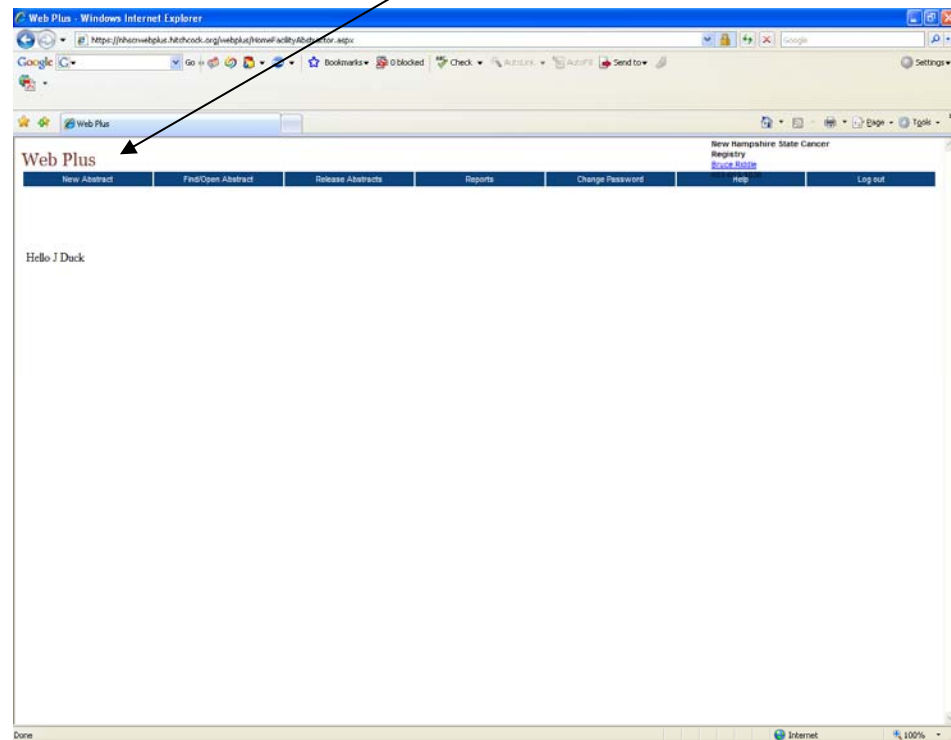


1. Go to <https://nhscr.dartmouth.edu> and log in.



2. Welcome Page. Click *New Abstract* to enter a new rapid report.






3. Abstracting screen comes up. *Hospital Number* and *Abstractor* are pre-filled.

The screenshot shows the 'Web Plus' interface for the New Hampshire State Cancer Registry. The main heading is 'Enter new abstract - *unsaved'. Below this, there are two sections: 'HOSPITAL SPECIFIC' and 'DEMOGRAPHIC'. In the 'HOSPITAL SPECIFIC' section, the 'Reporting Hospital *' field is pre-filled with '0061277777' and the 'Abstractor *' field is pre-filled with 'JDI'. A bracket points to these two fields from the text above. Other fields in this section include 'Medical Record Number *' (1234), 'Date of 1st Contact', 'TypeRepSec', and 'Class of Case'. The 'DEMOGRAPHIC' section includes fields for 'Last Name *', 'First Name *', 'Middle Name', 'Alias Name', 'Maiden Name', 'Address - Street *', 'Additional Address', 'City *', 'State *', 'Zip Code *', 'County Numeric Code', and 'Social Security'. A 'Save' button is located at the bottom left, and a 'Print Preview' link is at the bottom right. A 'Help' box on the right side of the page provides instructions on how to use the system, including a 'Print Preview' link.

4. Complete the abstract.

***Data fields with asterisks (*) are required to be complete.**

-  Provides a definition and codes for each data item.
-  Provides a drop-down list with a list to choose from for that field.
-  Click to look-up a code or term.

5. Once the case is complete, click **Save** at the bottom of the screen.

Web Plus - Windows Internet Explorer
https://nhscwebplus.nhchocd.org/webplus/dataentrytype1.aspx?abstractid=0

New Hampshire State Cancer Registry
Home Site

New Abstract Find Open Abstract Release Abstracts Reports Change Password Help Log out

Enter new abstract - *unsaved
All data items marked with an asterisk (*) are required.

