Mount Sinai Health System

Resident User Guide

Surgical Mortality and Morbidity Database

Mount Sinai

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Introduction

OVERVIEW OF CASE FLOW

- Resident Submit the case
- Chief Resident analyzes the case submitted by their team
- Administrator assigns the case to reviewer
- Email notice is sent to Reviewer
- Weekly Reminder email sent to reviewer with summary of all cases assigned
- Reviewer reviews the case
- Agenda is prepared by administrator
- Discuss cases in regularly scheduled meetings
- Admin rates the case
- Admin closes the case

RESIDENT ROLE FUNCTION

- Submit a case for Resident's team
- Edit own cases before and after review by Chief Resident for correction on write-ups for up to 72 hours after submission.
- Update any case submitted by Resident, for the selected team
- Submit Weekly STATS for the team.

Access/Login

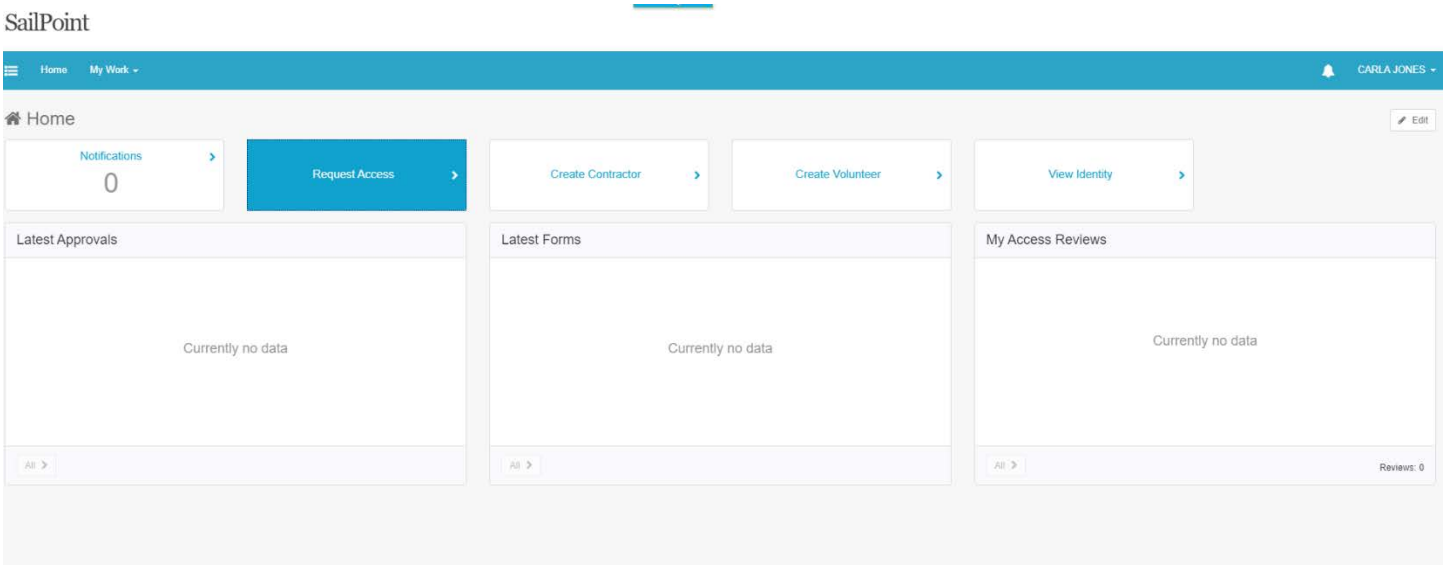
ACCESS TO DATABASE

Prior to July 15, 2020 - Requests for access to the Department of Surgery M&M Database should be made to Sruthi Cherukuri sruthi.cherukuri@mountsinai.org and Carla Jones carla.jones@mountsinai.org. Please provide First Name, Last Name, Email address, Network ID, Facility and Team Allocation.

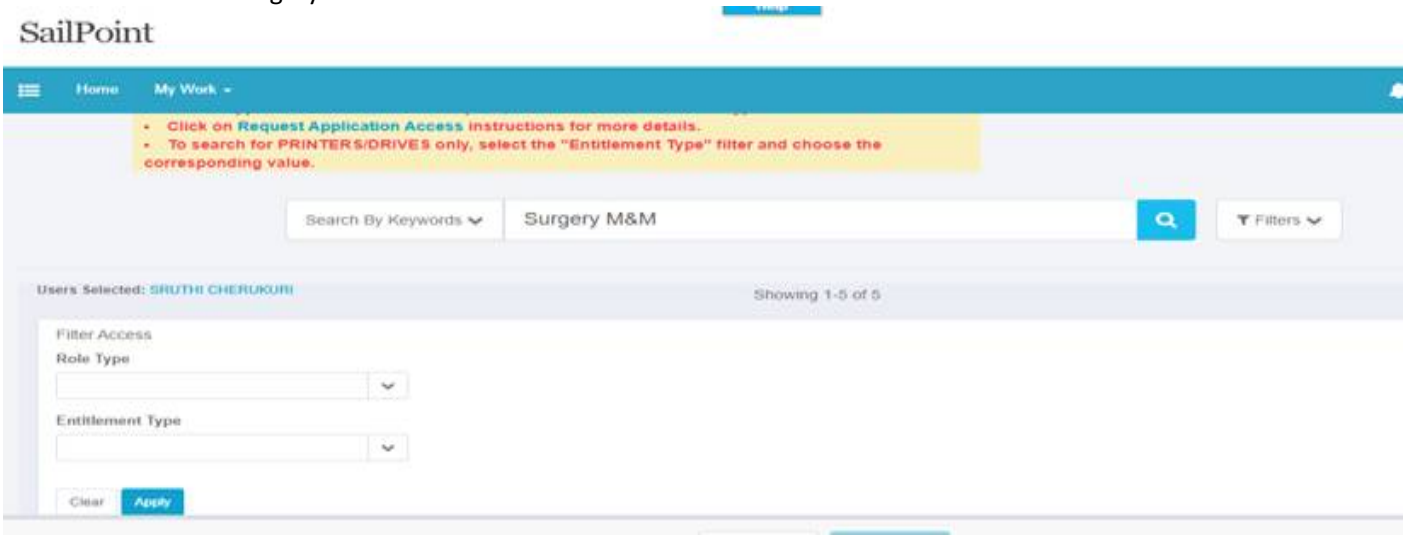
After July 15, 2020 - Access to the Surgical Morbidity and Mortality Database must be requested through SailPoint.

- Sailpoint documentation on the process can be found at https://sailpoint.mountsinai.org/
- Login to Sailpoint

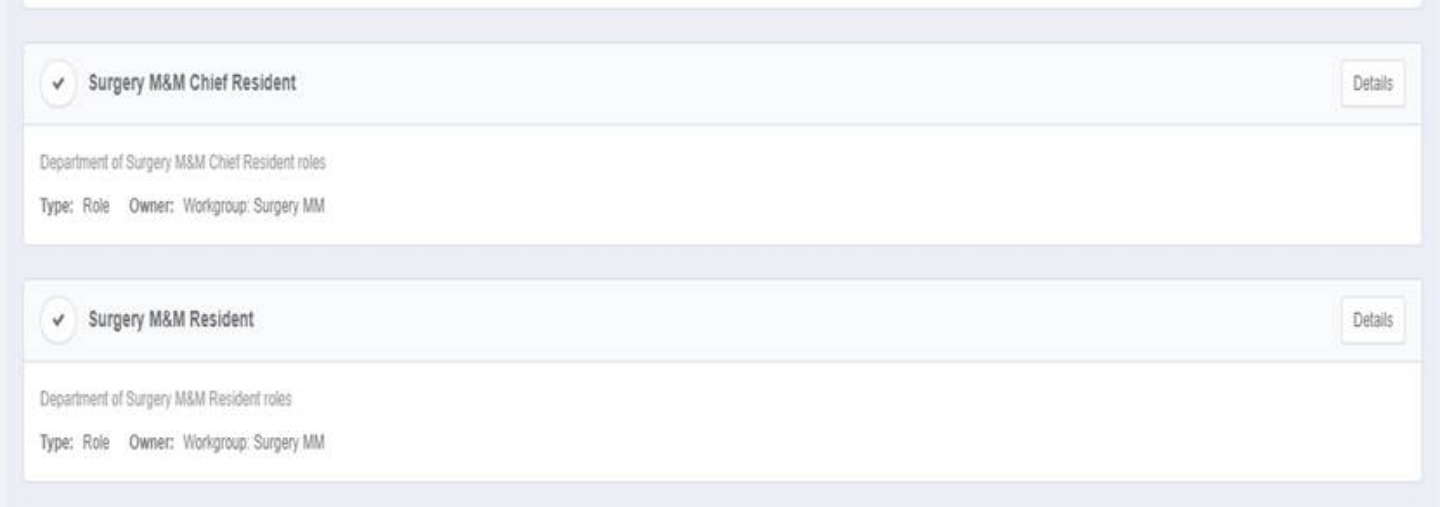
- Choose “Request Access” and select username.



- Search for “Surgery M&M”.



