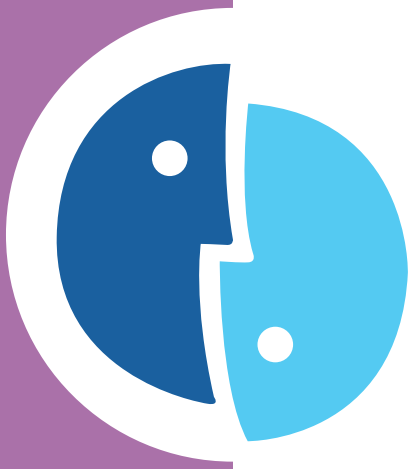
Saving Faces



DAHNO database

Data Review Manual

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The DAHNO Upload-My-Data portal manual

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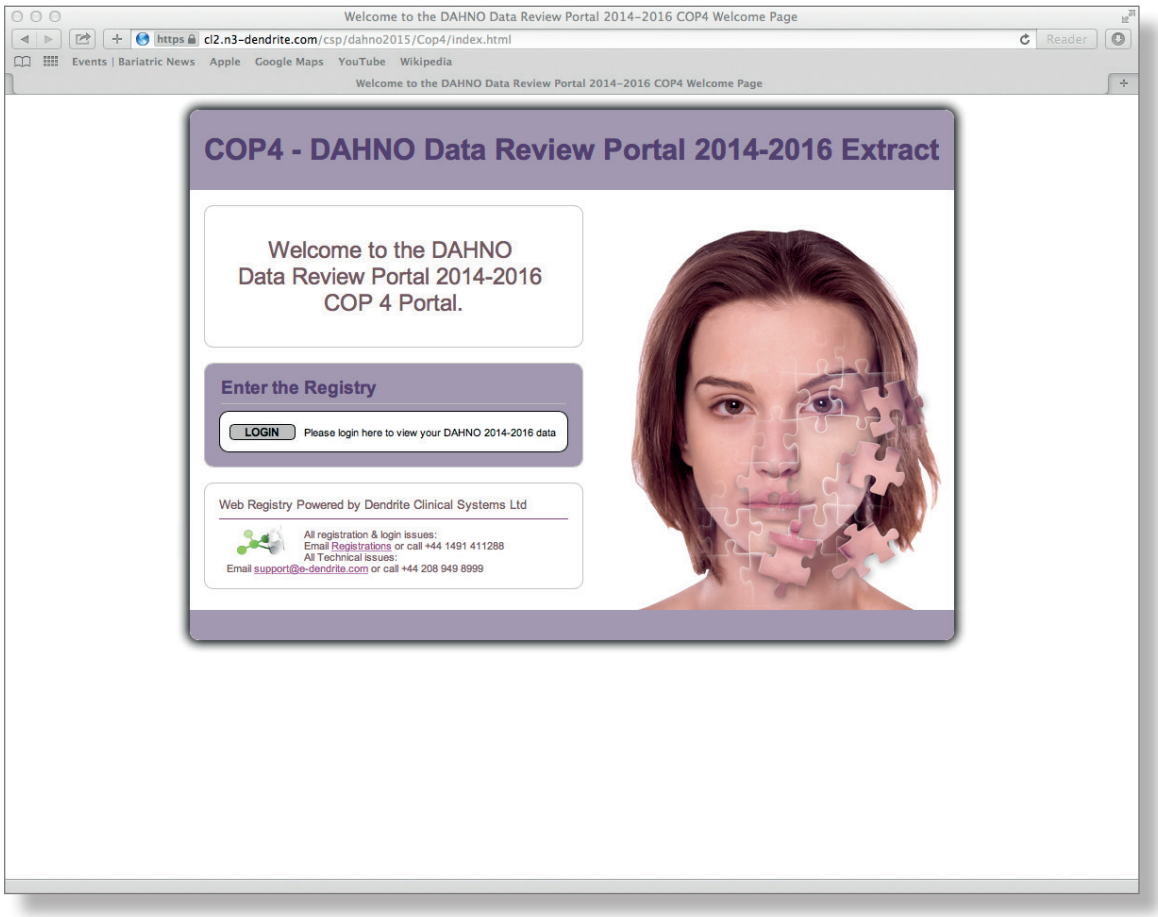
The DAHNO Upload-My-Data portal manual

Access to the portal

There are two routes to get to the DAHNO COP 4 Data Review portal access page:

- simply click on the link that you were sent by the Dendrite Registration Team: https: //cl2.n3-dendrite.com / csp / dahno2015 / Cop4 / index.html.
- go to the HANA website, headandneckaudit.com, click on the **HANA Project** link, and then use the **DAHNO COP4 ACCESS & REVIEW** button.

