## Revisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29, 2007</td>
<td>Original issue</td>
</tr>
<tr>
<td>July 15, 2008</td>
<td>Minor editorial revisions</td>
</tr>
</tbody>
</table>
| September 17, 2008 | - Section 4.4, Exam  
  "Collimation" changed to "Detector row size"  
  References to kVp, effective mAs and reference mAs deleted  
- Section 4.5, Polyp  
  "Date of confirming colonoscopy" changed to "Date of reference exam"  
- Section 5.5, Download Reports, added                                                                 |
| February 13, 2009  | - Section 5.1, Overview  
  Procedure for exporting to Microsoft Excel revised  
- Section 6.1, Registration Information  
  Procedure for removing physicians and users added                                                                 |
| April 29, 2010     | - Section 5.1, Reports Overview  
  The following reports added:  
  Case Detail Report  
  Metrics Report  
  Case Report  
  Exam Report  
  Polyp Report  
- Section 5.1.2, Creating a Microsoft Excel Spreadsheet  
  New section  
- Section 5.4, Case Detail  
  New section  
- Section 5.5, Metrics  
  New section  
- Section 5.7, Aggregate Reports  
  Clarification of reporting period added  
- Section 5.8, CTC Data Export  
  New section  
- Section 6.1, Registration Information  
  Reference to "number of participating radiologists" added |
## Contents

1. **INTRODUCTION** ................................................................. 5

2. **USER INTERFACE** ............................................................... 5
   2.1. User Interface Overview ............................................. 5
   2.2. Login ........................................................................ 5
   2.3. Navigation ............................................................... 6

3. **FORMS AND DATA DICTIONARY** .................................. 7
   3.1. Entire Form Package ................................................. 7
   3.2. Case Registration Form ............................................. 7
   3.3. Exam Form .............................................................. 7
   3.4. Polyp Form .............................................................. 7
   3.5. Data Dictionary ....................................................... 7

4. **DATA COLLECTION** .......................................................... 7
   4.1. Data Collection Overview ........................................ 7
       4.1.1. Data Entry Conventions .................................. 8
       4.1.2. Saving a Partially Completed Form .................. 9
       4.1.3. Finding a Form ............................................. 9
       4.1.4. Changing a Form .......................................... 10
       4.1.5. Canceling a Case .......................................... 10
   4.2. Register New Case .................................................... 11
   4.3. Registration ........................................................... 12
   4.4. Exam .................................................................... 13
   4.5. Polyp ................................................................. 14

5. **REPORTS** ........................................................................ 15
   5.1. Reports Overview .................................................... 15
       5.1.1. Exporting Reports ........................................ 15
       5.1.2. Creating a Microsoft Excel Spreadsheet .......... 16
   5.2. Accrual .................................................................. 16
   5.3. Case Status .......................................................... 17
   5.4. Case Detail .......................................................... 18
   5.5. Metrics .................................................................. 19
   5.6. Payment Tracking .................................................. 20
   5.7. Aggregate Reports ................................................ 21
   5.8. CTC Data Export ................................................... 21

6. **REGISTRY MANAGEMENT** .............................................. 22
   6.1. Registration Information ......................................... 22
       6.1.1. Adding or Removing Participating Physicians .... 22
       6.1.2. Adding or Removing Facility Users ................. 23

7. **GLOSSARY** ...................................................................... 24
THIS PAGE INTENTIONALLY LEFT BLANK
1. INTRODUCTION

The American College of Radiology’s CT Colonography (CTC) Registry is part of the National Radiology Data Registry (NRDR), a web-based collection of registries related to various radiological procedures. The CTC Registry allows facilities to collect data about CT colonography procedures, including patients’ demographic information, medical history and risk factors, procedure indications, and follow-up information. Data from each procedure are entered on the following forms:

1. Case Registration Form
2. Exam Form
3. Polyp (Follow-Up) Form

The CTC Registry also provides online reports summarizing case status information.

