

## Data Collection Workflow

**Step #1** Identify general surgery touch patients (cast a big net) using the following:

- ED admissions list (if possible a system generated report with all ED admissions from the previous 24 hours is helpful) including name, MRN, chief complaint, clinical impression, admit department, admit service.
- Service/census lists (e.g. general surgery services, surgical critical care) that routinely have patients that meet MACS criteria.
- OR logs used as a cross reference to find patients not identified from ED or service lists (e.g. outpatient surgery, appendicitis that has surgery and discharged on the same day). The OR log could be reviewed in step one or it could be done at a later step such as with monthly data cleaning.

**Step #2** Create a MACS Master List

- A spreadsheet with columns for MACS case number, name, MRN (medical record number), CSN (encounter number), date presented to ED, time presented to ED, pending follow-up and comments. Columns could be customized to what your center needs to facilitate the work but name, MRN and MACS case number should always be included in the list.
- Add touch patients to the MACS master list.

**Step #3** Identify patients who meet MACS criteria

- Touch patients are sorted to exclude patients who do not meet MACS criteria. MACS criteria can be found on the M·TQIP website at <https://www.mtqip.org/resources/macs>.

**Step #4** Patients meeting MACS criteria are placed into Qualtrics

- See M·TQIP website for Qualtrics Data Portal and MACS Data Dictionary.

## **Step #5** Data Cleaning

- Data is periodically exported from Qualtrics into Excel to review for data entry errors (e.g. look for duplicate MACS case numbers or skipped MACS case numbers, a birthdate with the year 2020).
- Qualtrics data base is opened and errors are corrected.