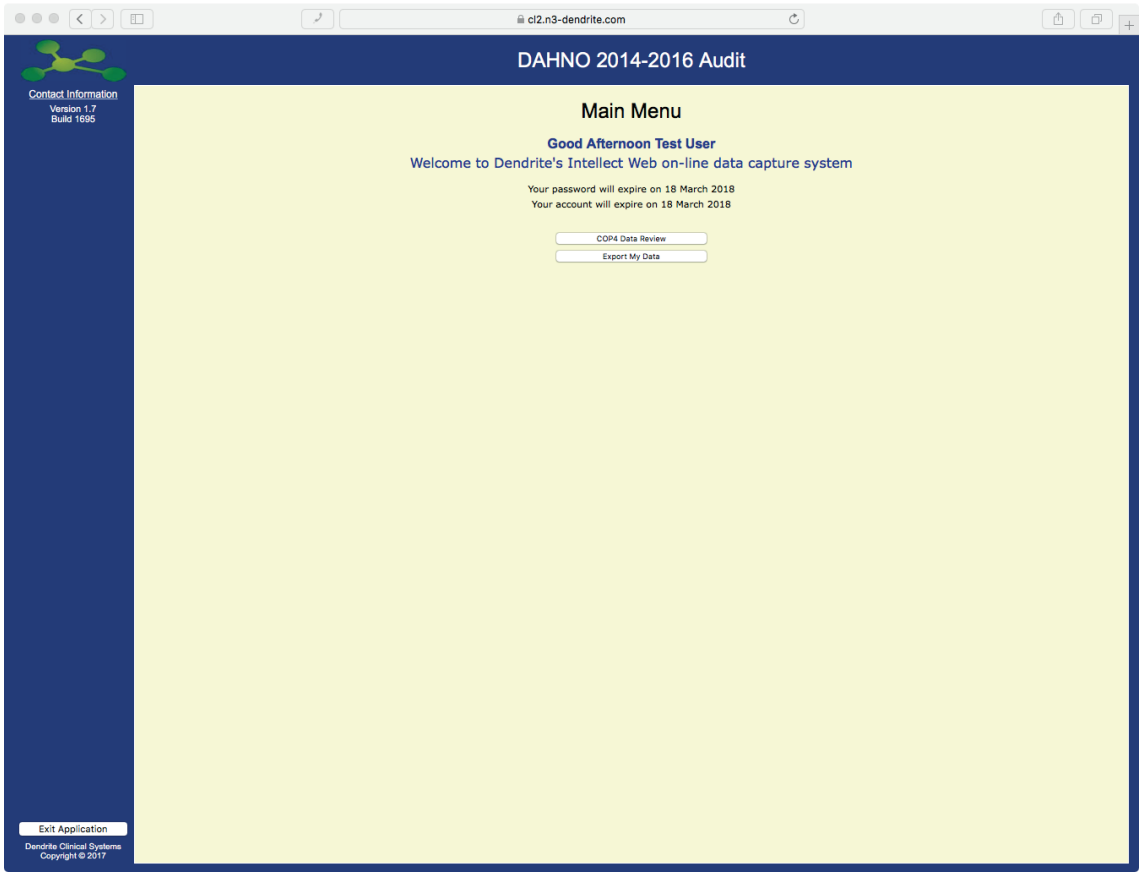
Either route should arrive at the landing page for this portal, as shown below:



The login page

Once you have logged into the system using your login credentials (remembering that the password is case-sensitive), you should arrive at the screen shown below

If you enter your password incorrectly three times in succession, you will be locked out of the system. You will need to call the Dendrite Support Team to have your account unlocked.