The CTC Registry shares patient, physician and user dictionaries with the other registries included in NRDR. Consequently, information entered in the dictionaries need only be entered once, regardless of the number of registries in which a facility participates. Certain fields on the CTC Registry forms are automatically filled in using data from these dictionaries, whenever you enter a patient, physician or user ID.

You can access the CTC Registry through the NRDR website at [http://nrdr.acr.org](http://nrdr.acr.org). If you have any questions or difficulties using the website, please contact Lu Meyer, NRDR Administrator, at nrdr@acr.org or 703-648-8958.

For more information on NRDR, refer to the NRDR User Guide, available on the NRDR website.

2. USER INTERFACE

2.1. User Interface Overview

You must have a user type, user name and password to log in to the CTC Registry. Once logged in, you will have access to data from your facility only. The person who registers your facility in NRDR is known as the Facility Administrator, and is assigned a user type, user name and password during the NRDR registration process. Other users at your site are assigned a user type, user name and password when they are added to the NRDR user dictionary. For information about the registration process, refer to Section 2, “Getting Started”, in the NRDR User Guide. For information about adding users to the user dictionary, refer to Section 6.3.1, “Adding Users”, in the NRDR User Guide.

2.2. Login

To log in to the CTC Registry, access the NRDR home page at [http://nrdr.acr.org](http://nrdr.acr.org) and click the CTC Registry icon.

Select your user type from the drop-down list and pause while the page is refreshed. After the page is refreshed, your user name appears as “administrator” if you are a Facility Administrator. If you are a Registry Administrator or Facility User, you must enter your user name. Fill in your facility ID and password and click the “Log In” button.
Login

If this is the first time you have logged in using a temporary password, that is, a password generated for you by the NRDR system, you will be asked to change it (refer to Section 4.5, “Changing Passwords”, in the NRDR User Guide).

2.3. Navigation

The top part of each page is a status bar showing your user type, user name, and facility ID. A "Logout" button also appears. Click this button to terminate your session. If you have not yet logged in, these fields will be blank, and a "Log In" button appears. Enter your login information and click the “Log In” button to begin your session. A link to the online help pages appears in the upper right corner of each page.

The left part of each page in the CTC Registry contains the CTC Registry menu. The menu is comprised of a list of links giving you access to various registry functions. CTC Registry pages are distinguished from other pages in the NRDR system by the CTC Registry banner at the top of the page. Click the button to expand a menu item, or the button to collapse it.

CTC Banner

The right part of each page contains either an application page or a registration form. An application page allows you to view and maintain facility data. It may contain search filters, data entry forms, or reports.

Filters are available on most data entry pages. You can use these filters to search for a form from a specific case. A case is a set of forms related to one exam. A case includes a Case Registration form, an Exam form, and, optionally, a Polyp form.

Throughout this document, “submit” refers to the action you take when you have completed data entry for a form, and you want the entries to be recorded in the registry. “Save” refers to the action you take when you have partially completed a form and you want to continue data entry at a later date. The entries you made prior to the “save” action will appear on the form when you continue data entry, but they will not be recorded in the registry until you perform the “submit” action. You also perform the “save” action when you want to make changes to a previously submitted form.

If you have entered invalid data or performed an incorrect action, the system will display a red error message next to the invalid item, if applicable, and at the bottom of the page.

‼ Note: Do not use the “Back” button on your browser to navigate to a form; doing so will prevent your data from being stored in the registry. Always use the “Data Collection” menu items to navigate to a form.
3. FORMS AND DATA DICTIONARY

Click a form title under “Forms and Data Dictionary” to view or print a paper copy of the form.

3.1. Entire Form Package

You can view and print all CTC Registry forms at once by clicking “Entire Form Package” under “Forms and Data Dictionary” in the CTC Registry menu.

3.2. Case Registration Form

The Case Registration form is the first form that you should complete when recording a CTC exam. A new form is required for each exam, even if you have previously recorded a different CTC exam for this patient. You can view and print the Case Registration form by clicking “Case Registration Form” under “Forms and Data Dictionary” in the CTC Registry menu. Refer to Section 4.2, “Register New Case”, below, for instructions on completing the form.