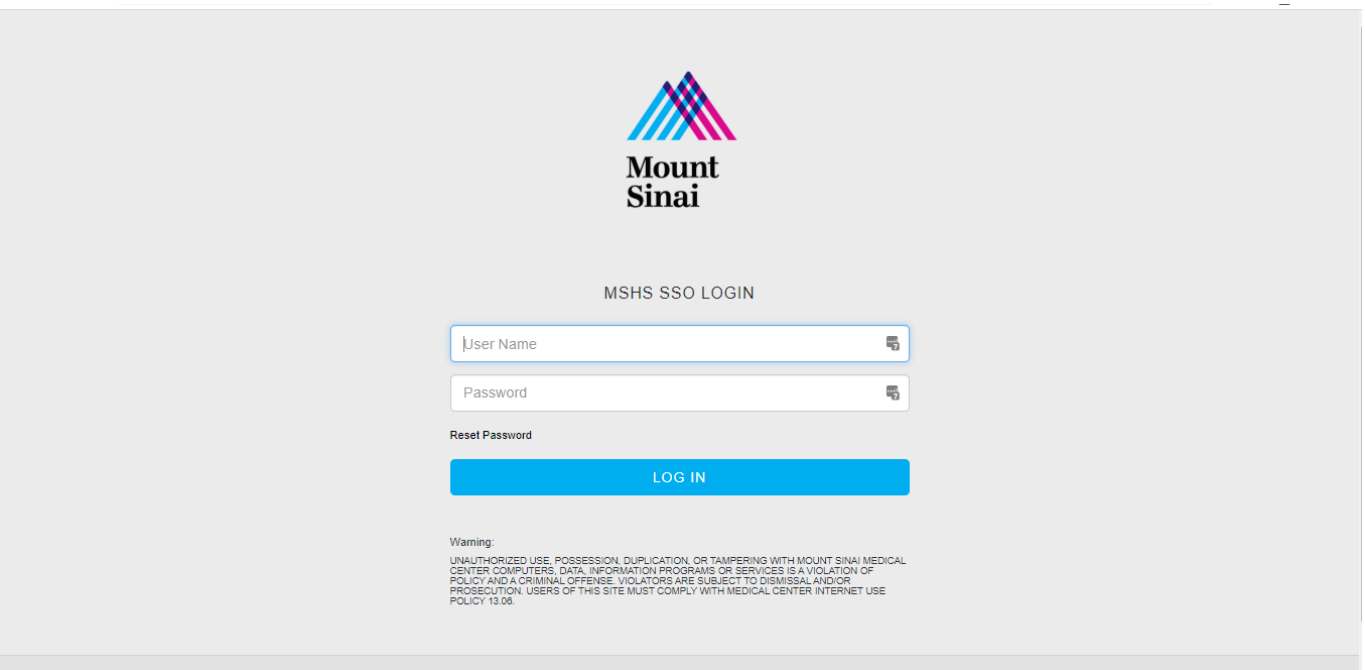
- Select “Surgery M&M Resident” from the available selections



- Sailpoint Request requires approval by Administrator before user will be able to login.

RESIDENT LOGIN

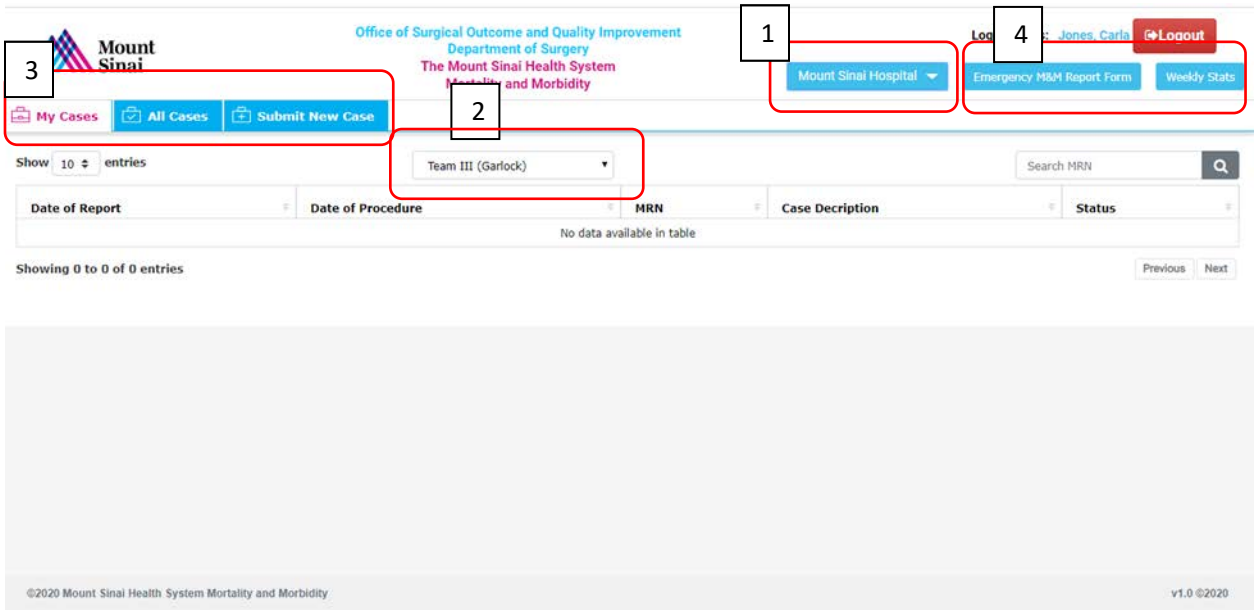
IMPORTANT: User Chrome internet browser for access to the database. Internet Explorer (IE) will not provide full functionality. If Chrome is not available for any reason, Microsoft Edge is a second option.



- Link for Database
  - http://intranet2.mountsinai.org/mmUI
  - Also posted on Mount Sinai Intranet Web Applications list http://mshsintranet.mountsinai.org/IT/Web_Applications_Home/ and in the weekly email communication
- Network ID and Password Required for Login

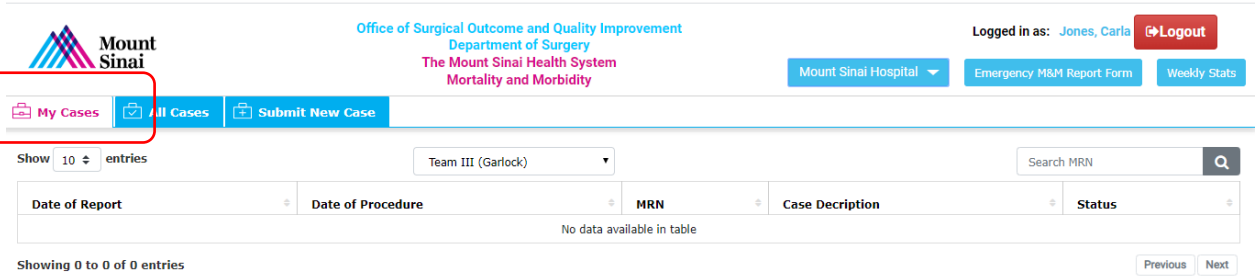
Functionality

RESIDENT ROLE LANDING PAGE

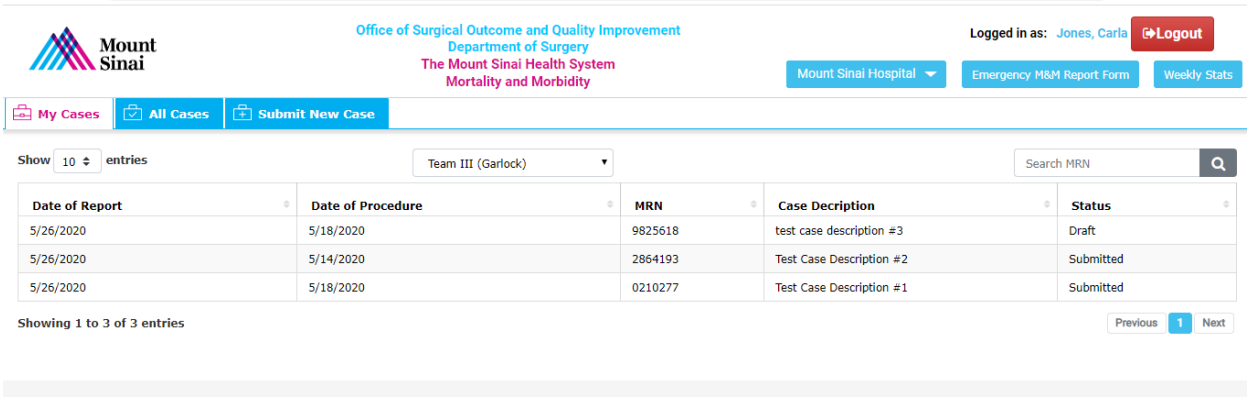


1. Hospital Location
    - Location that user is associated with
2. Team Selection Drop Down
    - Displays teams available to the facility chosen
3. Case Tabs
    - My Cases
    - All Cases
    - Submit New Case
4. Form Buttons
    - Emergency M&M Report Form
    - Weekly STATS Form

MY CASES TAB



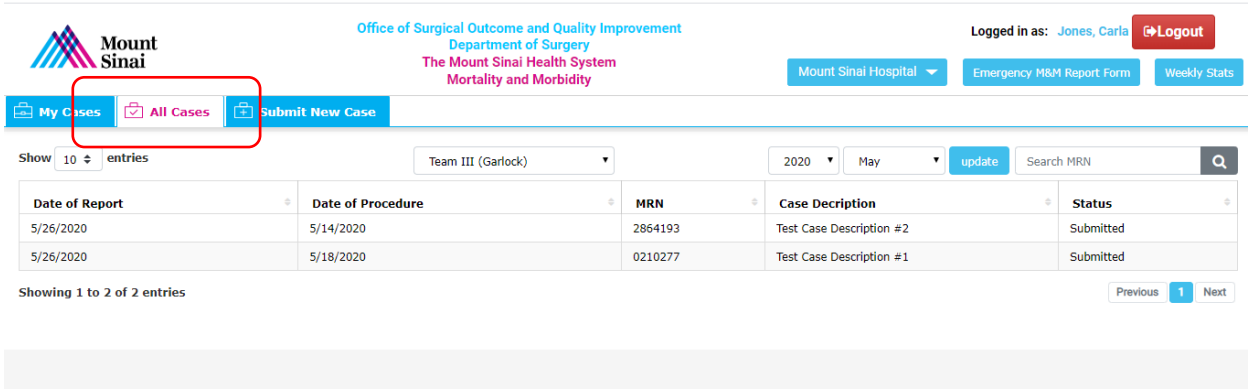
- After login, user is directed to the My Cases Tab.
- Draft and Submitted Cases submitted by User are listed in the table.
- Cases are filtered by Team.
- Select Team from the drop-down list to view cases submitted while with another team.
- MRN search will show all cases submitted within the last 60 days.
- Increase the number of entries viewed by increasing the number on the “Show Entries” field.