To progress, you simply hit the **COP4 Data Review** button, which will take you to the **My Patients** listing page, as shown in the screenshot on the following page.

The My Patients listing page

The screenshot below shows the My Patients page (with the patient-specific data removed so as to comply with Data Protection laws; there is one row with data for an imaginary patient just so that it is clear what you should expect to see in each column). The listing is filtered so that you only see the records relating to the hospital that is associated with your account. Each row would be a unique patient-referral entry.

You may view the detail for any of the records of in your list.

There are a number of filters that you can apply to make finding patient records easier:

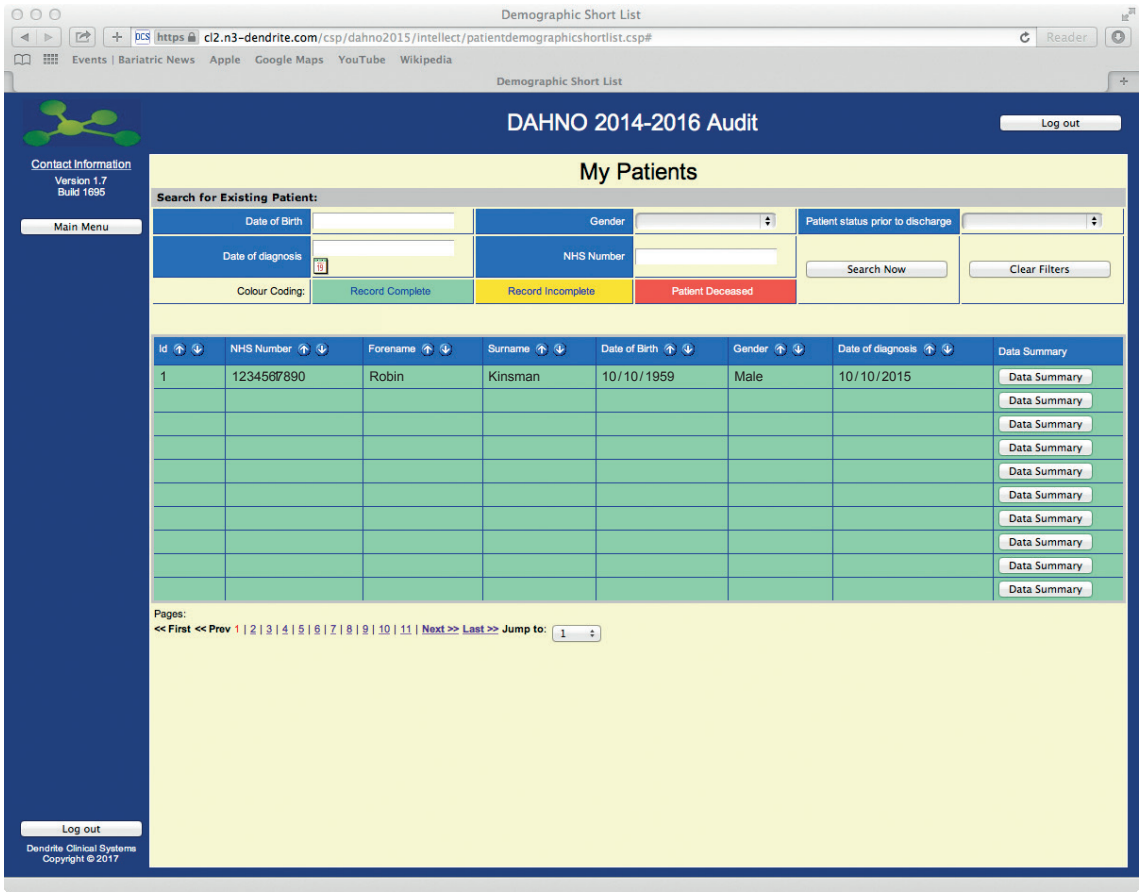
- date of birth
- gender
- patient status prior to discharge (after surgery)
- date of diagnosis
- NHS number

Gender and **Patient status prior to discharge** are both dropdowns, allowing you to select from the pre-defined list of options.

