

# **Case Lists**

The BMC2 Coordinating Center will post case lists to Nextcloud (like reports). This list will contain the Record ID#s, BMC2 procedure ID#s (if applicable), DOB, Gender, admission date, procedure date, and DC date. Coordinators will be required to upload the redacted documentation for a maximum of 6 cases.

To retrieve your case list:

- Locate the email sent to you by "BMC2 Distribution". The email's subject line is BMC2 VSURG Peer Review -Site (your hospital ID).
- Click on the link in the email. This link will take you to Nextcloud.
- Open the reports folder.
- Scroll down to the vsurg\_peer\_review folder and open it.
- Open the 2024 folder.
- Download the Excel spreadsheet.
- Review the list of cases.

If you have questions or need assistance, please contact Rebecca at the Coordinating Center at (734) 328-4267.

#### 2024 Dates to Remember

Case lists posted by 3/13/2024. Case documentation upload deadline 4/12/2024. Cross-site physician review 5/6/2024-5/20/2024.

## **Required Documentation**

Each assigned case should include the documentation listed below. Your documents should be in the order of the documents in the list below. Combine the documents into **one pdf file\*.** Name each file using **VS\_[the Record ID#].pdf.** For example, if the record ID# is 1234567. You will name the file VS\_1234567.

- □ Pre-procedure History & Physical (H&P).
- Pre-procedure imaging report. (Carotid duplex, CTA, MRA, Angiography).
- Documentation of pre-operative antiplatelet and statin therapies. (Pre-procedure H&P, MAR, or full operative report).
- □ Full operative report.
- Documentation of protamine administration (Full operative report or anesthesia record).

#### \*The pdf should be as concise as possible and include the date of service.

#### **File Redaction**

The process for obtaining and redacting files will vary by site, depending on the protocols and procedures in place. If you are unfamiliar with your site's protocols, BMC2 recommends contacting your Health Information Management (HIM) or Medical Records department for assistance. If you have questions regarding the redaction of a piece of information, contact the <u>Coordinating Center</u> for clarification. Please read the redaction guidelines carefully. Failure to follow these guidelines could result in a deduction of P4P points.

#### Information to redact

- PHI: Patient Name, MRN, SSN, address, full-face photograph, etc.
- Geographic areas smaller than a state (city, township, street name, etc.)



- Encounter number, FIN number, insurance plan
- References to the hospital or location of the procedure (hospital name, address, zip code, site logo)
- Operator information or referring physician
- All employee names
- All phone numbers and fax numbers
- Any information that could allow a reviewer to identify the patient, the hospital, or the physician

**Do not** redact the patient's DOB unless the patient is older than 89. **Do not** redact the date of service listed on the document.

## Methods for redacting information

#### **HIM/Medical Records Departments**

The HIM/Med Records Departments at some sites will gather and redact the required information; however, **the** coordinator is responsible for communicating the information to redact to the HIM/Med Records Department.

- Coordinators are responsible for verifying that all necessary fields have been removed.
- Coordinators are still required to upload documents following the guidelines given by BMC2.

## Adobe Acrobat Pro

Adobe Acrobat Pro has an easy-to-use redaction feature for redacting pdf information. This method is best to ensure that the reviewer cannot see the redacted information.

## Using Adobe Acrobat Pro for Redaction:

- Sign in to your EMR
- Epic users go to page 4 for instructions on remotely redacting a pdf.
  - This method may or may not be available for you based on the version of Epic at your hospital.
- Cerner users go to page 7 for instructions on remotely redacting a pdf.

## Manual Redaction:

- Whiteout tape/rollers (Next best method if Adobe Acrobat Pro is not accessible).
- Black marker (Sharpie, Magnum, Flipchart, etc.) You must copy the documents after redacting the information with a black marker before scanning the documents so that information will not show through the marker. The coordinating center will return the documents to the coordinator for correction, and P4P points will be deducted if the information shows through the black marker.

Whatever method you use for redaction, please have a co-worker double-check your redaction before uploading your file.

## **Uploading Case Files**

After you have gathered and redacted the necessary case documentation and converted the documents to a pdf, the next step is to upload the files to the <u>BMC2 Peer Review Uploader</u> website. Uploading all documentation to the BMC2 Peer Review Uploader website is required. Notify <u>Rebecca Fleckenstein</u> at the BMC2 Coordinating Center via email when all files are uploaded.

The coordinating center staff will review the documents for completeness after they are submitted. Coordinators will be notified via email when their cases have been reviewed and the next steps they should take.