3.3. Exam Form

Complete the Exam form during and immediately after the CTC exam. You can view and print the Exam form by clicking “Exam Form” under “Forms and Data Dictionary” in the CTC Registry menu. Refer to Section 4.4, “Exam”, below, for instructions on completing the form.

3.4. Polyp Form

The Polyp form is required only if a polyp is detected of at least 10 millimeters in size during the exam. You can view and print the Polyp form by clicking “Polyp Form” under “Forms and Data Dictionary” in the CTC Registry menu. Refer to Section 4.5, “Polyp”, below, for instructions on completing the form.

3.5. Data Dictionary

You can view and print a list of data element definitions by clicking “Data Dictionary” under “Forms and Data Dictionary” in the CTC Registry menu.

4. DATA COLLECTION

4.1. Data Collection Overview

‼ Note: for security purposes, your session will terminate automatically after 20 minutes of inactivity. Any entries you may have made since clicking the “Save” button will be lost.

Throughout this document, “submit” refers to the action you take when you have completed data entry for a form, and you want the entries to be recorded in the registry. “Save” refers to the action you take when you have partially completed a form and you want to continue data entry at a later date. The entries you made prior to the “save” action will appear on the form when you continue data entry, but they will not be recorded in the
registry until you perform the “submit” action. You also perform the “save” action when you want to make changes to a previously submitted form.

The procedure for data collection is as follows:

1. Print paper copies of the data collection forms by selecting links under “Forms and Data Dictionary” from the CTC Registry menu. The following forms are required:
   - Case Registration Form
   - Exam Form

2. If polyps greater than or equal to 10 millimeters in size are discovered during the exam, then the Polyp form is also required. Select “Entire Form Package” to print all forms at once.

3. Record the information requested on the paper forms.

4. If this is the first time a procedure has been recorded in NRDR for the patient, create a patient record by selecting “NRDR” from the CTC Registry menu, and then selecting “Manage Patients”. Refer to Section 6.4.1, “Adding Patients”, in the NRDR User Guide for instructions on how to create a patient record.

5. Enter data from each of the required forms, starting with the Case Registration form, by selecting the corresponding link under “Data Collection” from the CTC Registry menu. After completing each form, click the “Submit” button at the bottom of the page. Forms must be entered in the following order:
   - Case Registration Form
   - Exam Form
   - Polyp Form

6. If errors are detected when you click the “Submit” button, they will be flagged in messages that appear in red next to the appropriate field and at the bottom of the page. You must correct these errors and click the “Submit” button again before you can proceed to the next form. If no errors are detected, a confirmation message and a link to the data collection page for the next form appear. You may either continue with data entry, or log in at a later time to resume the process.

!! Note: Do not use the “Back” button on your browser to navigate to a form; doing so will prevent your data from being stored in the registry. Always use the “Data Collection” menu items to navigate to a form.

Use the button to view data element definitions.

Use the and buttons to show or hide form sections.

### 4.1.1. Data Entry Conventions

Please note the following when entering data:

- Dates must be entered in mm/dd/yyyy format.
- First and last names must be 45 characters long or less. At least 2 characters must be from the characters from "A" to "Z", "a" to "z", or "'". Additional characters can include a hyphen ("-").
- Data elements defined as alphanumeric, other than first and last names, must include the characters “A-Z”, “a-z”, “0-9” or “_” (underlining) only.
- Entries must not contain leading or trailing blanks.
Sections 4.2, 4.4 and 4.5 contain information regarding the format used for entries on specific forms. Clicking the button that appears next to most entries will also display format information in many cases.

Many items on the CTC Registry forms provide a list of possible values, as well as a field labeled “other, specify” where an alternative value may be provided. Unless otherwise specified, entries in these fields must be 45 characters long or less.