Date fields, such as the **Date of Birth** and the **Date of Diagnosis** fields will accept a number of different formats:

- ddmmyyyy
- dd mm yyyy
- dd/mm/yyyy
- t-1000 where t is today

Alternatively, you may use the calendar function for the **Date of Diagnosis** field.



When searching for a specific NHS number you must enter the information exactly as recorded in the original data; the presence or absence of spaces in the NHS number are important, and **123 456 7890** is not treated as if it were equivalent to **1234567890**.

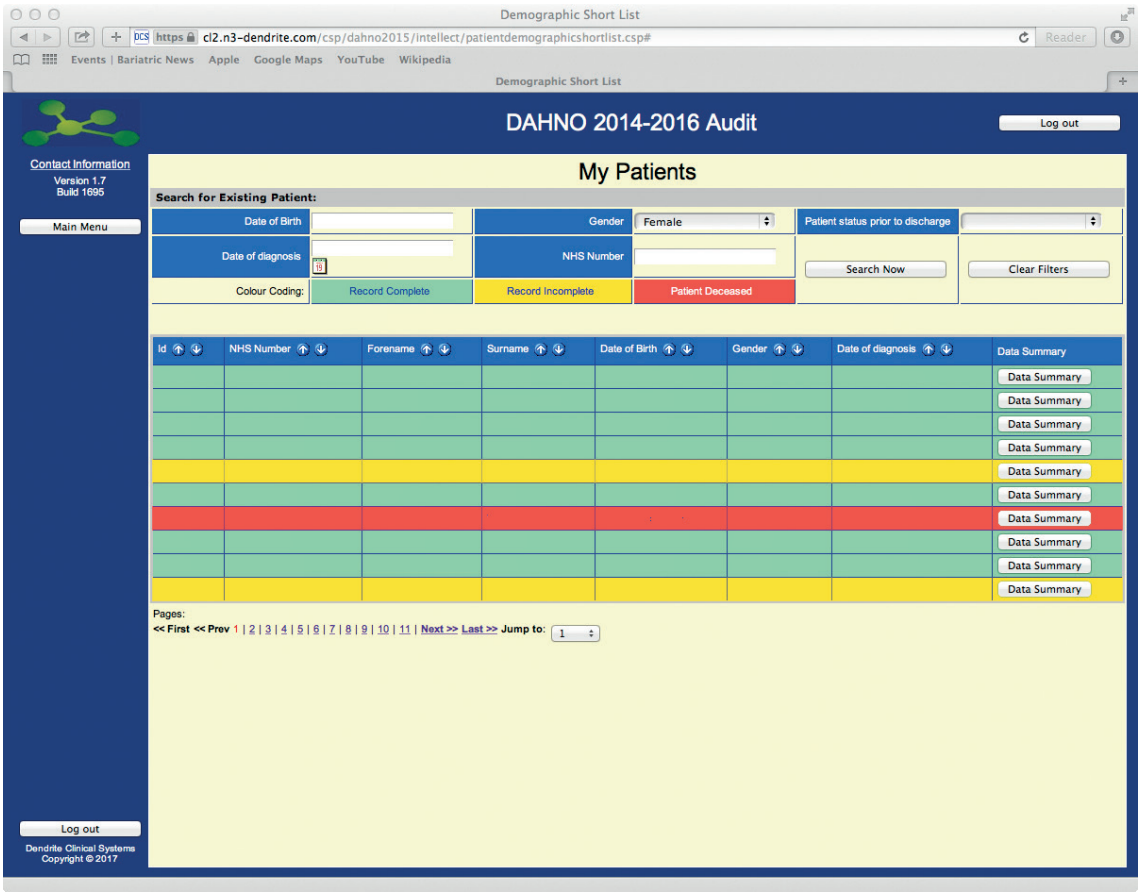
Once you have entered one or more search criteria you should press the **Search Now** button to execute the search.

To search using another, different set of filter conditions, you first need to press the **Clear Filters** button. You may then add one or more new search criteria.

