

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

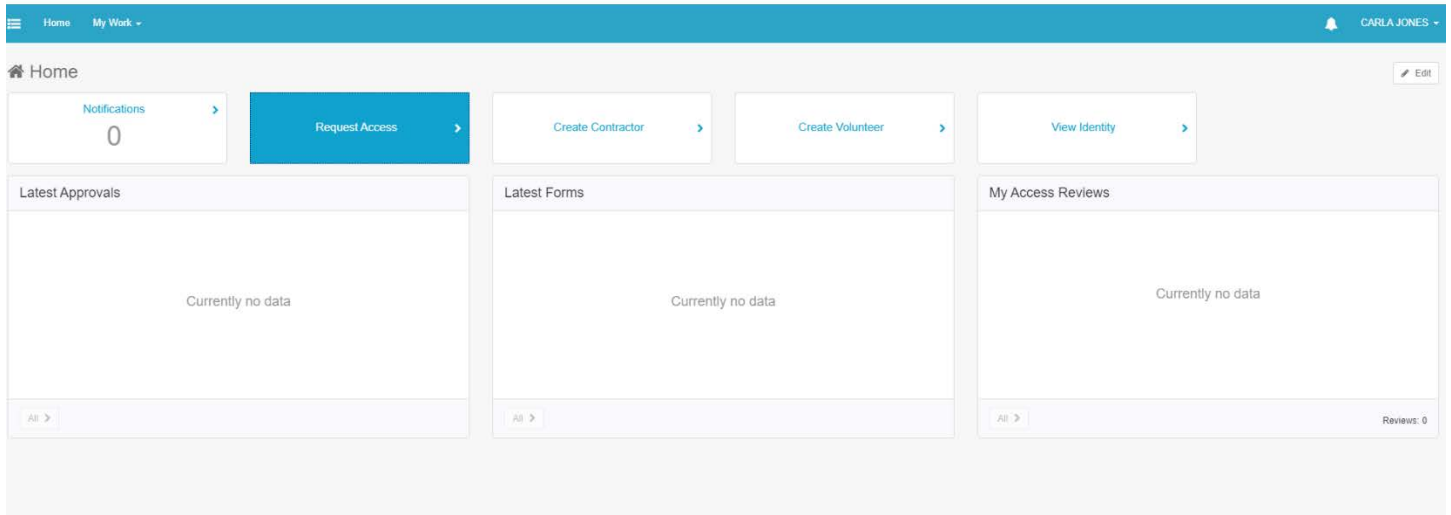
**Prior to July 15, 2020** - Requests for access to the Department of Surgery M&M Database should be made to Sruthi Cherukuri [sruthi.cherukuri@mountsinai.org](mailto:sruthi.cherukuri@mountsinai.org) and Carla Jones [carla.jones@mountsinai.org](mailto:carla.jones@mountsinai.org). Please provide First 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

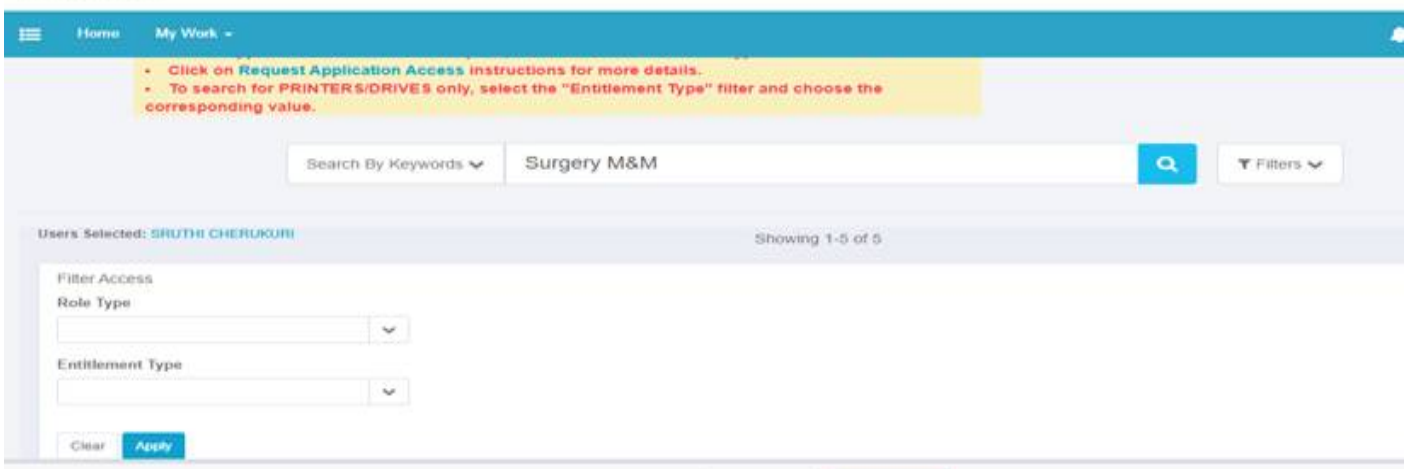
- Choose “Request Access” and select username.