4.1.2. Saving a Partially Completed Form

If you want to save a partially completed form, click the “Save” button at the bottom of the page. You will be able to continue entering data on the form at a later time. You will not be able to start entering data on the next form until the form you saved is complete.

If you end your session without clicking the “Save” button, or without correcting errors after clicking the “Submit” button, your entries will be lost.

Note: for security purposes, your session will terminate automatically after 20 minutes of inactivity. Any entries you may have made since clicking the “Save” button will be lost.

4.1.3. Finding a Form

To find a form that has already been saved or submitted, do the following:

1. Click “Registration”, “Exam” or “Polyp” under “Data Collection” in the CTC Registry menu.
2. Click the button on the search bar, next to “Filter”. The following box appears:

![Form Search Filter]

3. To find forms that have already been submitted, change “Form Status” from “Both” to “Submitted” using the drop-down list. To find forms that have been saved but not submitted, change “Form Status” to “Available”. To list all forms, leave the “Form Status” field unchanged as “Both”. You can narrow the list of forms in the search results by entering values in one or more of the other search fields, such as “First Name” or “Last Name”, that appear in the box.

4. Click “Search”. A list of forms matching your search criteria appears. You can also click “Reset” to clear the search fields and start again.
5. Click the case number of a form to view it.

### 4.1.4. Changing a Form

After you have submitted a form, you cannot submit it again. However, you can make changes to it as follows:

1. Find the form as described in Section 4.1.3 above.
2. Make the desired changes.
3. Enter a comment in the field at the bottom of the page, explaining the changes. Comments cannot exceed 250 characters.

```
Field for Entering Change Description
```

4. Click the “Save” button.

‼ Note: The system does not save historical data. Once you save a form with changes, the values that were previously in the changed fields are lost.

When you make a change to a form that has previously been submitted, the system saves your name, the date the change was made, and the corresponding comment. You can click the “History” button at the bottom of the page to view information about previous changes.

```
History Display
```

### 4.1.5. Canceling a Case

If you want to cancel a case, click “Registration” under “Data Collection” in the CTC Registry menu, or, if the Registration form for the case has already been submitted, click “Exam” under “Data Collection” in the CTC Registry menu. A list of incomplete cases will be displayed. Find the case you want to cancel on the list, and click the “Cancel” link. If the Exam form has already been submitted, the case is considered completed and cannot be cancelled.
List of Incomplete Cases Showing “Cancel” Link

If the Registration form has been saved but not submitted, the case cannot be canceled. If you want to cancel a case for which the Registration form has been saved but not submitted, submit the form first and then cancel the case.

4.2. Register New Case

You register a new case by clicking “Register New Case” under “Data Collection” in the CTC Registry menu. Complete the form as follows:

Facility ID Number
This field is filled in automatically.

Case Registration Date
Enter the date that the paper form was completed.

Patient Information
If the patient already exists in the patient dictionary, click the button on the search bar:

Search Bar

The following box appears:

Patient Search Filter

Click the button next to the field you would like to use to search for the patient (either Patient ID, SSN, or Other Identification). Then enter the value you want to use for the search and click the “Find” button. All fields in Section 1 of the Case Registration form will automatically be filled in from the patient dictionary.

If the patient does not already exist in the patient dictionary, enter the patient information requested in Section 1, “Patient Information”, of the Case Registration form. Specific instructions for each field are as follows:

SSN
SSN (Social Security Number) must have the following format: NNN-NN-NNNN, where N is a digit; all digits are required.
Use Other Identification

Description
Either the patient’s social security number (SSN) or some other identification code must be provided, but not both. If you do not provide the social security number, click the button next to “Use Other Identification”. The page will be refreshed to show “Use Other Identification” selected. Enter the identification code in the “Use Other Identification” field, and a description of the code, such as “Social Insurance Number”, in the “Description” field. Entries in these fields cannot exceed 50 characters. Do not enter the “Use Other Identification” or “Description” fields if the social security number is provided.

Last Name
First Name
Refer to Section 4.1.1, “Data Entry Conventions”, above.