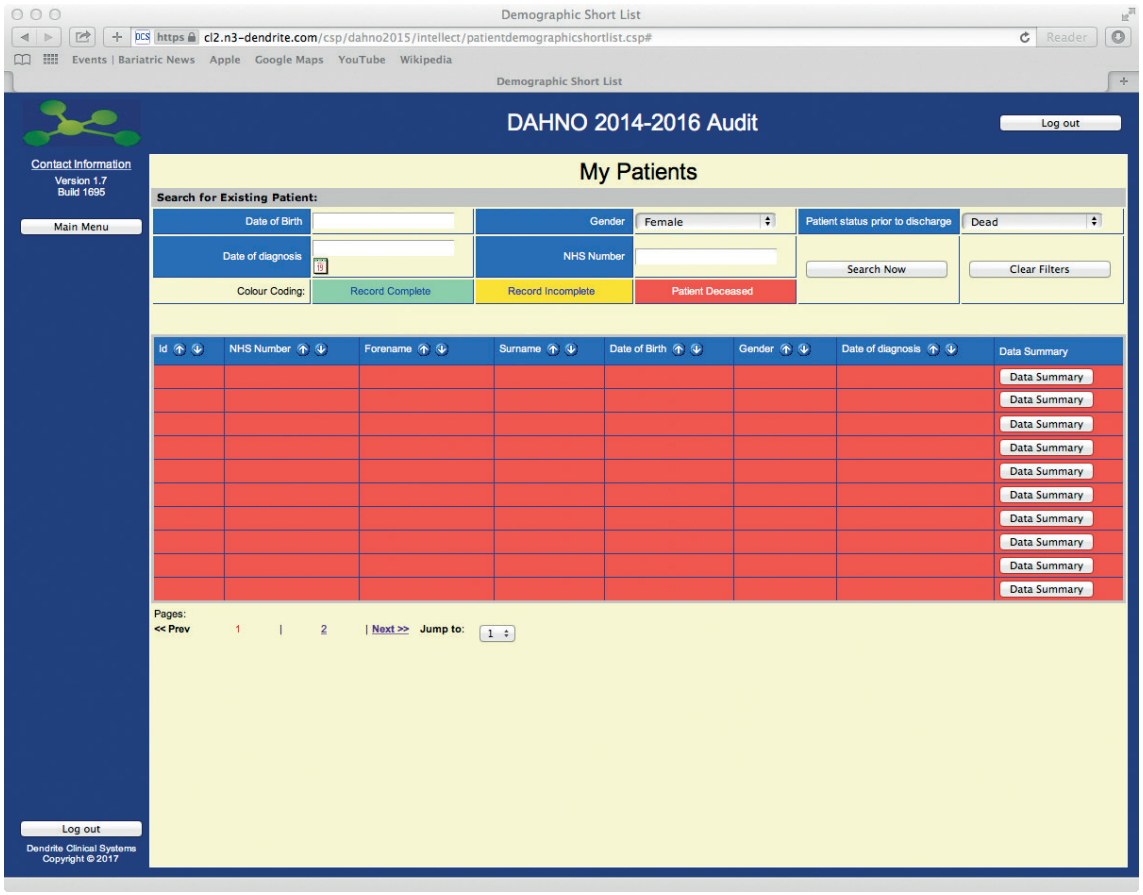
At any time you may return to the welcome page using the **Main Menu** button. You may also log out of the system at any time using the **Log out** buttons located bottom-right and top-left of the page.

An example of a filtered list

The following screenshot shows a listing filtered to show only the female patients.



The search can then be refined to include another parameter; in this case, the **Patient status prior to discharge** has been set to **Dead**, resulting in a listing of all entries for female patients who had died prior to discharge.