# Uploading Case Files to the BMC2 Peer Review Uploader Website

1. 2. 3. 4.	Go to the <u>BMC2 Peer Review Uploader</u> website using Chrome, Firefox, or Microsoft Edge. Do not use Internet Explorer. You will not be able to upload files using Internet Explorer. Enter your site number in the <b>Identifier</b> field. Select <b>See Case Lists</b> . A list of <b>Record ID#s</b> will display. Locate the <b>Record ID#</b> under the <b>Case</b> column.	et the Blue Cro Peer Ro Welcome to Identifier	3 See Case Lists	
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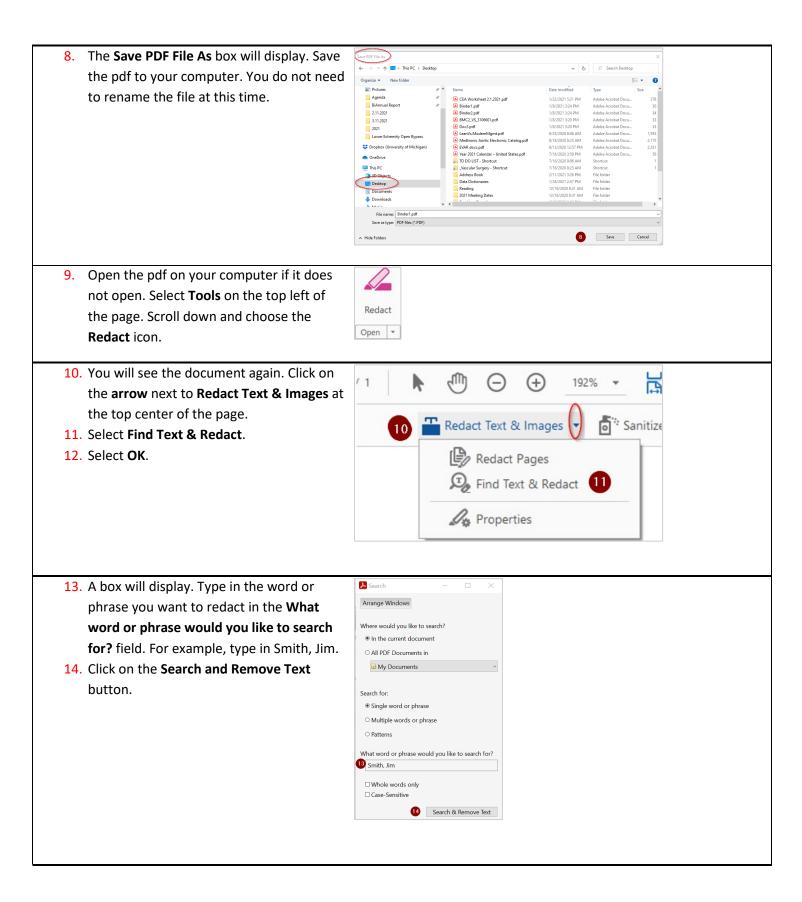
# BMC2 VS 2024 Peer Review Coordinator Upload Guidelines

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13. The pdf icon is now black instead of grey. Click on that icon to the left of the pdf tray icon to review the file you uploaded.	PDF
14. You can now upload another file if applicable.	

# How to remotely redact a pdf for Epic users

1.	Select the <b>patient</b> in Epic. Go to <b>Chart Revie</b>	w.
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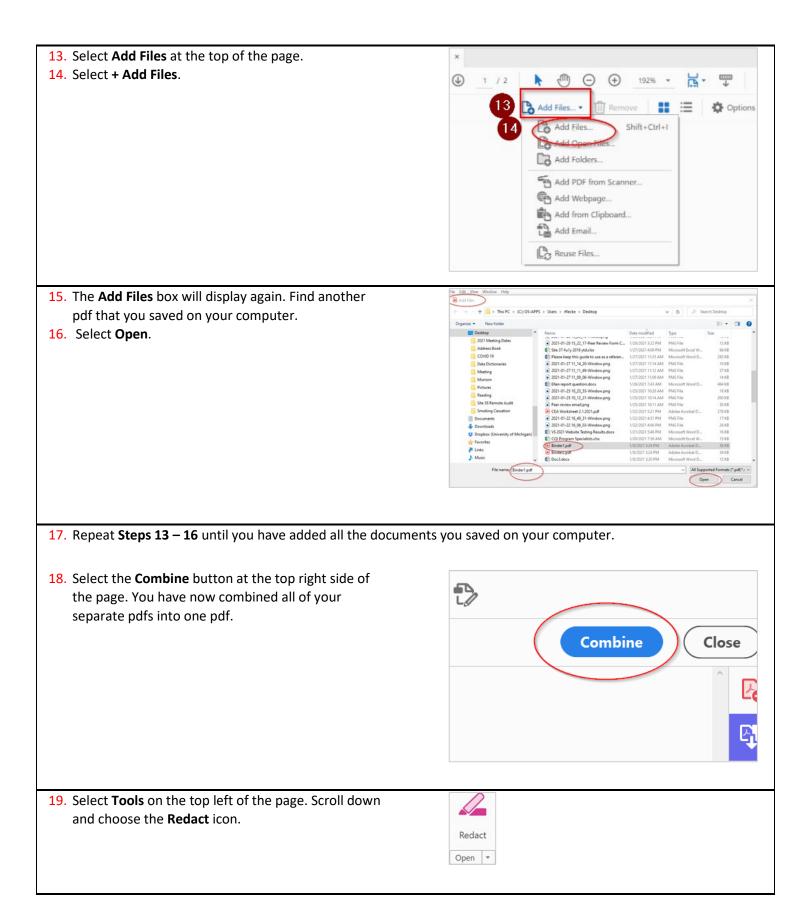
# How to remotely redact a pdf for Cerner users

1. Select the patient in Cerner.	
2. Open the document you want to save as a pdf.	
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