Middle Name
Middle Name is optional. If entered, it must start with a letter. The remaining characters can be letters, or the characters "'", "-", or "."

Date of Birth
Date of Birth must be at least 3 weeks prior to the current date.

Race
Enter the patient’s race as identified by the patient. If the patient identifies more than one race, select “Other”. This field is optional.

Hispanic Origin
Enter whether the patient is of Hispanic origin, as identified by the patient. This field is optional.

Medicare Identification Number
Medicare Identification Number is optional.

Date of Exam
Enter the date the exam was completed in mm/dd/yyyy format. The date must not be greater than the current date.

Name of Person Who Completed the Paper Form
If this name has not been previously entered for this field for a previous case, then enter the person’s first and last name. In the future, the name will appear in the drop-down list for this field. If the name has been previously entered, click the arrow and select it from the drop-down list.

Name of Person Submitting This Form

Submission Date
These fields are filled in automatically.

Click the “Submit” button. You must correct any errors before proceeding to the CTC Exam form. If no errors are detected, a confirmation message and a link to the CTC Exam form will appear. The case will be assigned “In Progress” status.

4.3. Registration

The “Registration” link in the CTC Registry menu is used for changing CTC Case Registration forms that have already been saved or submitted. Change forms as follows:

1. Click the “Registration” link in the CTC Registry menu.
2. Click the button on the search bar, next to “Filter”. The following box appears:
3. Narrow the list of forms in the search results by entering values in one or more of the other fields that appear in the box.

4. Click “Search”. A list of CTC Case Registration forms matching the search criteria appears. You can also click “Reset” to clear the search fields and start again.

5. Click the case number of the form you want to change.

If you want to register a new case, click the “Register New Case” link under “Data Collection” in the CTC Registry menu.

**4.4. Exam**

After you submit the registration form, a link to the CTC Exam Form will appear. You can also access the exam form by clicking “Exam” under “Data Collection” in the CTC Registry menu. Complete the form by selecting from among the options presented on the form, and filling in the blank fields. All fields are required unless otherwise indicated below. Specific instructions for each field are as follows:

- **Facility ID Number**
- **Registry Case Number**
- **Patient First Name**
- **Patient Last Name**
- **Exam Date**

These fields are filled in automatically from the case registration form.
Interpreting Physician

The physician's name must be selected from the drop-down list. In order for a physician to be listed as the interpreting physician, he or she must be listed as a CTC participant in the physician dictionary. Refer to Section 6.5.1, “Adding Physicians”, in the NRDR User Guide for instructions on adding physicians to the physician dictionary. Refer to Section 6.1, “Registration Information”, below, for instructions on listing a physician as a CTC participant.

Physician UPIN
Physician NPI

These fields are filled in automatically from the physician dictionary.

Scanner Manufacturer

If the value you want to enter does not appear on the drop-down list, click “Other”. A field will appear in which you can enter the value. It must be 100 characters long or less.

Detector Rows
Detector Row Size
Slice Thickness
Interval

If the value you want to enter does not appear on the drop-down list, click “Other”. A field will appear in which you can enter the value.

At least one polyp \( \geq 10 \) millimeters

If “yes” is checked, then the Polyp form must be completed.

Is one or more segment non-diagnostic?

If “yes” is checked, then at least one reason must be indicated.

Colonic Perforation

If “yes” is checked, then etiology, likely location and whether patient is symptomatic from perforation must be indicated.

Name of Person Who Completed the Paper Form

If this name has not been previously entered for this field, then enter the person’s first and last name. In the future, the name will appear in the drop-down list for this field. If the name has been previously entered, click the arrow and select it from the drop-down list.

Name of Person Submitting This Form
Submission Date

These fields are filled in automatically.

Click the “Submit” button when the form is complete. You must correct any errors before proceeding to the Polyp form, which must be completed if a polyp of 10 millimeters or greater was detected during the exam. If no errors are detected, a confirmation message and a link to the Polyp form will appear. The case will be assigned “Completed” status.