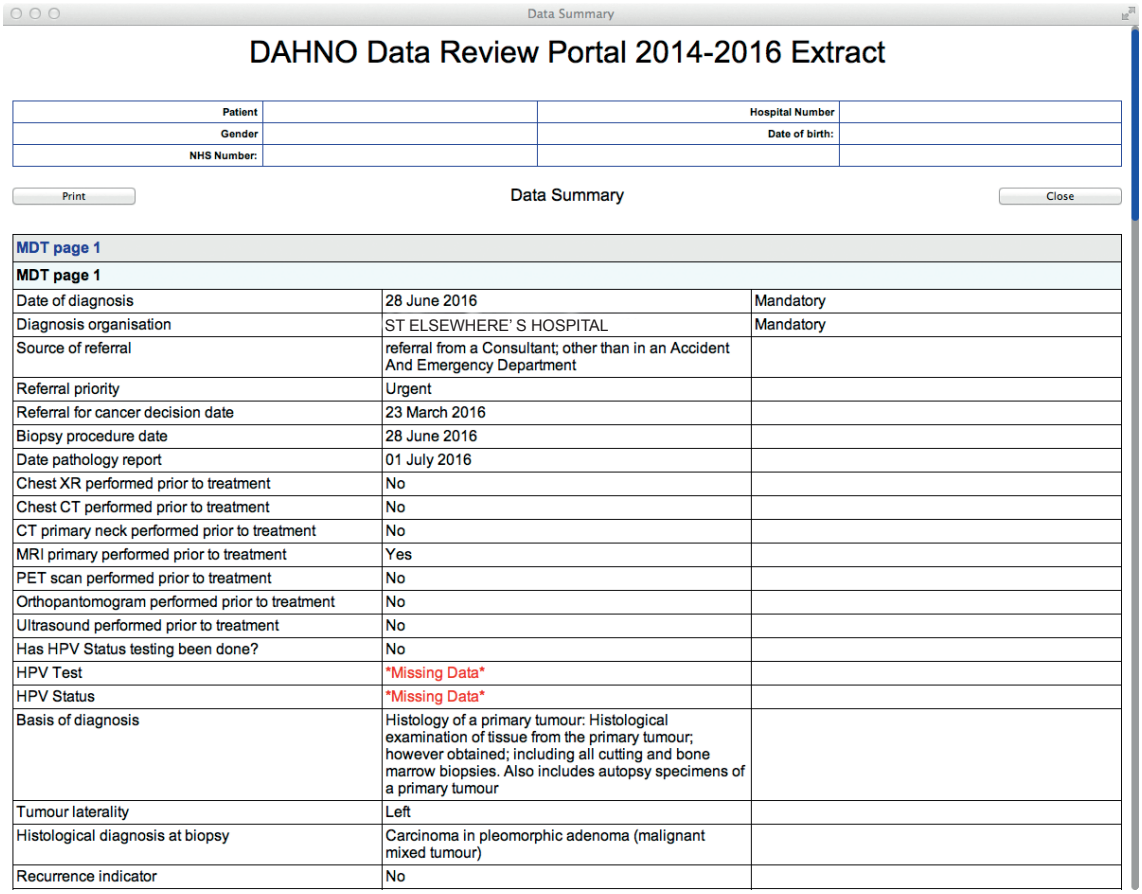


To access the detailed information stored for any patient referral, simply press the **Data Summary** button in the relevant row of the **My Patients** listing.

The patient data summary page

The screenshot below shows an example of a **Data Summary** page (again, patient-specific details have been removed to comply with Data Protection laws, but these will be visible when you log in to the live system); only the top portion of the summary is visible in the screenshot, but you may scroll down to see the remainder of the record on screen.

Any missing (null) data will be highlighted in red, and will appear as ***Missing Data***.



Data Summary

DAHNO Data Review Portal 2014-2016 Extract

Patient		Hospital Number	
Gender		Date of birth:	
NHS Number:			