SailPoint

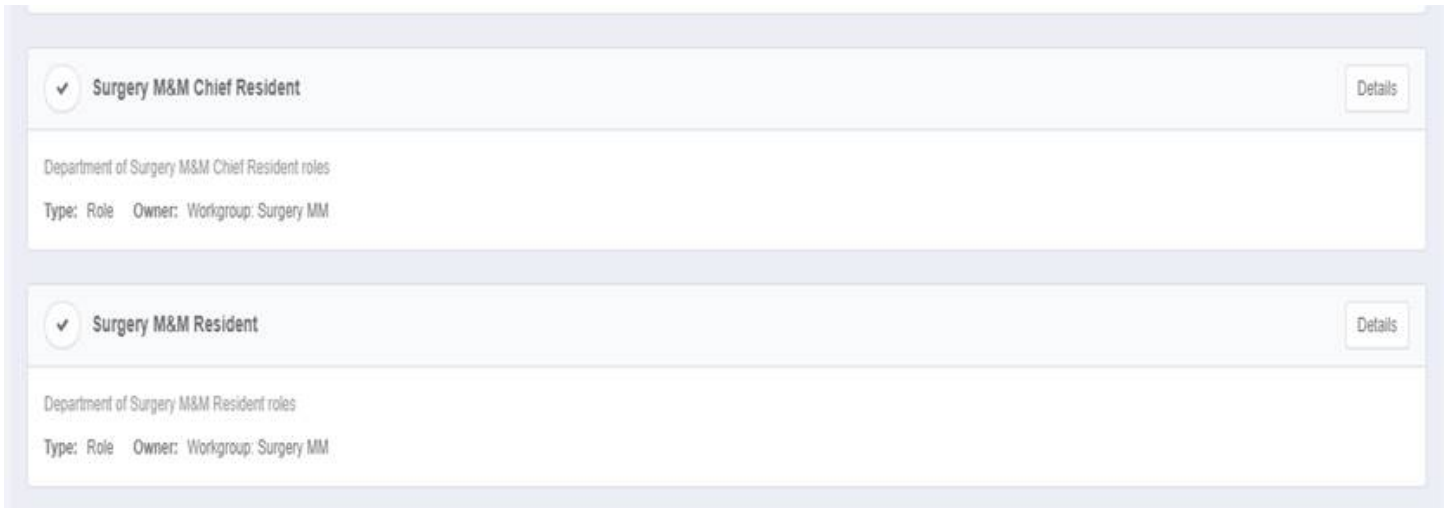


- Search for “Surgery M&M”.