4.5. Polyp

After you submit the Exam form, a confirmation message and a link to the Polyp form will appear. You can also access the Polyp form by clicking “Polyp” under “Data Collection” in the CTC Registry menu. Complete this form if and only if a polyp of at least 10 millimeters was detected during the exam. Enter data only for polyps that equal or exceed 10 millimeters in size. Complete the form by selecting from among the options presented on the form, and filling in the blank fields. All fields are required unless otherwise indicated below. Specific instructions for each field are as follows:

Facility ID Number
Registry Case Number

These fields are filled in automatically.
Polyp size
Enter sizes for up to 5 polyps. Size must be equal to or greater than 10 millimeters.

Location
Morphology
Select one choice for each of these fields, for each polyp.

Date of Reference Exam
Did colonoscopy reach level of lesion?
If yes, was polyp confirmed?
"Date of Reference Exam" is optional. It must not be earlier than the exam date. If it is entered, indicate whether each of the polyps was confirmed or not. A polyp is considered confirmed if the colonoscopy determines the location to be in the same segment or an adjacent segment, and the size to be within ±50%.

Name of Person Who Completed the Paper Form
If this name has not been previously entered for this field, then enter the person’s first and last name. In the future, the name will appear in the drop-down list for this field. If the name has been previously entered, click the arrow and select a name from the drop-down list.

Name of Person Submitting This Form
Submission Date
These fields are filled in automatically.

5. REPORTS

5.1. Reports Overview
You can run the following reports from the CTC website:
- Accrual Report (available to Facility Administrators and Registry Administrators only)
- Case Status Report
- Case Detail Report
- Metrics Report
- Payment Transactions Report
- Case Report
- Exam Report
- Polyp Report

You can only view data from your own facility.
Reports are displayed as HTML documents in new browser windows.

To navigate report pages, use the navigation buttons:

To print a report, click the button.
To zoom in on or out of a report, select a scale percent from the drop-down list.

5.1.1. Exporting Reports
To export a report in Excel format, click the “Export to Excel 97-2000” button in the toolbar at the top of the page:
To export a report to another format, click the button. The export options page will appear:

![Export Options](image)

**Export Options**

You can select from the following formats:
- Crystal Reports (RPT)
- Adobe Acrobat (PDF)
- Microsoft Word
- Microsoft Excel
- Microsoft Excel (Data only) – not recommended
- Rich Text Format (RTF)

Enter the page range and click the "OK" button.

### 5.1.2. Creating a Microsoft Excel Spreadsheet

If you want to create a spreadsheet that is suitable for printing, use the “Microsoft Excel” format listed in the Export Options above. If you want to create a spreadsheet suitable for data manipulation, use the “Export to Excel 97-2000” button shown above.

Using the “Microsoft Excel (Data only)” format, listed in the Export Options, is not recommended.

### 5.2. Accrual

The Accrual Report shows the number of cases that have been registered, cancelled and completed at your facility, as well as the number of cases in progress. To view the report, click "Accrual" under "Reports" in the CTC Registry menu. Only Facility Administrators and Registry Administrators can view this report.
5.3. Case Status

The Case Status Report shows patient ID, patient SSN, physician, case status, and form submission dates for each case. All users can view this report.

To view the report, click “Case Status” under “Reports” in the CTC Registry menu. The Case Status Report filter appears:

The CTC Facility Number, CTC Facility Name and CTC Facility Medicare Provider Number are automatically filled in and cannot be changed. You can narrow the cases that will appear in the report by entering search criteria in any of the other fields shown. If you leave all fields blank, the report will include all cases for your facility.

To run the report, click the “Submit” button. The report will appear in a new window.
The Case Detail Report shows most data elements from each case, with one row per polyp or case. All users can view this report.

To view the report, click "Case Detail" under "Reports" in the CTC Registry menu. The Case Detail Report filter appears:

The CTC Facility Number and CTC Facility Name are automatically filled in and cannot be changed. You can narrow the cases that will appear in the report by entering search criteria in any of the other fields shown. If you leave all fields blank, the report will include all cases for your facility.