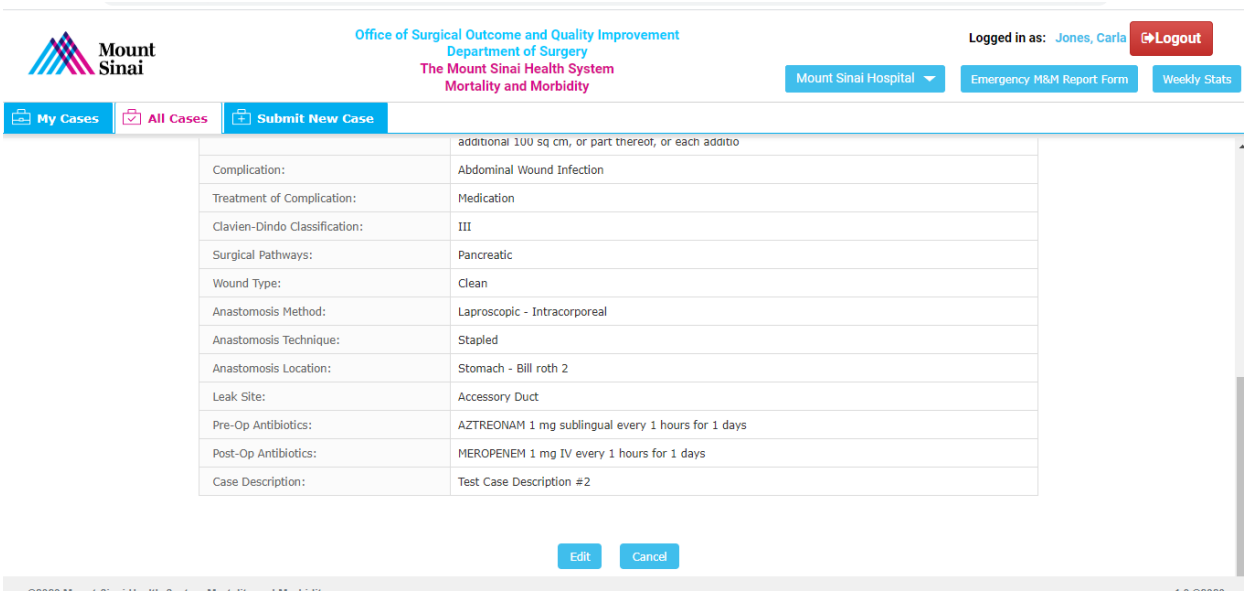
- Table View
  - Case details on table show Date of Report, Procedure, MRN, Case Description and Status of Case.
  - Case Status Details:
    - **Draft** – saved before submitting for review.
      - All fields do not have to be completed. Edits may be made at any time before submission.
    - **Submitted** - all mandatory fields completed. Case may now be assigned for Review.
      - Case may be edited for 72 hours to fix errors in write-up
      - Case may be assigned to Reviewer by Administrator.
    - **Reviewed** – Case has been reviewed.
    - **Rated** – Case has been rated.
    - **Closed** – Residents will not be able to see closed cases, unless they search by MRN.

- View case details by clicking on any detail in table.

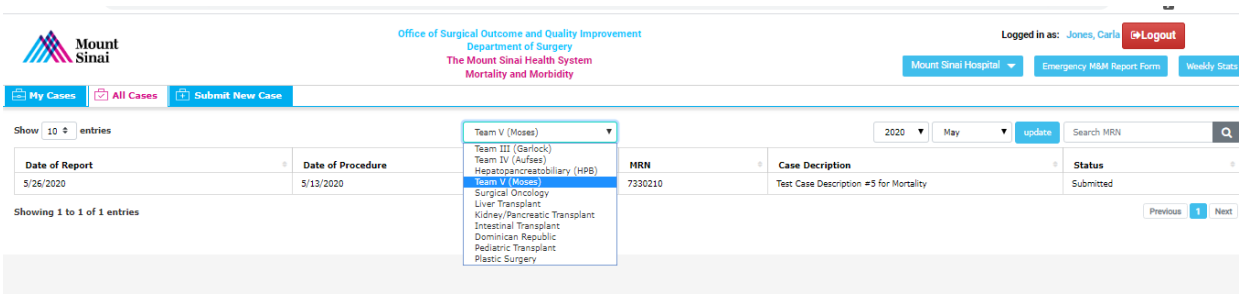
ALL CASES TAB



- View all Submitted Cases submitted by entire Team as selected in the Team Drop Down List for the selected month and year.
    - By default, current month and year is shown.
- Change Team View with drop down Team List.
- Search all available cases by MRN reported within the last 60 days.



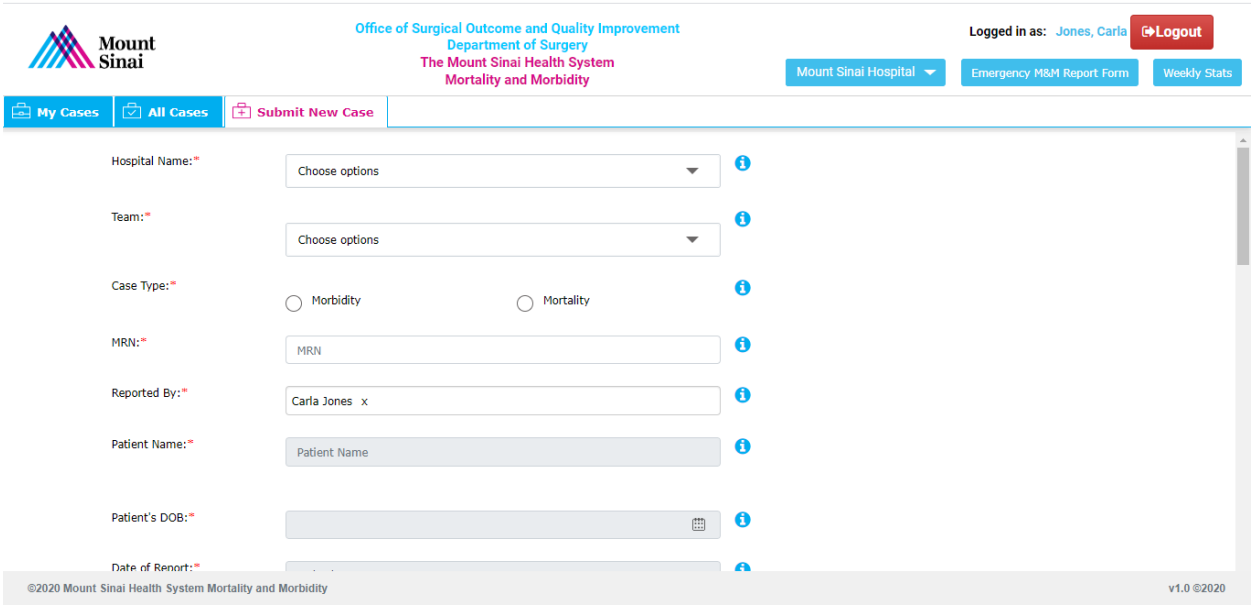
- View case details by clicking on any detail in table.



- View cases that were submitted while on another team by selecting the team name from the drop-down list.

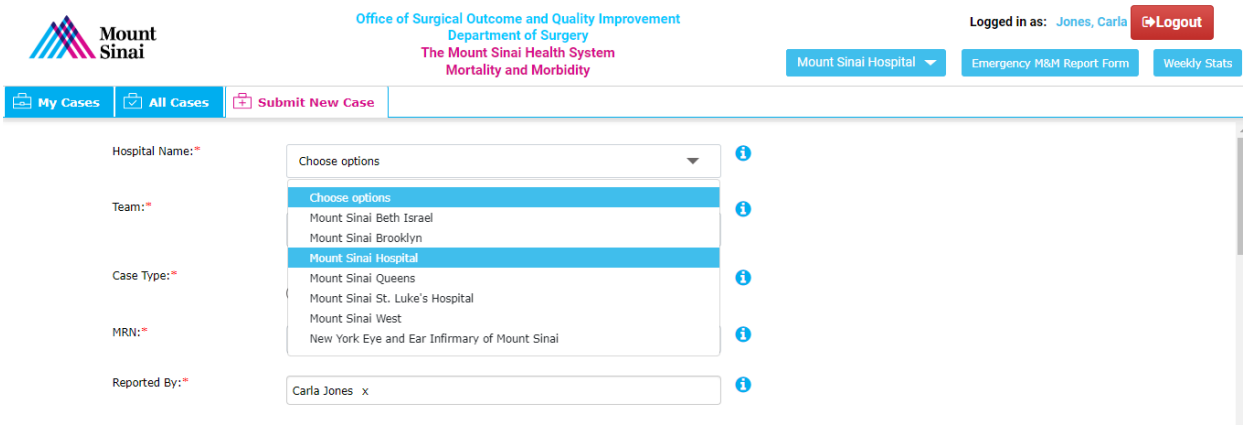
SUBMIT NEW CASE TAB

- Fields are formatted in a variety of ways and some include intelligent search capability.
- Information Icon provides description of the details required for each field.