SailPoint



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

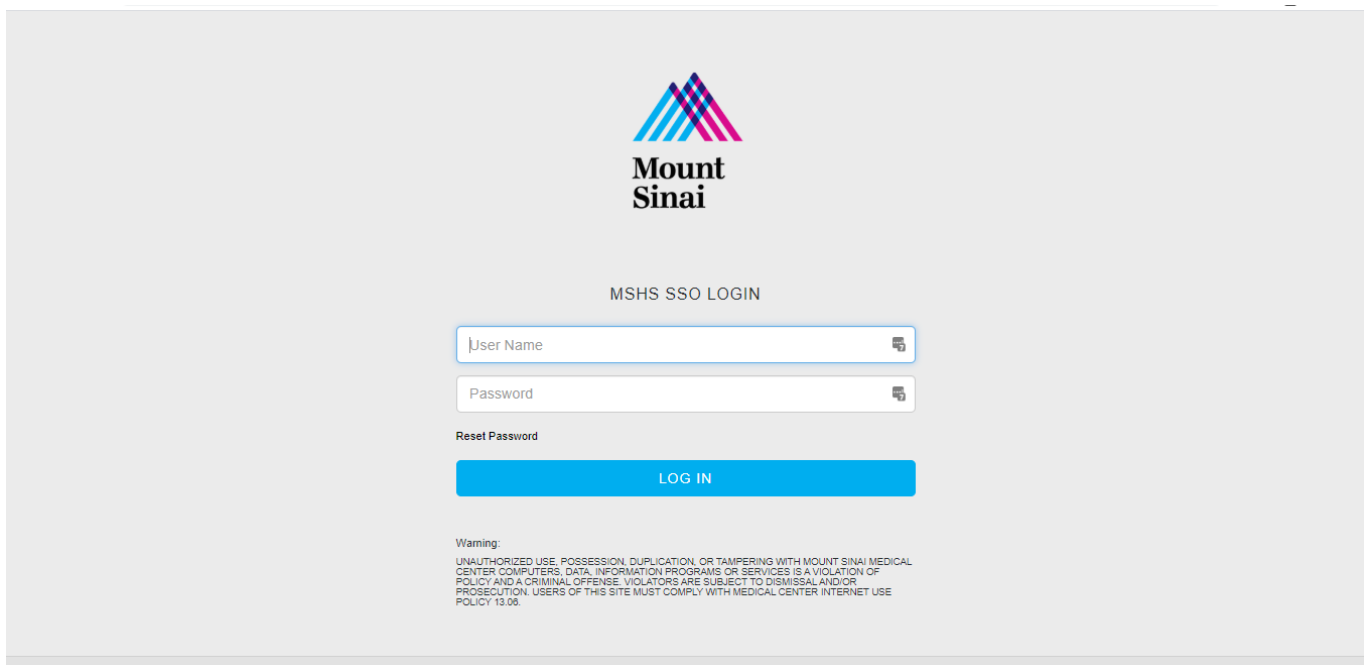


The screenshot displays a list of roles within a light blue bordered container. The first role is "Surgery M&M Chief Resident", which is currently unselected. The second role is "Surgery M&M Resident", which is selected, indicated by a checkmark in a circle to its left. Each role entry includes a "Details" button on the right side. Below the role name, there is descriptive text: "Department of Surgery M&M Chief Resident roles" for the first role and "Department of Surgery M&M Resident roles" for the second. At the bottom of each entry, it specifies "Type: Role" and "Owner: Workgroup: Surgery MM".

- 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.



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MSHS SSO LOGIN

User Name

Password

Reset Password

LOG IN

Warning:  
UNAUTHORIZED USE, POSSESSION, DUPLICATION, OR TAMPERING WITH MOUNT SINAI MEDICAL CENTER COMPUTERS, DATA, INFORMATION PROGRAMS OR SERVICES IS A VIOLATION OF POLICY AND A CRIMINAL OFFENSE. VIOLATORS ARE SUBJECT TO DISMISSAL AND/OR PROSECUTION. USERS OF THIS SITE MUST COMPLY WITH MEDICAL CENTER INTERNET USE POLICY 13.06.

- 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/](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

The screenshot shows the Mount Sinai Resident Role Landing Page. The page header includes the Mount Sinai logo (callout 3), the Office of Surgical Outcome and Quality Improvement, Department of Surgery, and The Mount Sinai Health System Mortality and Morbidity. The user is logged in as Jones, Carla (callout 4) and is associated with Mount Sinai Hospital (callout 1). The page features navigation tabs for My Cases, All Cases, and Submit New Case (callout 3). A team selection drop-down menu is set to Team III (Garlock) (callout 2). Below the navigation, there is a search bar for MRN and a table with columns for Date of Report, Date of Procedure, MRN, Case Description, and Status. The table currently displays "No data available in table". The page footer includes the copyright notice "©2020 Mount Sinai Health System Mortality and Morbidity" and the version "v1.0 ©2020".