To run the report, click the "Submit" button. The report will appear in a new window.
5.5. Metrics

The Metrics Report calculates the following metrics for your site:

Rate of Adequate Bowel Cleansing and Distention
Rate of Adequacy of Screening CTC Examinations
Rate of Adequacy of Diagnostic CTC Examinations
Rate of Colonic Perforation
True Positive Rate
Extracolonic Findings

To view the report, click “Metrics” under “Reports” in the CTC Registry menu. The Metrics Report filter appears:

Case Detail Report

[Table with metrics and data]

April 29, 2010
The CTC Facility Number and CTC Facility Name are automatically filled in and cannot be changed. You can narrow the exams that will be used in the calculations by entering search criteria in any of the other fields shown. If you leave all fields blank, the report will include all exams for your facility.

To run the report, click the "Submit" button. The report will appear in a new window.

---

**Metrics Report**

You can view the criteria used in calculating the metrics by clicking “CTC Metrics” on the CTC menu.

### 5.6. Payment Tracking

The Payment Transaction Report shows the date, amount, method of payment and transaction number for each of your facility's payment transactions, as well as the user who submitted the transaction. All users can view this report.

To view the report, click “Payment Tracking” under “Reports” in the CTC Registry menu. The Payment Tracking Report filter appears:
The CTC Facility Number and CTC Facility Name are automatically filled in and cannot be changed. You can narrow the transactions that will appear in the report by entering search criteria in any of the other fields shown. If you leave all fields blank, the report will include all transactions for your facility.

To run the report, click the "Submit" button. The report will appear in a new window.

### CTC Payment Transaction Report

**ACR CTC Payment Transactions Report**

4/28/2010

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Date</th>
<th>Payment $</th>
<th>Ck/CC</th>
<th>Debit</th>
<th>Balance</th>
<th>User</th>
<th>Transaction ID</th>
<th>Facility Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>100208</td>
<td>4/25/2010</td>
<td>$541.57</td>
<td>Check</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Lu Meyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100208</td>
<td>6/25/2010</td>
<td>$975.00</td>
<td>Check</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Lu Meyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100209</td>
<td>4/28/2010</td>
<td>$48.00</td>
<td>Check</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Lu Meyer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5.7. Aggregate Reports**

At the end of each reporting period, your facility will be provided with a report comparing your data with aggregate data from other CTC Registry facilities. Reporting periods include the six months between January and June, or between July and December, of each year. You can view a list of these reports by clicking “Download Reports” in the CTC menu.

<table>
<thead>
<tr>
<th>Description</th>
<th>Upload data</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTC Report Fall 2006</td>
<td>09/17/2006</td>
<td>Download</td>
</tr>
<tr>
<td>CTC Report Sprng 2006</td>
<td>09/17/2006</td>
<td>Download</td>
</tr>
</tbody>
</table>

**List of reports available for downloading**

You can download a report by clicking the “Download” link on this page.

**5.8. CTC Data Export**

Clicking “CTC Data Export” in the CTC Registry Menu generates three tables: the Case Report, the Exam Report and the Polyp Report. These reports show your facility’s data from the registration, case and polyp forms respectively. Each table opens in a new window. The tables can be exported to a Microsoft Excel spreadsheet using the procedure described in Section 5.1.2, “Creating a Microsoft Excel Spreadsheet”, above.

There is no filter to restrict the data displayed; data from all forms submitted by your facility are included.