Print | Data Summary | Close

MDT page 1		
MDT page 1		
Date of diagnosis	28 June 2016	Mandatory
Diagnosis organisation	ST ELSEWHERE' S HOSPITAL	Mandatory
Source of referral	referral from a Consultant; other than in an Accident And Emergency Department	
Referral priority	Urgent	
Referral for cancer decision date	23 March 2016	
Biopsy procedure date	28 June 2016	
Date pathology report	01 July 2016	
Chest XR performed prior to treatment	No	
Chest CT performed prior to treatment	No	
CT primary neck performed prior to treatment	No	
MRI primary performed prior to treatment	Yes	
PET scan performed prior to treatment	No	
Orthopantomogram performed prior to treatment	No	
Ultrasound performed prior to treatment	No	
Has HPV Status testing been done?	No	
HPV Test	*Missing Data*	
HPV Status	*Missing Data*	
Basis of diagnosis	Histology of a primary tumour: Histological examination of tissue from the primary tumour; however obtained; including all cutting and bone marrow biopsies. Also includes autopsy specimens of a primary tumour	
Tumour laterality	Left	
Histological diagnosis at biopsy	Carcinoma in pleomorphic adenoma (malignant mixed tumour)	
Recurrence indicator	No	

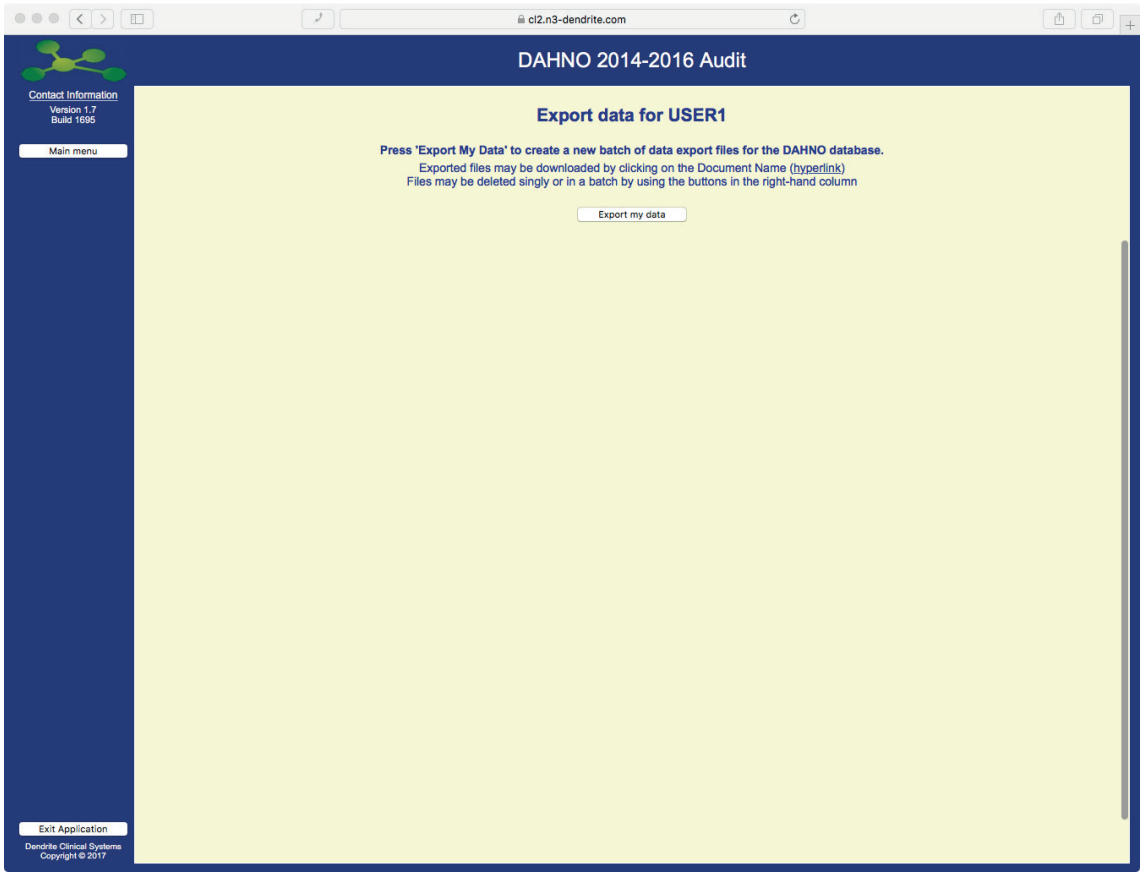
To the left of the **Data Summary** title there is a print button; this will send a request to your local printer for a hard-copy output of the summary.