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

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Department of Surgery  
The Mount Sinai Health System  
Mortality and Morbidity

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Mount Sinai Hospital [Emergency M&M Report Form](#) [Weekly Stats](#)

[My Cases](#) [All Cases](#) [Submit New Case](#)

Show 10 entries Team III (Garlock)

Date of Report	Date of Procedure	MRN	Case Description	Status
No data available in table				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

- 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.

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[My Cases](#) [All Cases](#) [Submit New Case](#)

Show 10 entries Team III (Garlock)

Date of Report	Date of Procedure	MRN	Case Description	Status
5/26/2020	5/18/2020	9825618	test case description #3	Draft
5/26/2020	5/14/2020	2864193	Test Case Description #2	Submitted
5/26/2020	5/18/2020	0210277	Test Case Description #1	Submitted

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

- 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.



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Mount Sinai Hospital Emergency M&M Report Form Weekly Stats

My Cases All Cases Submit New Case

additional 100 sq cm, or part thereof, or each additio	
Complication:	Abdominal Wound Infection
Treatment of Complication:	Medication
Clavien-Dindo Classification:	III
Surgical Pathways:	Pancreatic
Wound Type:	Clean
Anastomosis Method:	Laparoscopic - Intracorporeal
Anastomosis Technique:	Stapled
Anastomosis Location:	Stomach - Bill roth 2
Leak Site:	Accessory Duct
Pre-Op Antibiotics:	AZTREONAM 1 mg sublingual every 1 hours for 1 days
Post-Op Antibiotics:	MEROPENEM 1 mg IV every 1 hours for 1 days
Case Description:	Test Case Description #2

Edit Cancel

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

## ALL CASES TAB

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Mortality and Morbidity

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My Cases All Cases Submit New Case

Show 10 entries Team III (Garlock) 2020 May update Search MRN

Date of Report	Date of Procedure	MRN	Case Description	Status
5/26/2020	5/14/2020	2864193	Test Case Description #2	Submitted
5/26/2020	5/18/2020	0210277	Test Case Description #1	Submitted

Showing 1 to 2 of 2 entries Previous 1 Next

- 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.

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My Cases All Cases Submit New Case

Complication:	additional 100 sq cm, or part thereof, or each additio
Treatment of Complication:	Abdominal Wound Infection
Clavien-Dindo Classification:	Medication
Surgical Pathways:	III
Wound Type:	Pancreatic
Anastomosis Method:	Clean
Anastomosis Technique:	Laposcopic - Intracorporeal
Anastomosis Location:	Stapled
Leak Site:	Stomach - Bill roth 2
Pre-Op Antibiotics:	Accessory Duct
Post-Op Antibiotics:	AZTREONAM 1 mg sublingual every 1 hours for 1 days
Case Description:	MEROPENEM 1 mg IV every 1 hours for 1 days
	Test Case Description #2

Edit Cancel

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

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My Cases All Cases Submit New Case

Show 10 entries

Date of Report	Date of Procedure	Team	MRN	Case Description	Status
5/26/2020	5/13/2020	Team V (Moses)	7330210	Test Case Description #5 for Mortality	Submitted

Showing 1 to 1 of 1 entries


Team V (Moses)  
Team III (Garlock)  
Team IV (Aufses)  
Hepatopancreatobiliary (HPB)  
Surgical Oncology  
Liver Transplant  
Kidney/Pancreatic Transplant  
Intestinal Transplant  
Dominican Republic  
Pediatric Transplant  
Plastic Surgery