HOSPITAL SPECIFIC

Reporting Hospital * 0061277777

Abstracter * JH

Medical Record Number * 1234

Date of 1st Contact

TypeRepSrc

Class of Case

DEMOGRAPHIC

Last Name *

First Name *

Middle Name

Alias Name

Maiden Name

Address - Street *

Additional Address

City *

State *

Zip Code *

County Numeric Code

Social Security

Data entry Help Icons

Special Code Lookup icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

NOTE: If the case contains errors, you will not be able to save the case.

6. When case is error-free, click Yes to release to NHSCR.

The screenshot shows the 'Web Plus' interface in a Windows Internet Explorer browser. The main area is titled 'Update abstract' and contains a form with various fields for data entry. A 'Save' button is at the bottom left. On the right, an 'Edit Errors' dialog box is open, displaying the message: '---EDIT RESULT--- Editset Name: NHSCR 10-19-2006 This abstract passed all edits and can be released to your central cancer registry. Do you want to release it? Yes No'. A red star icon is positioned above the 'Yes' button. A black arrow points from the instruction above to the 'Yes' button.



Click Print Preview to view and/or print the abstract.

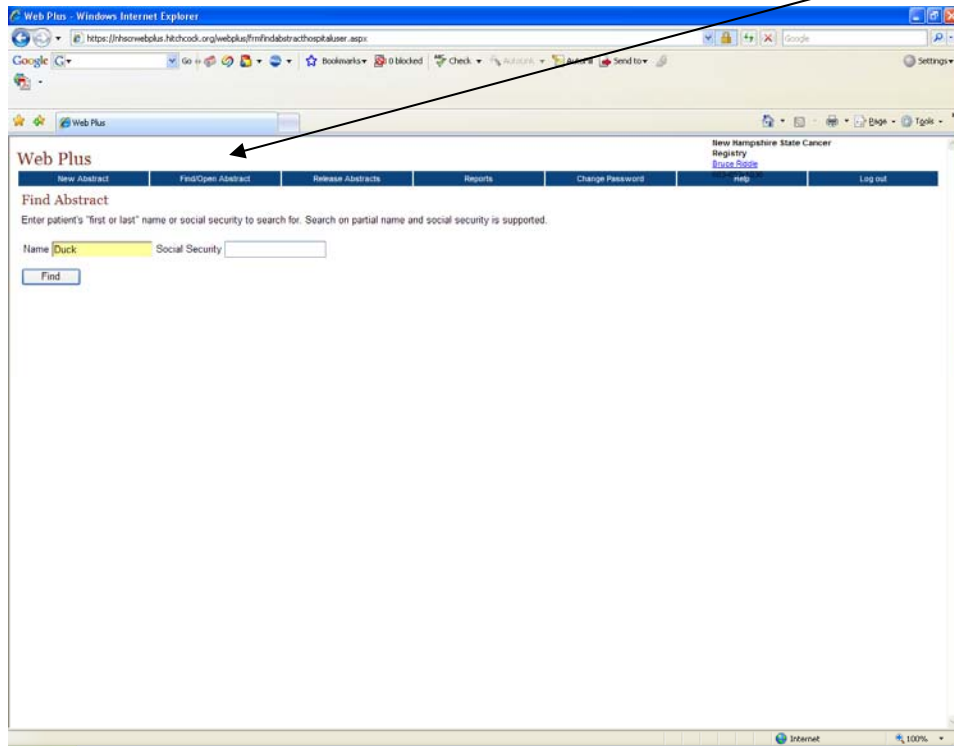
The screenshot shows the 'printabstract' page in a Windows Internet Explorer browser. The page displays the following patient information:

Patient's Name: DUCK, DONALD

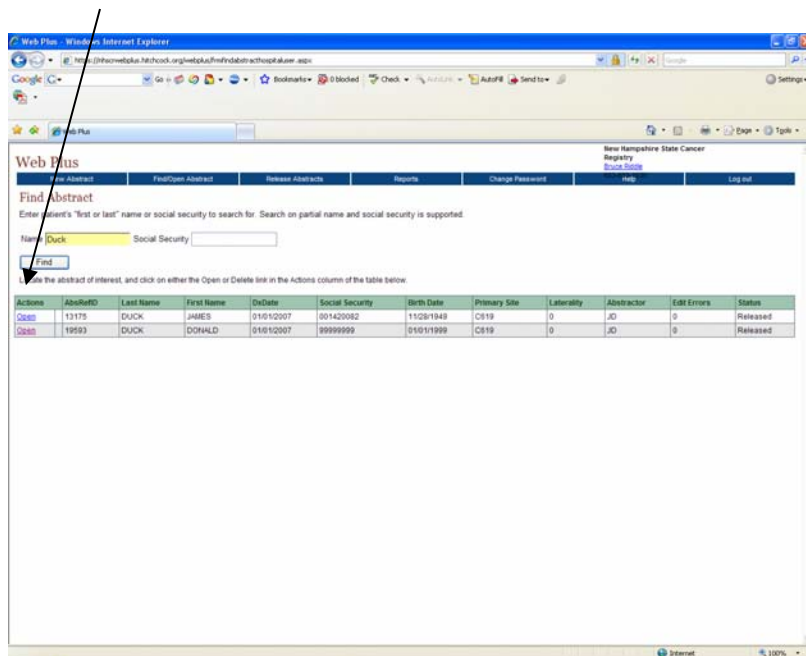
Reporting Hospital:
Abstractor: JD
Medical Record Number: 1234
Date of 1st Contact: //
TypeRepSrc:
Class of Case:
Last Name: DUCK
First Name: DONALD
Middle Name:
Alias Name:
Maiden Name:
Address - Street: 12 STREET
Additional Address:
City: ANYWHERE
State: New Hampshire
Zip Code: 9999
County Numeric Code:
Social Security Number: 99999999
Birth Date: 01/01/1999
Sex: Male
Race: White
Hispanic: Non-Spanish, non-Hispanic
Date of Diagnosis: 01/01/2007
Primary Site of Cancer: Prostate, NOS
Laterality: Not a paired site
Diagnostic Confirmation: Positive histology
Histological Type:
Behavior Code ICDO3: Malignant, primary site
Grade:
TxUsualOcc:
TxUsualInd:
Text for Primary Site:
Histological Title: Carcinoma
Text for Path Summary:
Text for Surgical Procedures Done:

To search for a case (i.e. to see if a case was already reported), click the *Find/Open Abstract* tab.

Enter the patient's name or social security number.



Click *Open* to view the case.





If you did not release the case at time of abstraction, you can release it by clicking *Release Abstracts*, checking the *Release box*, and choosing *Release Selected Abstracts* at the bottom of the screen.

Web Plus

New Hampshire State Cancer Registry
Bruce Riddle

New Abstract Find/Open Abstract **Release Abstract** Reports Change Password Help Log out

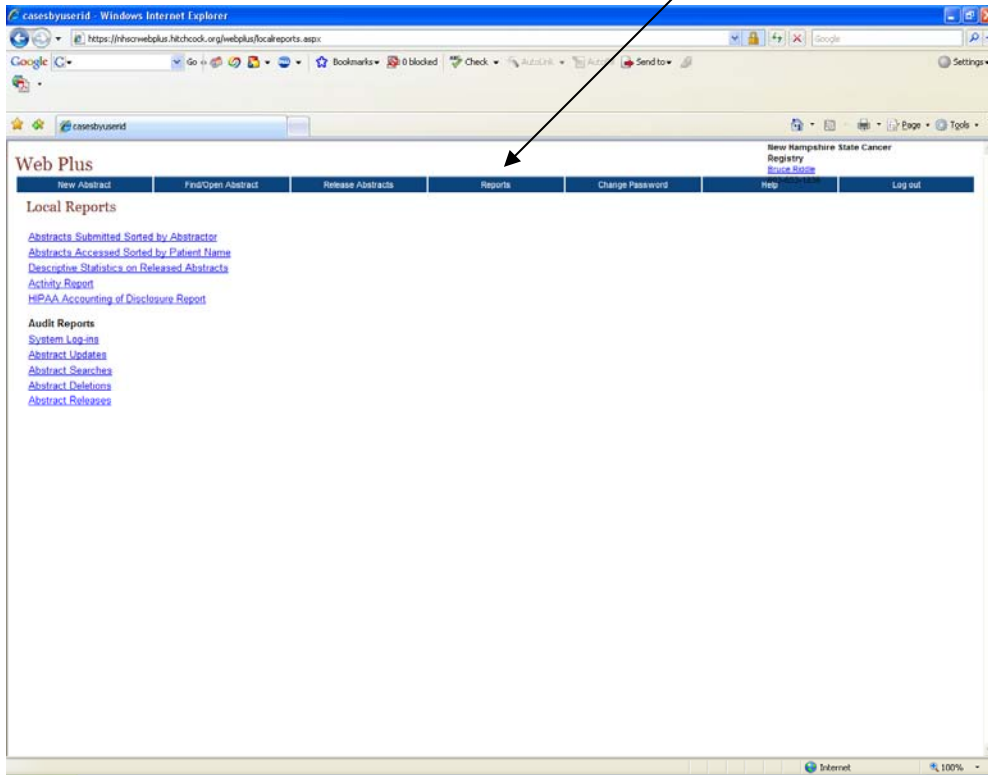
Release Abstracts

Please select the abstracts that you would like to release to your central registry by checking the box in the Release column. Then click the Release Selected Abstracts button at the bottom of the page. Please note that only completed abstracts are available for release.