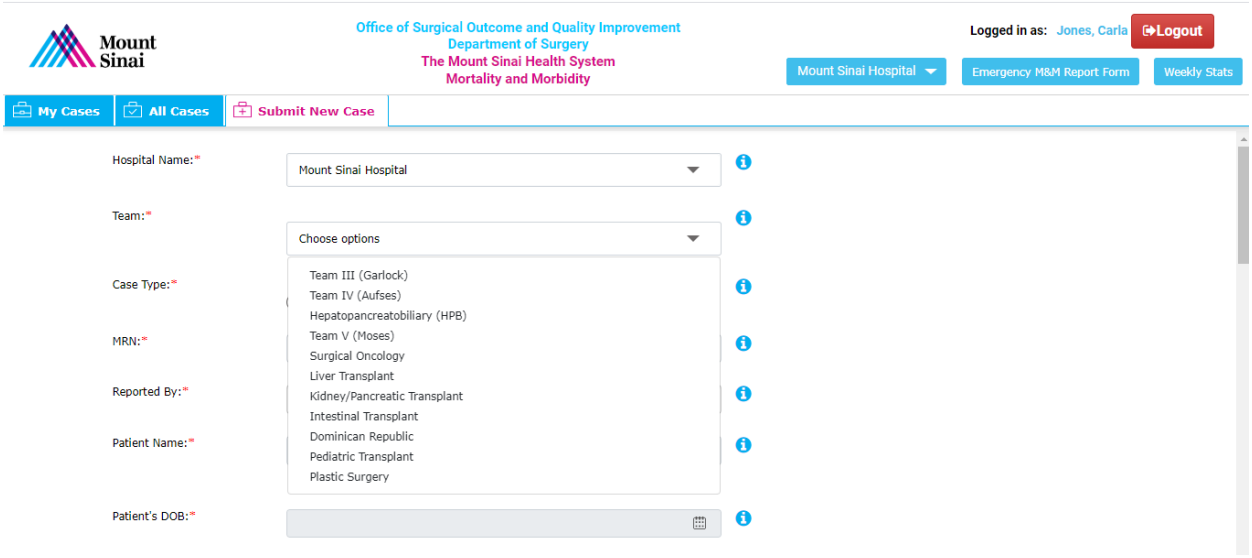


Case Details

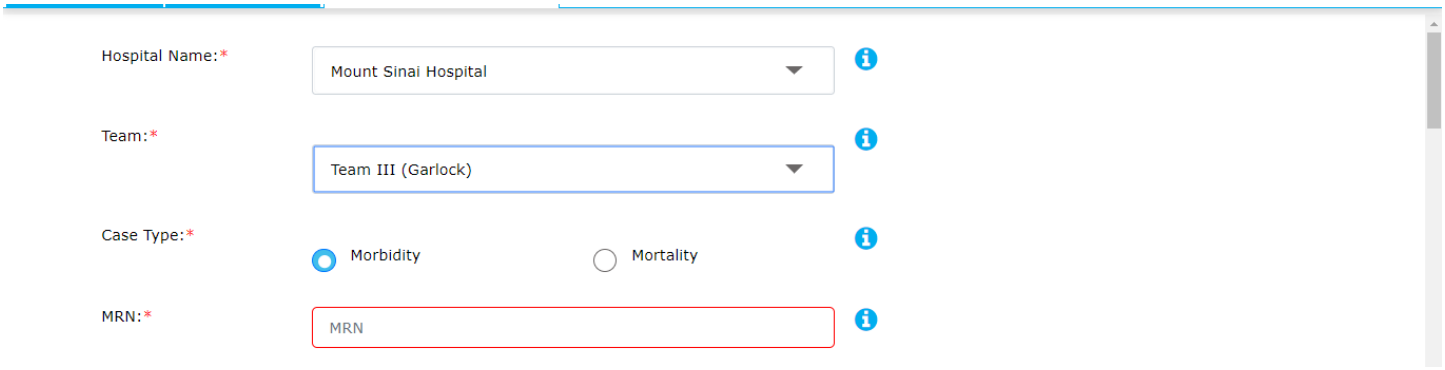
- **Hospital Name** - choose from Drop Down List.



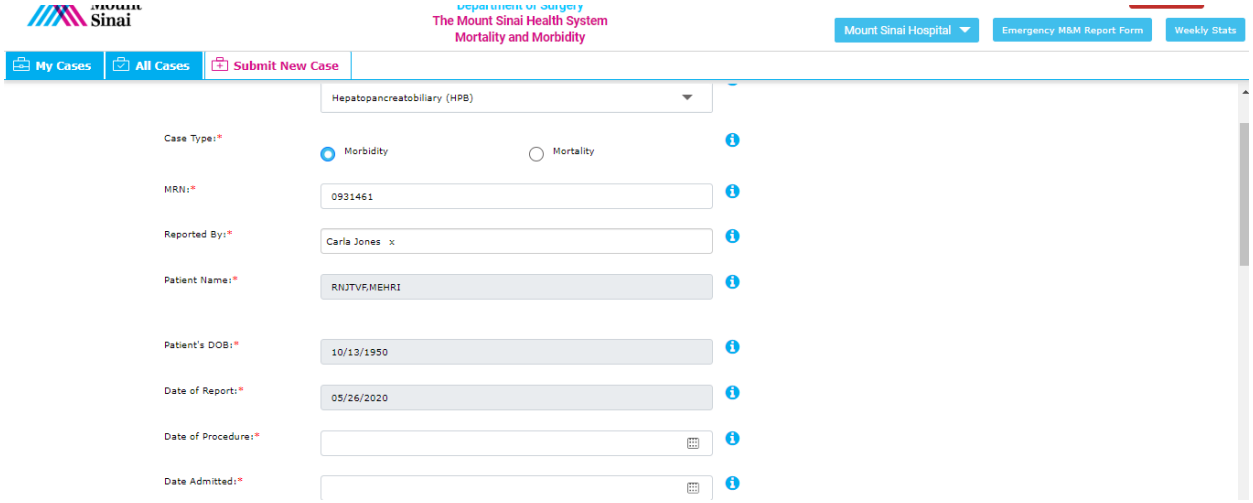
- **Team** – choose from Drop Down List.
  - The team names available are only those associated with the Hospital.



- **Case Type** – Select the appropriate radio button.