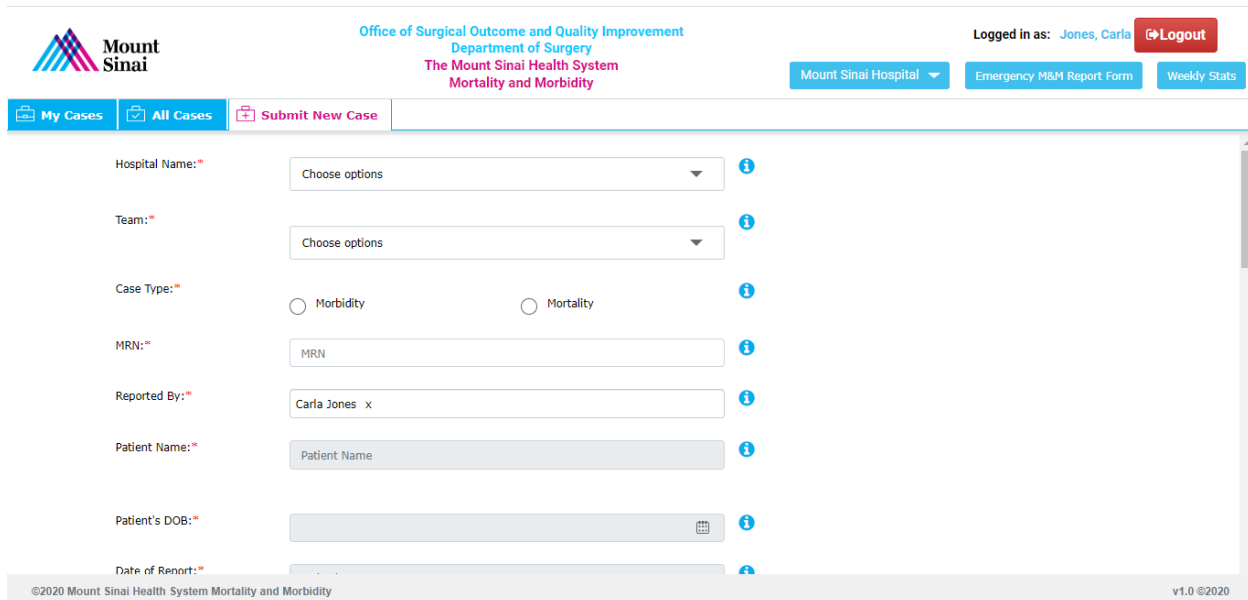
2020 May update Search MRN

Previous 1 Next

- 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.





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[My Cases](#) [All Cases](#) [Submit New Case](#)


Hospital Name:  


Team:  


Case Type:  Morbidity  Mortality 

MRN:  

Reported By:  

Patient Name:  

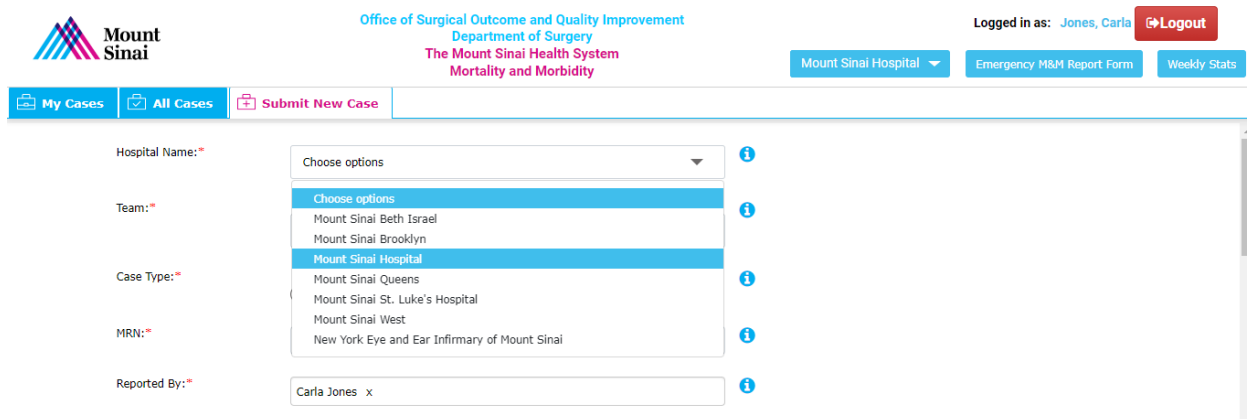
Patient's DOB:  

Date of Report:  

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## Case Details

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





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[My Cases](#) [All Cases](#) [Submit New Case](#)

Hospital Name:  

Team:  

Case Type:  Morbidity  Mortality 

MRN:  

Reported By:  

Choose options

- Mount Sinai Beth Israel
- Mount Sinai Brooklyn
- Mount Sinai Hospital
- Mount Sinai Queens
- Mount Sinai St. Luke's Hospital
- Mount Sinai West
- New York Eye and Ear Infirmary of Mount Sinai

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

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Mount Sinai Hospital Emergency M&M Report Form Weekly Stats

My Cases All Cases Submit New Case

Hospital Name: \* Mount Sinai Hospital

Team: \* Choose options

Case Type: \* Team III (Garlock), Team IV (Aufses), Hepatopancreatobiliary (HPB), Team V (Moses), Surgical Oncology, Liver Transplant, Kidney/Pancreatic Transplant, Intestinal Transplant, Dominican Republic, Pediatric Transplant, Plastic Surgery

MRN: \*

Reported By: \*

Patient Name: \*

Patient's DOB: \*

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

Hospital Name: \* Mount Sinai Hospital

Team: \* Team III (Garlock)

Case Type: \*  Morbidity  Mortality

MRN: \* MRN

- **MRN** –Enter the MRN number

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Mount Sinai Hospital | Emergency M&M Report Form | Weekly Stats

My Cases | All Cases | **Submit New Case**

Hepatopancreatobiliary (HPB)

Case Type:  Morbidity  Mortality

MRN: 0931461

Reported By: Carla Jones

Patient Name: RNJTV,MEHRI

Patient's DOB: 10/13/1950

Date of Report: 05/26/2020

Date of Procedure: [ ]

Date Admitted: [ ]

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

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My Cases

**CASES WITHIN 60 DAYS BACK**

Show 10 entries

Date of Report	Date of Procedure	MRN	Case Description	Status
5/11/2020	5/04/2020	0931461	submitted	Review Complete
5/11/2020	5/06/2020	0931461	Test 2	Review Complete

Showing 1 to 2 of 2 entries

Previous 1 Next

- 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.
      - 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.**

The screenshot shows the Mount Sinai M&M Database interface. At the top, it displays the Mount Sinai logo, the Office of Surgical Outcome and Quality Improvement, Department of Surgery, and The Mount Sinai Health System Mortality and Morbidity. The user is logged in as Jones, Carla. The form includes fields for Patient Name (RNJTVF,MEHRI), Patient's DOB (10/13/1950), Date of Report (05/26/2020), Date of Procedure (empty, with a red error message "This field is required."), Date Admitted (04/15/2020), Date of Discharge (calendar view), Readmission (radio buttons for Yes/No), Chief Resident, Attending, and Diagnosis. A calendar is open for the Date of Discharge field, showing the month of May 2020. The date 26 is highlighted in orange. The calendar also shows a "No" radio button option.

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

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

The screenshot shows a close-up of the form fields. The Date of Discharge field is empty. The Readmission field has the "Yes" radio button selected. The Chief Resident field contains "Sruthi Cherukuri" with a clear button (x). The Attending field contains "Tom". The Diagnosis field has a dropdown menu open, showing "Foran, Tom" and "Heimann, Tomas". The Procedure field contains "Procedure" and the Complication field contains "Complication".

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






• **Diagnosis, Procedure and Complication**

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

▪ Selecting Complication “SSI” will open additional field to choose SSI levels.





- o Multiple search selections are available per field.

Diagnosis:*	A05 : Other bacterial foodborne intoxications, not elsewhere classified x Select Diagnosis	
Procedure:*	15823 : Blepharoplasty, upper eyelid; with excessive skin weighting down lid x 21385 : Open treatment of orbital floor blowout fracture; transcranial approach (Caldwell-Luc type operation) x Procedure	
Complication:*	SSI (Wound Infection) x obstruction requiring exploration x Complication	
SSI Level:*	Superficial	
Treatment of Complication:*	Medication	
Clavien-Dindo Classification:*	Choose options	

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







Procedure:*	Procedure	
Complication:*	Abdominal Wound Infection x Complication	
Cause of Death:*	Choose options	
Treatment of Complication:*	Choose options Cardiac pulmonary arrest Multiorgan system failure Respiratory Failure Sepsis/Septic Shock	
Clavien-Dindo Classification:*	Choose options	
Surgical Pathways:*	Choose options	

- Treatment of Complication – Free text field







Cause of Death:*	Choose options	
Treatment of Complication:*	Medication	
Clavien-Dindo Classification:*	Choose options	
Surgical Pathways:*	Choose options	



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

Complication:*	<input type="text" value="Complication"/>	
Treatment of Complication:*	<input type="text" value="Treatment of Complication"/>	
Covid Status:*	<input type="text" value="Choose options"/>	
Clavien-Dindo Classification:*	<input type="text" value="Choose options"/> <input type="text" value="Covid Negative"/> <input type="text" value="Covid Positive on Admission"/> <input type="text" value="Covid Positive as Inpatient"/>	
Surgical Pathways:*	<input type="text"/>	
Wound Type:*	<input type="text" value="Choose options"/>	

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

	<input type="text"/>	
Clavien-Dindo Classification:*	<input type="text" value="Choose options"/>	
Surgical Pathways:*	<input type="text" value="Choose options"/> <input type="text" value="I"/> <input type="text" value="II"/> <input type="text" value="III"/> <input type="text" value="IV"/> <input type="text" value="V"/>	
Wound Type:*	<input type="text"/>	
Anastomosis Method:*	<input type="text" value="Choose options"/>	
Anastomosis Technique:*	<input type="text"/>	

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

Treatment of Complication:*	<input type="text" value="Treatment of Complication"/>	
Clavien-Dindo Classification:*	<input type="text" value="Choose options"/>	
Surgical Pathways:*	<input type="text" value="Geriatric, Bariatric, ERAS"/>	
Wound Type:*	<input type="checkbox"/> Geriatric ✓ <input type="checkbox"/> Bariatric ✓ <input type="checkbox"/> Colon	
Anastomosis Method:*	<input checked="" type="checkbox"/> ERAS ✓ <input type="checkbox"/> Pancreatic <input type="checkbox"/> Not Applicable	
Anastomosis Technique:*	<input type="text" value="Choose options"/>	

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

Surgical Pathways:*	<input type="text" value="Choose options"/>	
Wound Type:*	<input type="text" value="Clean - Contaminated"/>	
Anastomosis Method:*	<input type="text" value="Laparoscopic - Extracorporeal"/>	
Anastomosis Technique:*	<input type="text" value="Choose options"/>	
Anastomosis Location:*	<input checked="" type="checkbox"/> Choose options <input type="checkbox"/> EEA <input type="checkbox"/> GIA <input type="checkbox"/> Hand Sewn <input type="checkbox"/> Not Applicable <input type="checkbox"/> Stapled <input type="checkbox"/> Stapled and oversewn <input type="checkbox"/> TA	
Leak Site:*	<input type="text" value="Choose options"/>	
Pre-Op Antibiotics:*	<input type="text" value="Choose options"/>	
Post-Op Antibiotics:*	<input type="text" value="Choose options"/>	

- Pre-Op and Post-Op Antibiotics

Anastomosis Technique:\* GIA

Anastomosis Location:\* Esophagus - Colonic Interposition

Leak Site:\* Bile Duct

Pre-Op Antibiotics:\* Pen

Post-Op Antibiotics:\* ERTAPENEM  
IMIPENEM-CILASTATIN  
MEROPENEM  
PENICILLIN

Case Description:\*

Submit For Review Save As Draft

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

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My Cases All Cases Submit New Case

Anastomosis Technique:\* GIA

Anastomosis Location:\* Esophagus - Colonic Interposition

Leak Site:\* Bile Duct

Pre-Op Antibiotics:\* MEROPENEM 2 mg IV q 2 d 2

Post-Op Antibiotics:\* Miq

Case Description:\* GENTAMICIN

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- 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.

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Leak Site:\*  ⓘ

Pre-Op Antibiotics:\*  mg  H  Q X ⓘ

Post-Op Antibiotics:\*  ⓘ

Case Description:\*  ⓘ

[Submit For Review](#) [Save As Draft](#)

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- **Submit Case/Save as Draft**

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Anastomosis Location:\*  ⓘ

Leak Site:\*  ⓘ

Pre-Op Antibiotics:\*  2 mg  ⓘ

Post-Op Antibiotics:\*  2 mg  ⓘ

Case Description:\*  ⓘ

[Submit For Review](#) [Save As Draft](#)

Case Submitted Successfully. Do you want to submit new case?  
[Yes](#) [No](#)

- “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

Date of Report	Date of Procedure	MRN	Case Description	Status
5/27/2020		9825618	Test Case Description noting important details and history	Draft
5/26/2020	5/20/2020	2864193		Draft
5/26/2020	5/18/2020	9825618	test case description #3	Draft

- o 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.

The screenshot shows the user interface of the Mount Sinai Surgical M&M Database. At the top right, the 'Logout' button is circled in red. