use of **[Field 17]** it will be necessary to **subtract [Field 17] from [Field 16]** to provide an accurate total for the 'Emergency Tests' field.

It will also be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT140s _PART FOUR OF SCOTTISH DWT:STANDARD MONTHLY ACTIVITY

Filename	Description / Purpose
RIS_STAT140s	**Part Four of Scottish Diagnostic Waiting Times Return: Monthly Activity** This stat should be used to fulfil the requirements of [Fields 11, 20 – 26 and 44] on the Scottish Radiology waiting times standard returns within a Specified Start and End Date Range. There are two standard totals via 'Output One': • Number of requests per modality broken down by modality name and patient type. • Number of planned (Part of a treatment plan), and unplanned requests, along with those requests classed as being from an Assessment unit, calculated from the referring locations specified with a group of 'AS'. The same totals are also available for the number of unique patients, rather than requests, however this is not shown on the report by default. This report also has a Second Output which shows the totals for the number of procedures performed, to be entered into **[Field 44]** of the return, in addition to the number of requests that were waiting less than 4 weeks, and the total number of requests.
	Instructions for Use: **CRIS SYSTEM TABLE AMENDMENTS** - If you wish to make use of **[Field 25] Medical/Surgical Assessment** it will be necessary to assign the code **'AS' via the 'Group' field** in TABLES > PLACE TABLES > REFERRING LOCATIONS. If you do however wish to make use of **[Field 25]** it will be necessary to **subtract [Field 25] from [Field 24]** to provide an accurate total for the 'Emergency Tests' field. It will also be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT122s_ PART FIVE OF SCOTTISH DWT- CANCELS, DNA'S AND TRANSFERS

Filename	Description / Purpose
RIS_STAT122s	**Part Five of Scottish Diagnostic Waiting Times Return – Cancels, DNA's and Transfers** This stat should be used to fulfil the requirements of **[Fields 28 to 34]** on the Scottish Radiology waiting times standard returns.
	Totals the number of requests, broken down by Modality and by cancellation type, DNA, and transfer destination within a Specified Start and End Date. There is also a similar total line defined which does performs the same break down, however for the number of unique patients rather than requests. <u>Please note:</u> The number of DNA's reported will only be correct if the Trust are vetting DNA's and changing these

requests to a 'Final Cancellation' Status as per DoH guidelines. This is due to the fact that DNA's are still classed as waiting until they have been amended to have a final Cancellation Status (i.e. DNA Card Returned).

HSS would recommend that the Trust vet DNA's via the [Appointments] List in the Main CRIS System on a regular basis or at least by the end of each calendar month.

Instructions for Use:

It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections].

RIS_STAT150s _MODTYPE MONTHLY ACTIVITY REPORT

Filename	Description / Purpose
RIS_STAT150s	This report contains two total lines: • **Total No. of Performed Exams** broken down by Patient Type Description, Bone Densitometry, Barium Enema and all modalities including a sub total. • **Total No. of Patients** broken down by Patient Type Description, Bone Densitometry, Barium Enema and all modalities including a sub total.
	Instructions for Use: It will be necessary to enter the appropriate 'Trust' or 'Site' codes via [Selections] and a relevant start and end date range. This report is an EXPORT only report which outputs in csv format.

CRIS WORK LIST TEMPLATES

The following Templates are used to generate 'Work Lists' in the background of CRIS. All lists within the system use one of the templates to generate data. As a result, it is possible to make amendments to a template to return results that are more suited to your own criteria. A good example of this is the ADHOC template. This is run every time the [Day List] is opened on CRIS and returns Attendance Activity for the selected day. Users can make changes to the ADHOC to return more custom results such as multiple Modalities, Room activity or anything else.

Filename	Name	Description / Purpose
DAYLIST	**ADHOC**	**Total Number of Examination for a specified Start and End Date Range.** There are Three totals as follows: • Total number of Requests/Events and Number of Unique Exams broken down into Request Category. • Total number of Requests/Events Number of Unique Exams broken down into Patient Type. • Totals number of Requests/Events displaying at combined Total of Request Category and Patient Type. **Instructions for Use:** It will be necessary to enter the appropriate 'Date Ranges', 'Site' codes and Status. Type = ATN to exclude 'Not processed' exams via [Selections]. You may also need to add any 'Request Categories' which are unique to the Consortium via [Outputs > Total Lines (Total Line 3)]. This report also forms the Printed output based on Filters applied via the CRIS [Day list]
APPOINT	**ROOMLIST**	List of all Appointments for a specified Start and End Date range for use as a Room list and Pulling List Facility – this report also forms the Printed output based on Filters applied via the CRIS [Appointments List]
WAITING	**WAIT**	List of All Patients currently waiting list for an examination – this report also forms the Printed output based on Filters applied via the CRIS [Waiting List]
REP INFO	**REPTINFO**	Printed output based on Filters applied via the CRIS [Report Info List]
REQUEST LIST	**REQUEST LIST**	Printed output based on Filters applied via the CRIS [Request List]
ACTIONLIST	**ACTIONLIST**	Printed output based on Filters applied via the CRIS [Outstanding Actions Lists]

Document Control

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Change History			
Issue	**Date**	**Author / Editor**	**Details of Change**
D1.0	08/04/2014	David Costin	Draft Issue
D1.1	01/12/2014	Stuart F Forrest	Draft Issue
D2.1	29/01/2015	Emma Savage-Mady	Change to Portrait orientation and corrected a number of formatting issues. Also overhauled the DWT section and added a screen shot of all Templates for reference in addition to a more descriptive introduction which includes some brief instructions on accessing and saving templates.
D3.0	02/02/2015	Elaine Scotter	Review and edit for formatting, sense checking and cross referencing with Template list from CRIS
V2.0	15/06/2015	Emma Savage-Mady	Final review and edit ahead of release.
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