To return to the **My Patients** page, simply press the **Close** button to the right of the **Data Summary** title.

Export my data

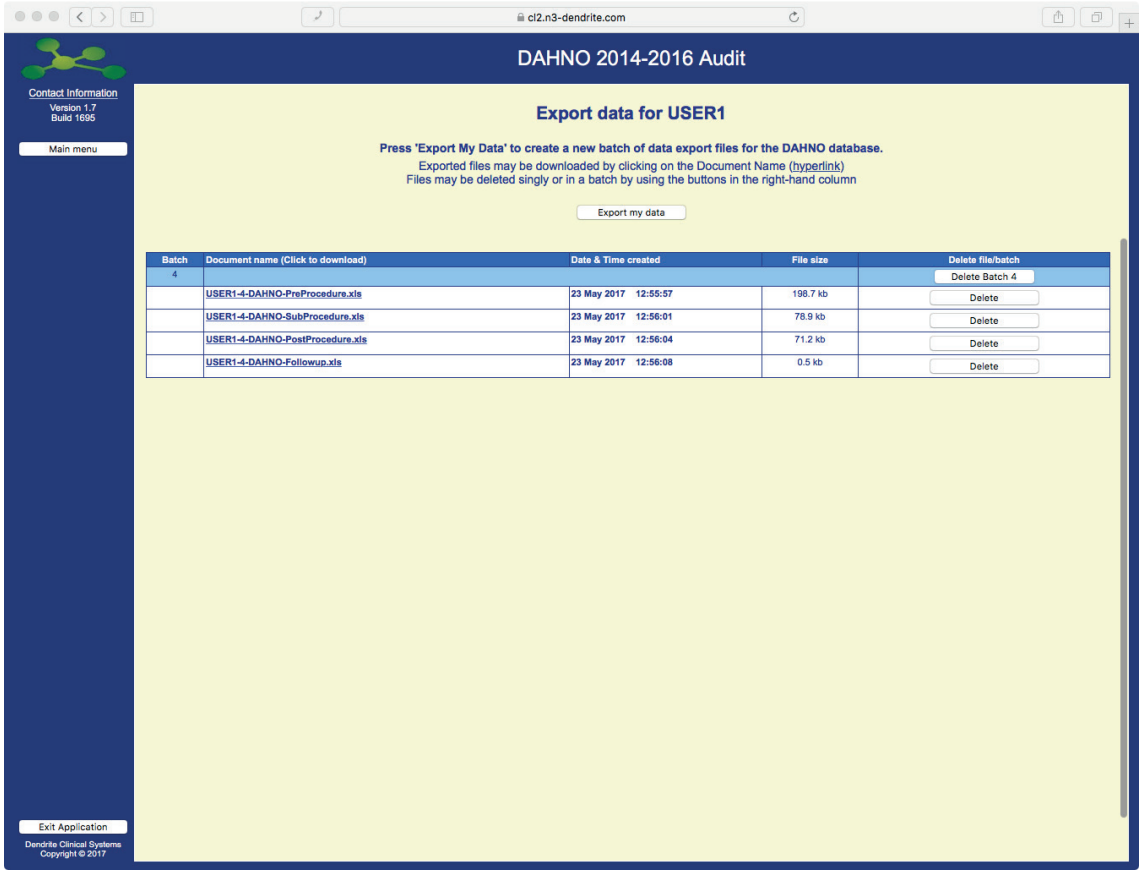
The **Export my data** button on the welcome page provides the user with access to the page that allows them to export their data from the registry.

An export is created by pressing the **Export my data** button.



The suite of export files is then added to the list of previously-generated output files. In the following example screenshot there has been no prior export, so the list contains only one set of export files.

Each file can be downloaded by clicking on the appropriate link. An Excel file will then be saved to your downloads folder. Individual export files can be deleted from the list by pressing the **Delete** button, or the whole batch (PreProcedure, SubProcedure, PostProcedure and Followup files) deleted using the batch delete button; in the example below, it is the **Delete batch 4** button.



Saving Faces
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