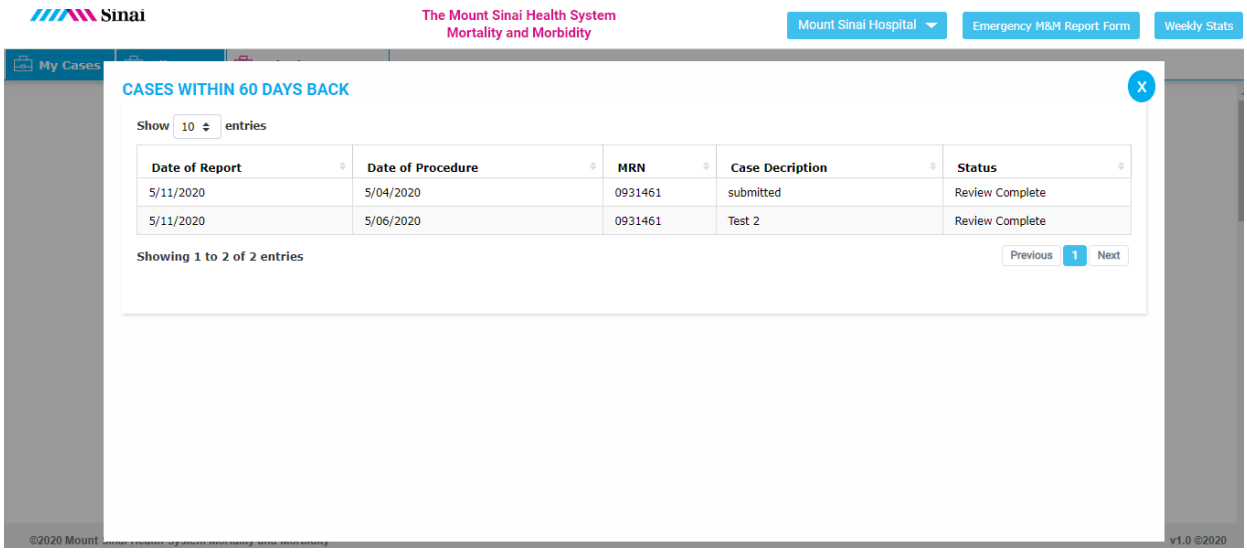


- **MRN** –Enter the MRN number



o

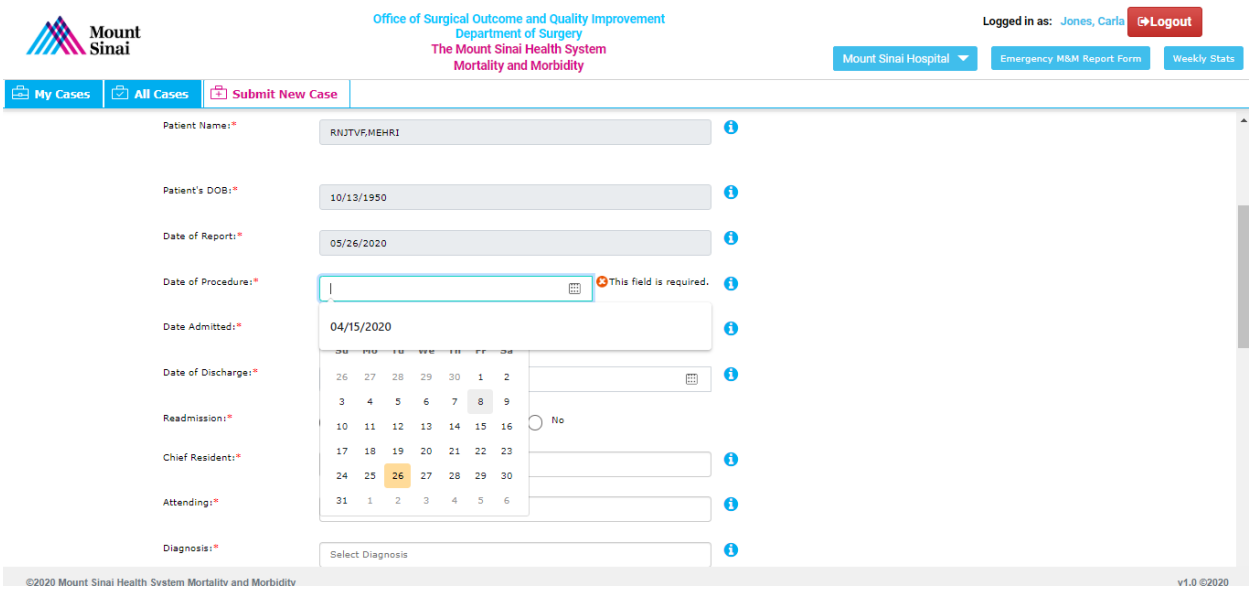
  - o MRN number will auto-populate the Patient Name and Date of Birth.



  - o Case submitted under the chosen MRN (if any) for past 60 days will pop up in a separate window.
    - View case descriptions for cases submitted within the last 60 days.
      - Review case details.
      - Update existing case data, if needed.
        - o Edit Case descriptions and re-submit for review.
      - Close the window to return to the Submit New Case Page.

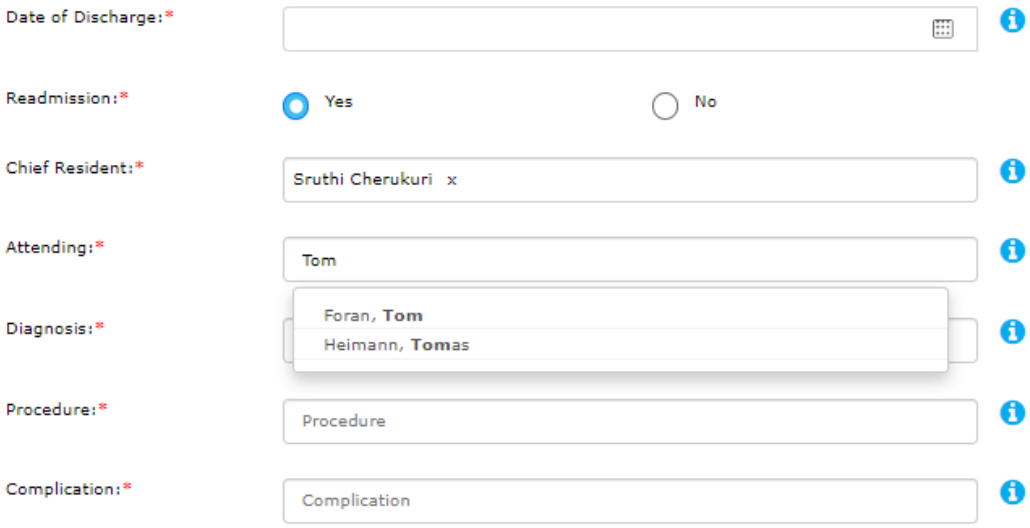
- **Reported By** – auto populates according to username.
- **Date of Report** - auto populates to current date.

- **Date of Procedure, Date Admitted and Date of Discharge**.



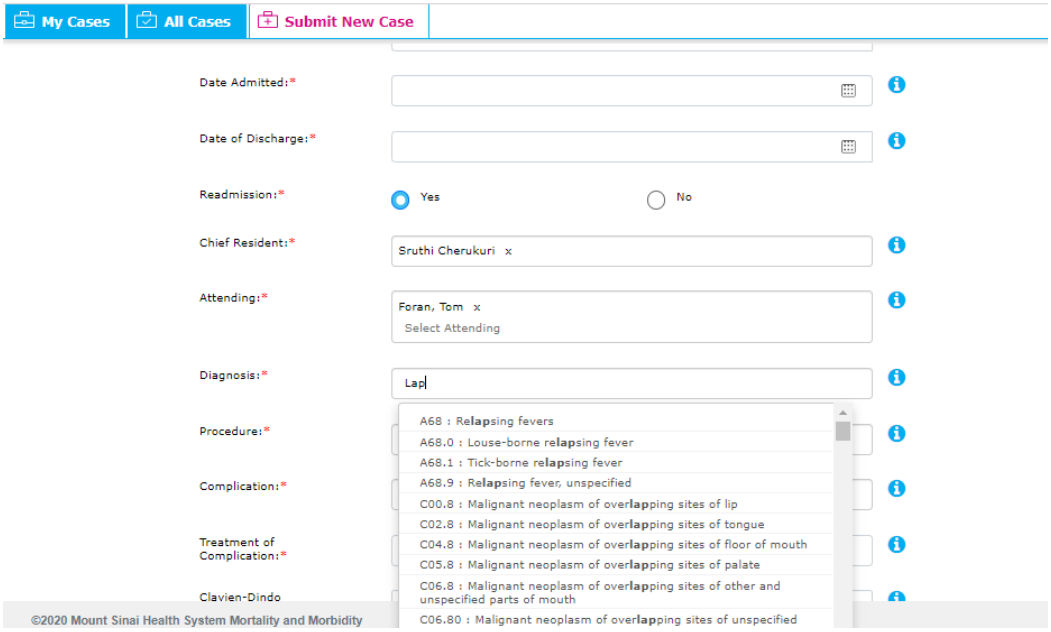
  - Select from calendar.
  - Date of Discharge is not a mandatory field.

- **Readmission** – choose appropriate radio button.
- **Chief Resident and Attending Name**



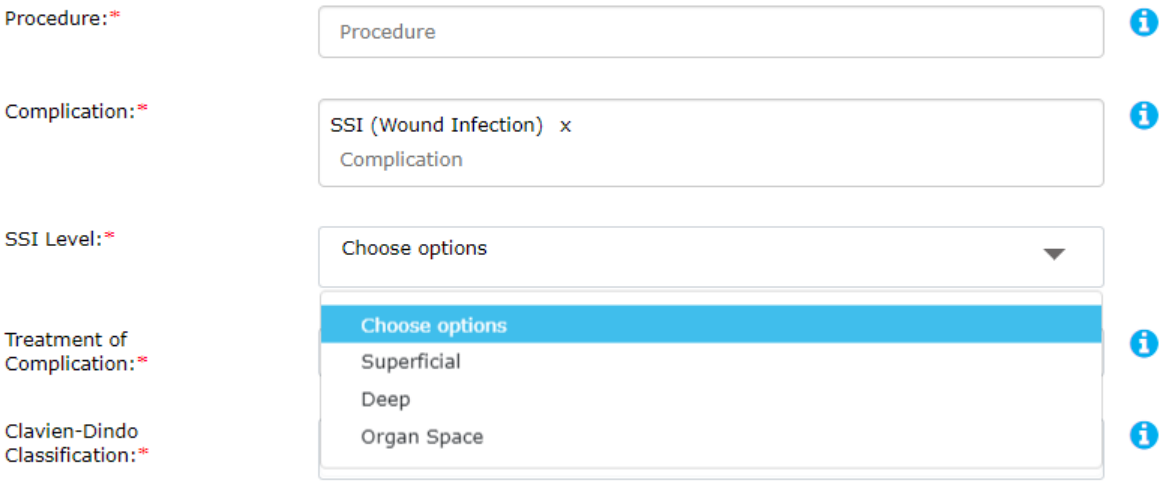
  - Intelligent Search – enter first three letters to populate a list of suggested names.

- **Diagnosis, Procedure and Complication**

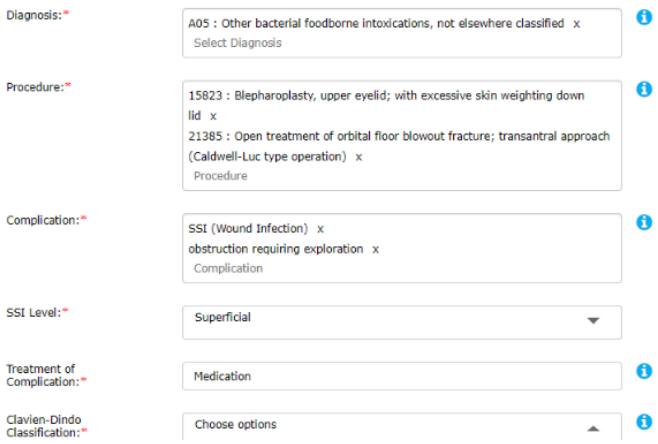


o Intelligent Search – enter first three letters to populate a list of suggested terms.

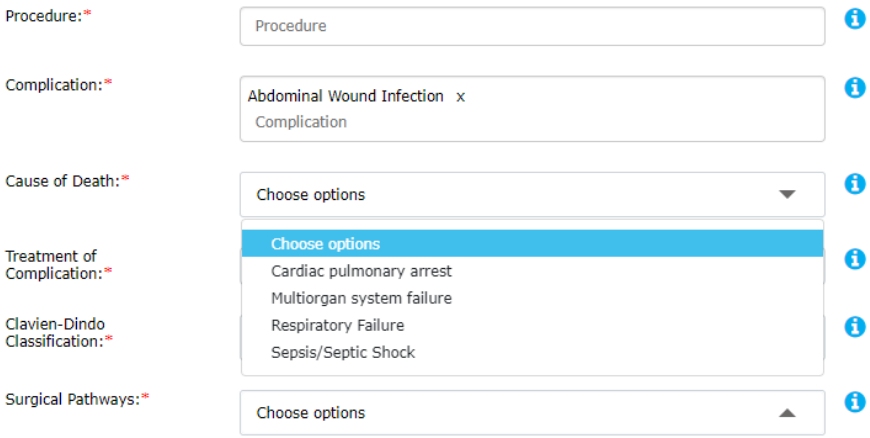
  - Selecting Complication "SSI" will open additional field to choose SSI levels.



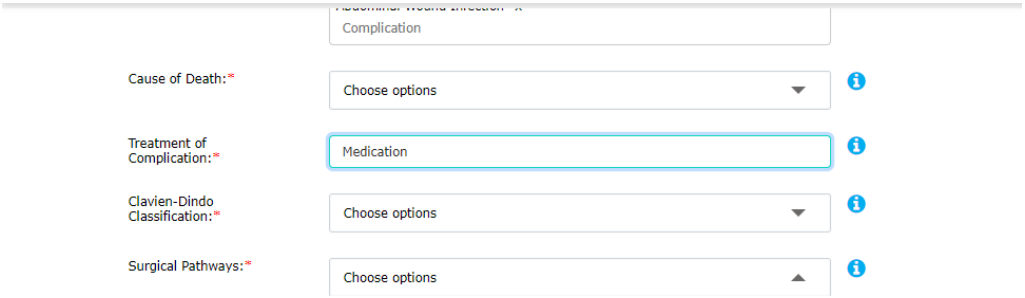
- Multiple search selections are available per field.



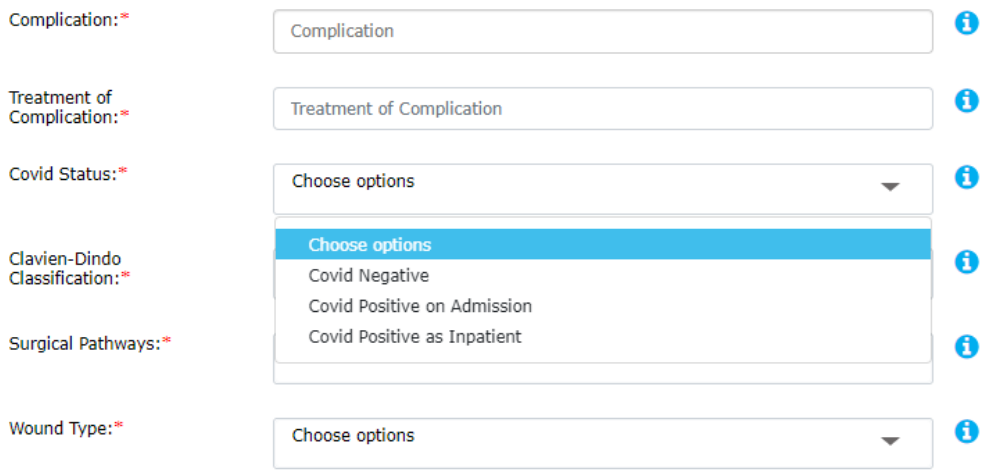
- **Cause of Death** (Morbidity case)- Choose from Drop Down list



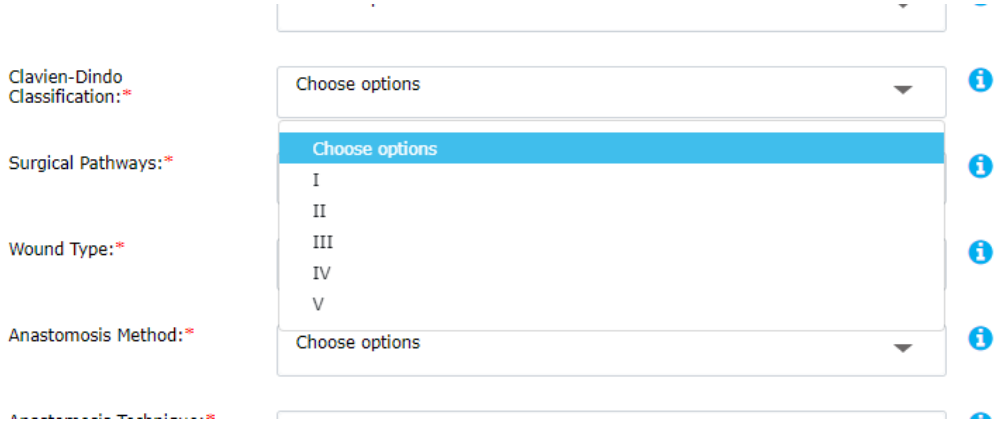
- **Treatment of Complication –** Free text field



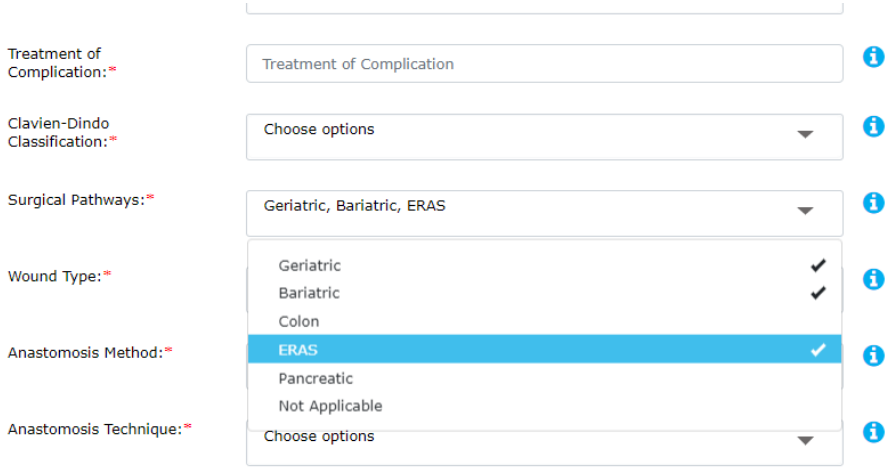
- **Covid Status** – Choose options from drop-down list.



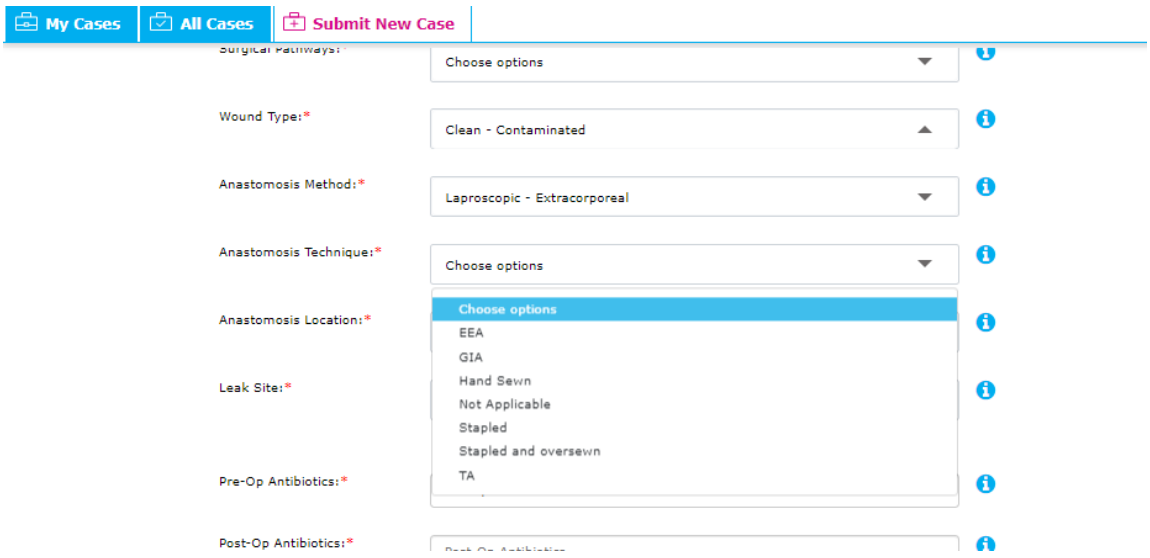
- **Clavien-Dindo Classification** -Choose options from drop-down list.



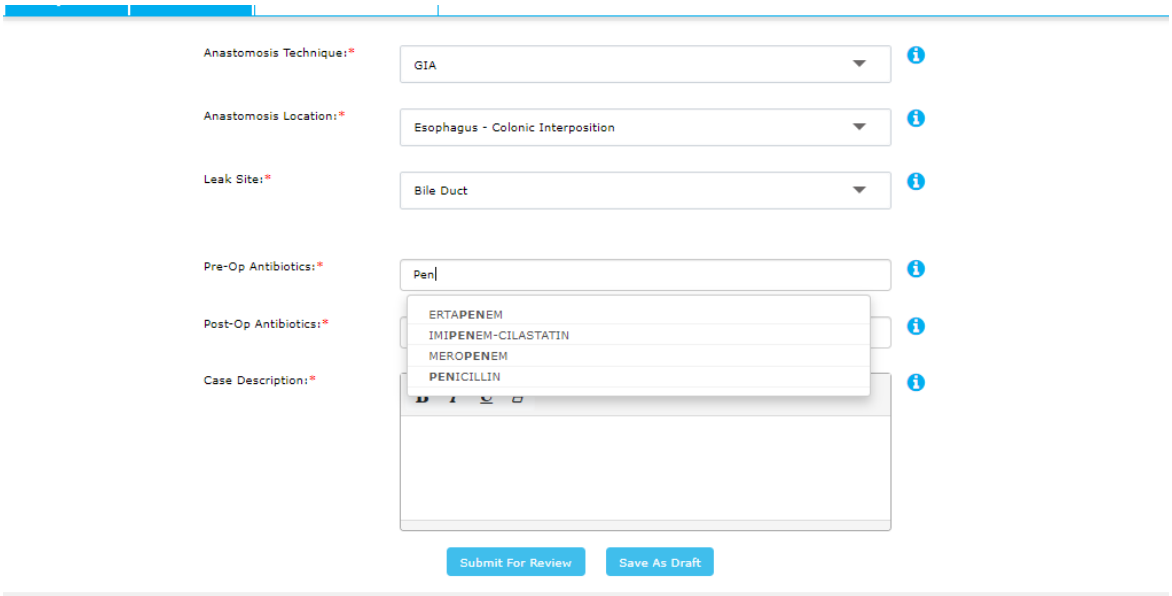
- **Surgical Pathways -**Choose options from drop-down lists.
  - Multiple selections can be chosen.