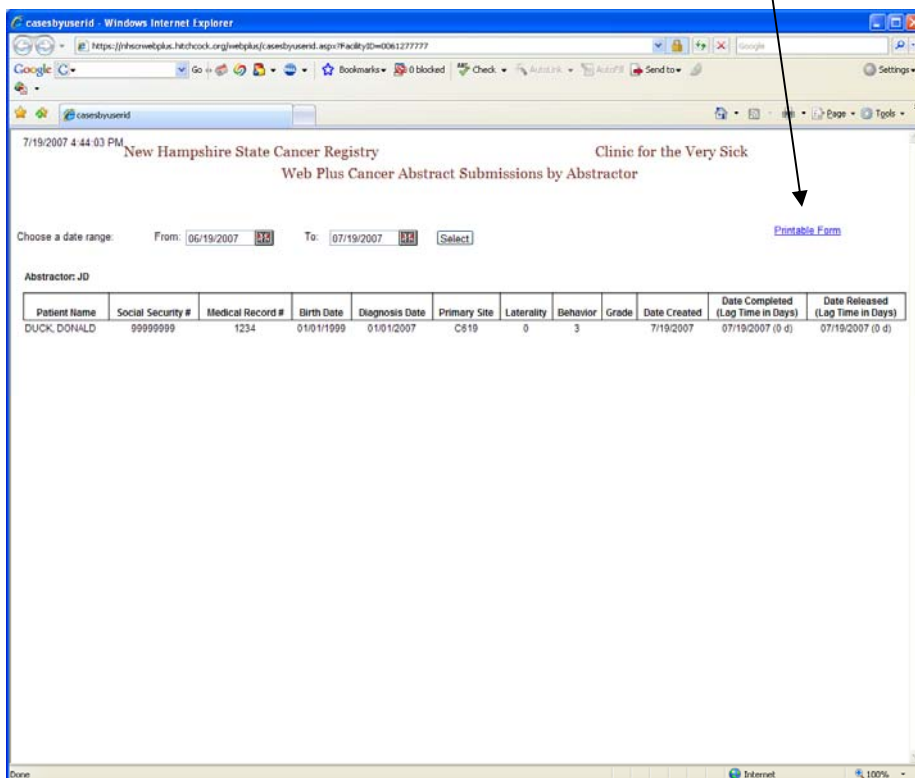
AbsRefID	Last Name	First Name	Abstractor	Date Case Completed	Release
13220			JD	04/20/2007	<input type="checkbox"/>

Select All Unselect All **Release Selected Abstracts**

You can get a list of cases submitted by clicking on the *Reports* tab.



Here is a sample list of case(s) released to NHSCR. Click *Printable Form* to print a list.





WHEN YOU'RE DONE, MAKE SURE TO LOG OUT!

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://nhscrwebplus.hitchcock.org/webplus/localreports.aspx>. The browser's toolbar includes navigation buttons (Back, Forward, Stop, Refresh), a search box with the Google logo, and various utility buttons like Bookmarks, blocked content, Check, AutoLink, AutoFill, and Send to. The browser's address bar shows the user is logged in as 'casesbyuserid'. The main content area of the browser displays the 'Web Plus' interface for the 'New Hampshire State Cancer Registry'. The interface has a dark blue header with the following navigation tabs: 'New Abstract', 'Find/Open Abstract', 'Release Abstracts', 'Reports', 'Change Password', 'Help', and 'Log out'. Below the header, the page is titled 'Local Reports' and contains two sections of links: 'Local Reports' and 'Audit Reports'. The 'Local Reports' section includes links for 'Abstracts Submitted Sorted by Abstractor', 'Abstracts Accessed Sorted by Patient Name', 'Descriptive Statistics on Released Abstracts', 'Activity Report', and 'HIPAA Accounting of Disclosure Report'. The 'Audit Reports' section includes links for 'System Log-ins', 'Abstract Updates', 'Abstract Searches', 'Abstract Deletions', and 'Abstract Releases'. The browser's status bar at the bottom shows 'Internet' and a zoom level of '100%'. A red star icon is visible in the top right corner of the browser window.