Web Plus: 4 Simple Steps

Log on to URL:

https://webplus.umh.edu/webplus/

The process of creating an abstract, (entering data and ultimately releasing it to the central registry) can all be done in Web Plus. Entries may be saved at any time and returned to later until the abstract is complete. If the built-in edits reveal any errors, you may make corrections and then release the abstract to MCR.

1 Create abstract

4 Release

3 Complete abstract

2 Correct errors

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1. Create abstract

Create the abstract with the patients' name and other demographic information. You may choose to save at this point and return later or you can enter other relevant medical information in fields using codes provided by Web Plus. Save the abstract to retain your information and to allow the system to edit the abstract and show errors.

2. Correct errors

Correct errors. Each time you open or save the abstract, Web Plus automatically checks the entered information and edits the fields for accuracy and completeness using a variety of edit sets provided by your administrator.

3. Complete abstract

After you have entered all data and corrected all errors, the system saves your new abstract as completed.

4. Release abstract

Release the completed abstract to the central registry. You can release abstracts one at a time or several at a time.

QUICK REFERENCE GUIDE FOR USING WEBPLUS

Log on to WebPlus at: **https://webplus.umh.edu/webplus/**

1. Log on to application by using the MCR assigned User ID and Password, or the *test* ID: **johndoe (**one word) and Password: **test**

    (Note: Please remember to use ONLY 'practice' cases with the TEST ID and password)

2. Select '**New Abstract**' or '**Find/Open Abstract**'

3. Begin by thoroughly reviewing the medical report/records and/or pathology report before entering any patient information.

4. If choosing '**New Abstract**' begin entering the patient information. By clicking on the special help icon 🔵 a help screen will appear that provides information such as the size of the field, what information to input and who requires the field. There are also drop-down boxes 🔽 for a number of fields which will correctly complete the field if clicked.* For some fields, you will also see a 🔍 which allows you to search for the proper codes. Certain other fields have a tan 'pop-up' box which will automatically appear upon entering the corresponding field, which provides additional help (e.g. how to show an unknown social security number, the use of punctuation, etc.). For further information regarding icons and their uses, please refer to page 76 of the training manual.

5. **Cancer Identification:** If the user has not reviewed the medical report and/or pathology report, please do so before attempting to enter any further information. Use information from the medical and/or pathology report to complete these items.

6. A. **Histology field:** This field is for the tissue diagnosis made by the pathologist. For prostate cases, it will almost always be 'adenocarcinoma, nos.' histology code of "8140." Occasionally a prostate case will be diagnosed as 'acinar cell carcinoma' with a code of "8550." Use the search option and type 'adenocarcinoma,' then hit enter to go to the appropriate code or simply type in the code, if known.

    B. **Grade:** This may also be found on the pathology report (well-differentiated, moderately differentiated, etc.). Use the drop-down box for this field.

7. **Stage/prognostic factors:** The CDC and NPCR are now using a combination of the TNM and SEER summary staging. Use the help buttons to see what type of information needs to be recorded in each field. Scroll past the gray 'notes' section in the first part of the help screen to see the actual codes. You will notice some of the codes correspond to the TNM fields.

8. Most of the treatment fields are self-explanatory using the help codes. **Remember, we are only asking you to report patients who are NOT going to another healthcare facility for treatment (hospital, radiation center, etc.).**

9. Be sure to complete the **Text Fields.**   Use these fields to document specific details from either the pathology report or patient medical records. Most of the text fields correspond to coded fields. The fields are important because here you can use the text fields to document the codes. For example, if you chose "8140" for histology, then the text field should say adenocarcin-oma."   This will help MCR staff reviewing the abstracts to know if you are coding items correctly.

10. You may save information at any time without leaving the abstract. Once all information is complete, click on the '**Save**' button to save information. This function will automatically run edits, displaying any errors in the text area on the right of the screen. Simply correct errors, and re-save.

11. Once a case is saved, you may either choose the option of entering a new abstract, find/open an existing case to edit/enter additional information, or you may log off of the system.

12. To prevent loss of work, please remember to save data frequently, as WebPlus is configured with an automatic 'time-out' after 30 minutes of idle time.

*** NOTE: If you know the corresponding code for a field , simply type in the code; you do not have to use the drop-down boxes to populate a field.***

(Example: '8550' for Histology, - type '8550' and press enter.)