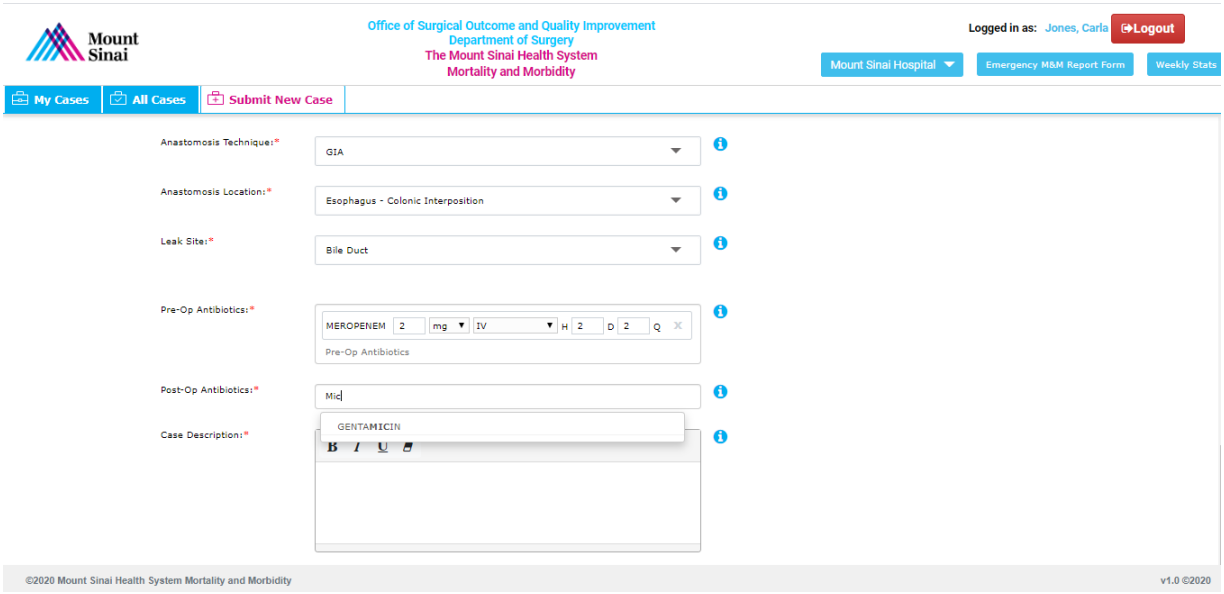
- **Wound Type, Anastomosis Method, Anastomosis Technique, Anastomosis Location, Leak Site**
  - Choose options from drop-down lists.



- **Pre-Op and Post-Op Antibiotics**

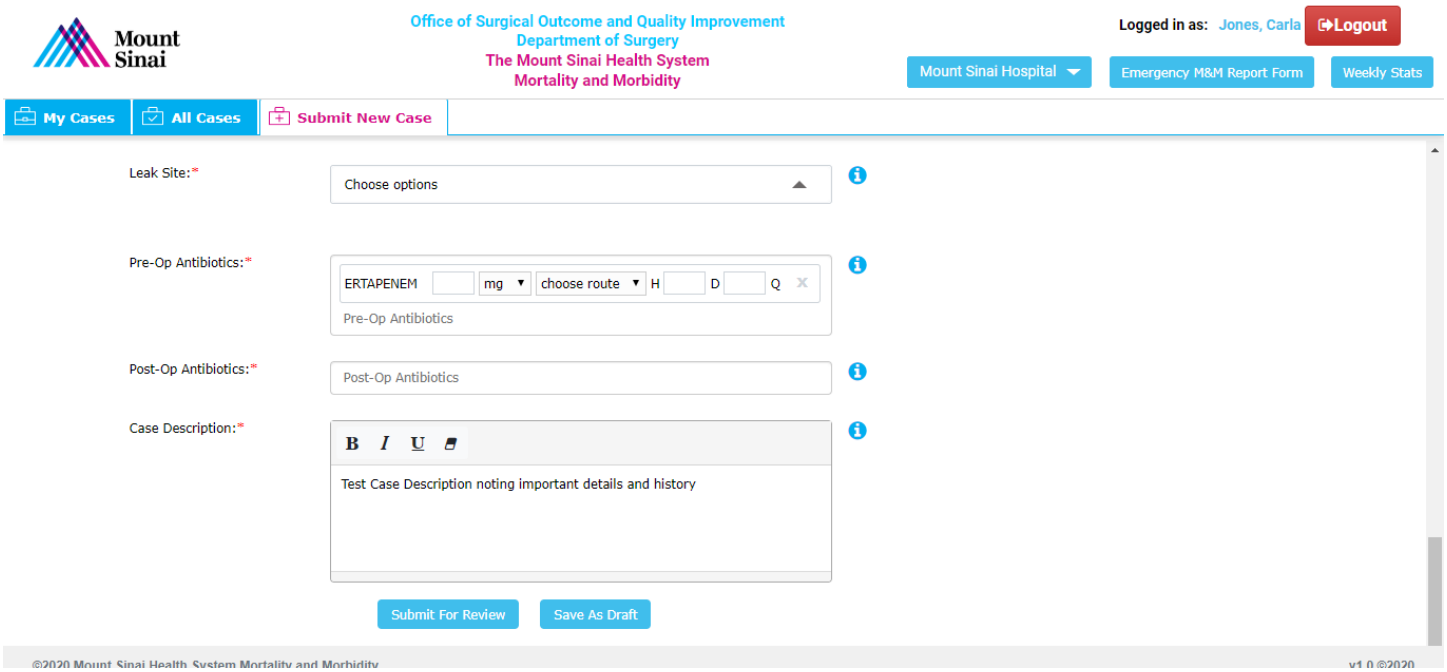


- Intelligent Search – type three letters to populate a list to choose from.

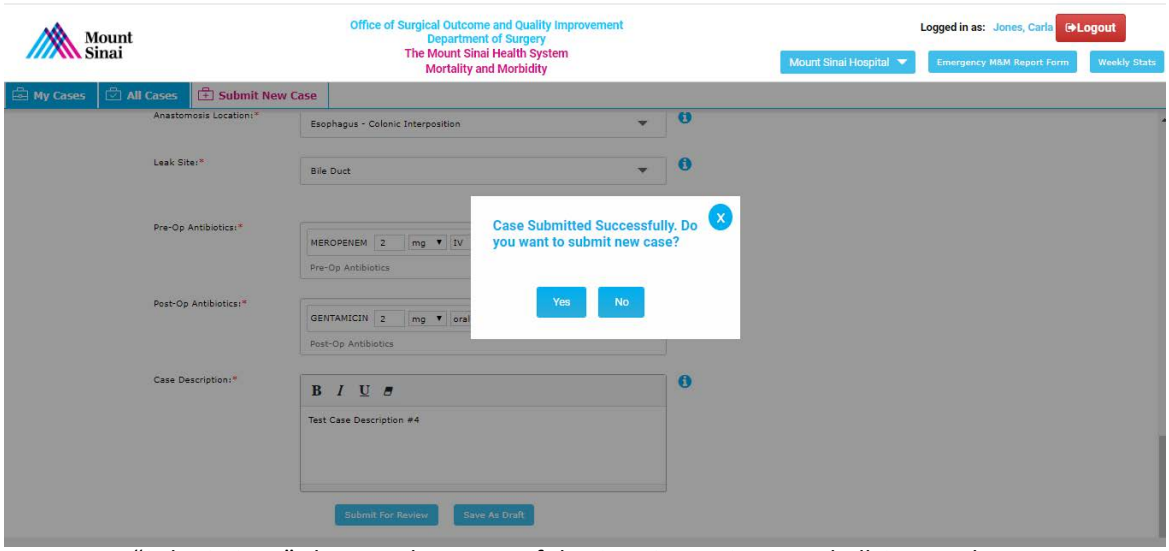


- Enter dosage and select route from drop down list.
- If desired antibiotic is not available with intelligent search, please notify Administration.

- **Case Description -** Free text area for capturing of case notes.

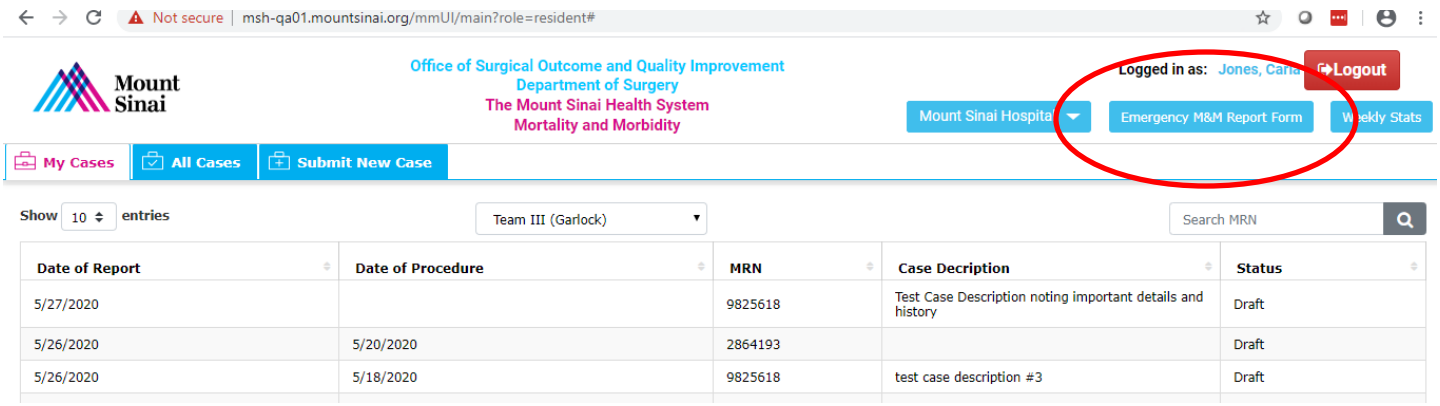


- **Submit Case/Save as Draft**

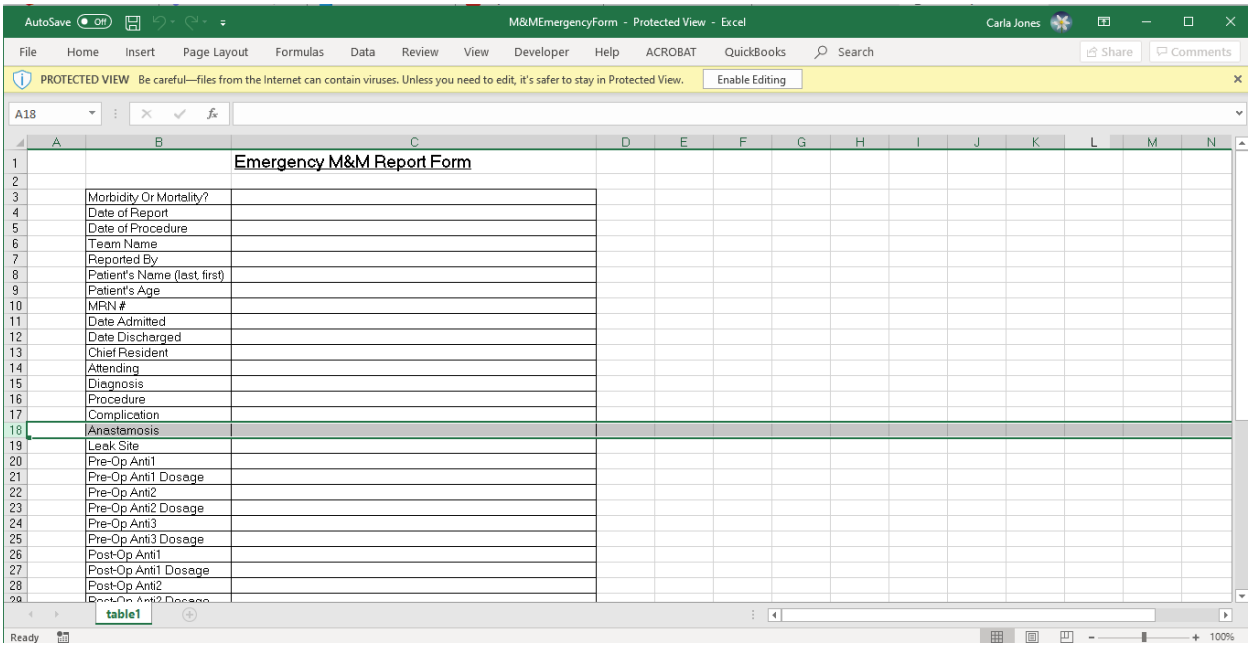


  - "Submit Case" changes the status of the Case in My Cases and All Cases tabs.
  - "Save as Draft" keeps as Draft Status in My Cases tab.
  - Confirmation window appears and offers ability to submit another new case.
  - Submitted Case may now be assigned for review by Administration.

EMERGENCY M&M REPORT FORM

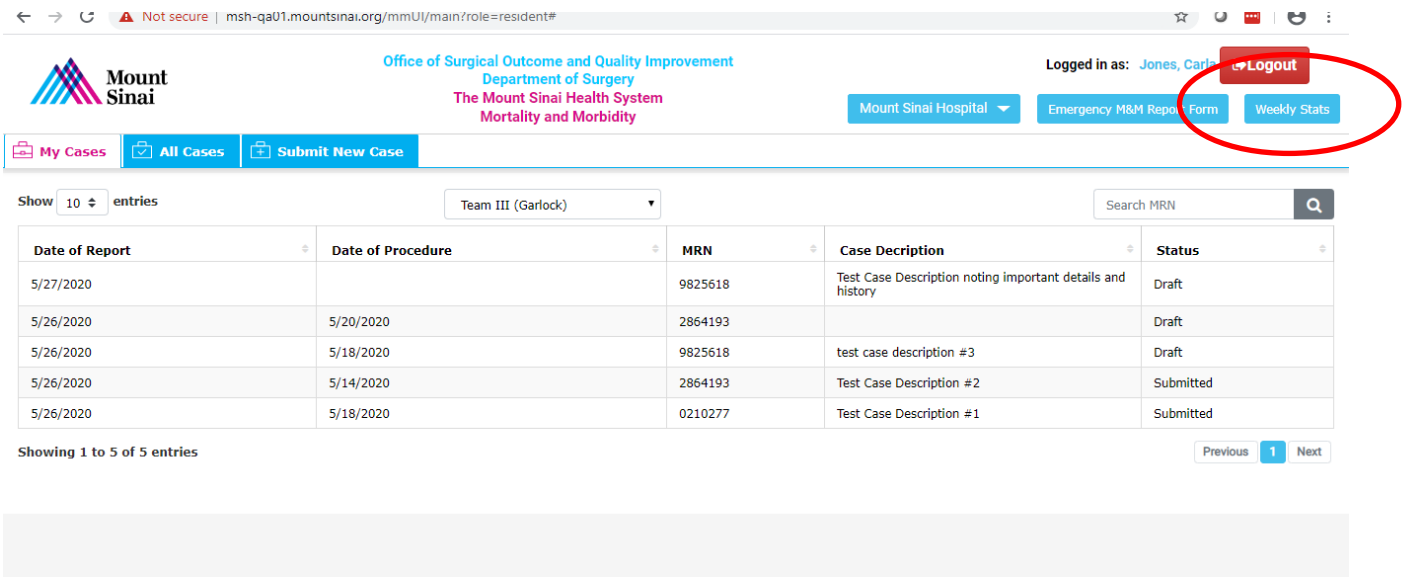
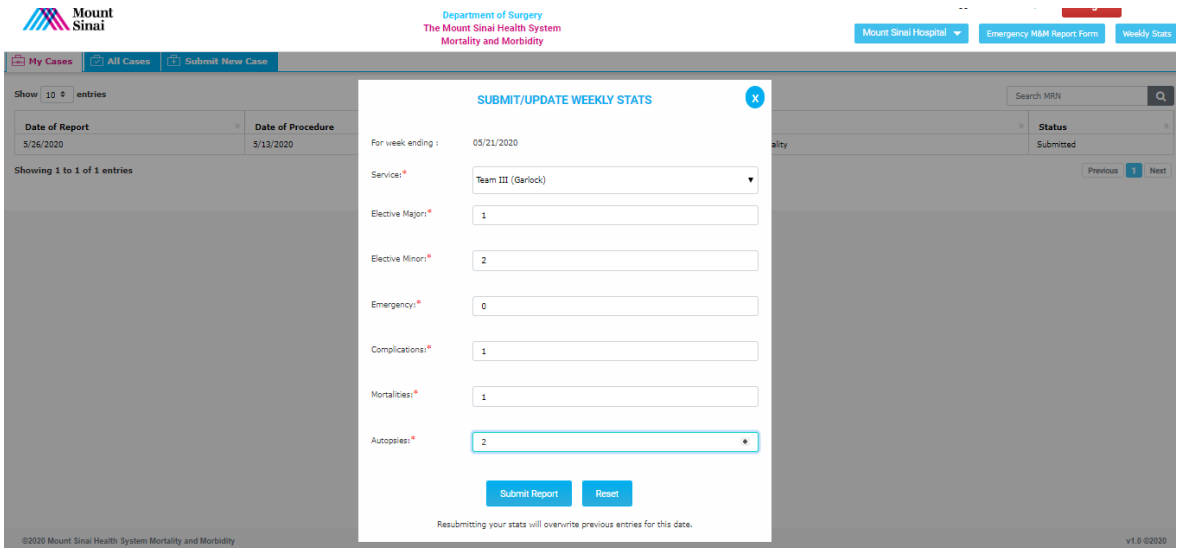


- Select button at the top right side of the page to download a report template for submission.



WEEKLY STATS

- Select the button at the top right corner of the page.



- A separate window will provide fields for completion or update of the weekly stats.
  - Prepopulated with the current week ending date.
    - Week ending date will be updated automatically.
  - Choose a team for submission.
  - Last submitted values for the selected team and for the current week ending date will populate
  - Update values if desired.
  - Select Submit Report when completed.
  - Select Reset to start over. (This will wipe out team selection & all values)