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Case Number</th>
<th>Case Registration Date</th>
<th>NHI/PTID</th>
<th>SSN</th>
<th>Other ID</th>
<th>Other ID Description</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Medical ID</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Race</th>
<th>Cancers Heps</th>
<th>Date Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>100209</td>
<td>228</td>
<td>12/10/2006</td>
<td>230</td>
<td>100-23-3623</td>
<td>Mary</td>
<td>Caganda</td>
<td>01/02/1983</td>
<td>Female</td>
<td>White</td>
<td>No 03/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100209</td>
<td>241</td>
<td>10/29/2006</td>
<td>230</td>
<td>100-23-3623</td>
<td>Mary</td>
<td>Caganda</td>
<td>01/02/1983</td>
<td>Female</td>
<td>White</td>
<td>No 10/28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Case Report (Detail)**
**6. REGISTRY MANAGEMENT**

**6.1. Registration Information**

You can view information about your facility’s CTC Registry registration by clicking “Registration Information” under “Registry Management” in the CTC Registry menu.

If your facility is not a CTC Registry participant, and you are the Facility Administrator, you can register for the CTC Registry by entering the number of participating radiologists in the first field and clicking the “Registration” button. Refer to Section 2.3.1, “CTC Registration”, in the NRDR User Guide for more information. Note that the number of radiologists is the total of both full-time and part-time radiologists, not the number full-time equivalencies.

**6.1.1. Adding or Removing Participating Physicians**

In order for a physician to be listed as the interpreting physician on a CTC Exam Form, he or she must be listed as a CTC participant in the physician dictionary. You can indicate that a physician is a CTC participant by clicking the “Add Physician” button on the “Registration Information” page.

!["Add Physician" Button on the “Registration Information” Page]

If you have made entries in the physician dictionary, a list of physicians will appear with checkboxes that you can use to indicate which physicians are CTC participants.
Physicians must exist in the physician dictionary before you can indicate that they are CTC participants. Refer to Section 6.5.1, “Adding Physicians”, in the NRDR User Guide for instructions on how to add physicians to the physician dictionary.

You can remove a physician’s association with CTC by clicking the Remove link next to his or her name on the “Participating Physicians” list. The physician will remain in the NRDR Physician Dictionary, however, and CTC forms previously entered for the physician will not be affected.

The ability to add and remove physicians is not available to Facility Users.

6.1.2. Adding or Removing Facility Users

You can add Facility Users who are authorized to perform data entry in CTC by clicking the “Add Facility User” button.

Facility Users must exist in the user dictionary before you can add them as CTC users. Refer to Section 6.3.1, “Adding Users”, in the NRDR User Guide for instructions on how to add users to the User Dictionary.

You can remove a Facility User’s association with CTC by clicking the Remove link next to his or her name on the “Staff” list. The user will remain in the NRDR User Dictionary, however, and CTC forms previously entered by the user will not be affected.

The ability to add and remove Facility Users is available to Facility Administrators and Registry Administrators only.

If you want to add or remove Facility Administrators or Registry Administrators, you must do so in the NRDR User Dictionary. Refer to the NRDR User Guide, Section 6.3, “User Dictionary”, for additional information.
7. GLOSSARY

ACR  American College of Radiology

case  A set of forms related to one exam. A case includes a Case Registration form, an Exam form, and, optionally, a Polyp form.

CT  Computed Tomography

CTC  CT Colonography

CTC Registry menu  A list of links that appears on the left side of the CTC Registry home page and other CTC Registry pages. CTC Registry pages are distinguished from pages belonging to other registries by the CTC Registry banner at the top of the page.

Facility Administrator  The person performing the NRDR pre-registration process. The Facility Administrator has access to certain administrative functions that are unavailable to other staff members. Only one staff member at a facility may act as Facility Administrator. Refer to Section 4.2, “Facility Administrators”, in the NRDR User Guide, for additional information.

Facility User  A person designated by a Facility Administrator or Registry Administrator as having data entry functions for a specific registry. Refer to Section 4.4, “Facility Users”, in the NRDR User Guide, for additional information.

NPI  National Provider Identifier

NRDR  National Radiology Data Registry

Registry Administrator  A person designated by the Facility Administrator as having certain administrative functions for a specific registry. Refer to Section 4.3, “Registry Administrators”, in the NRDR User Guide, for additional information.

SSN  Social Security Number

UPIN  Unique Physician Identification Number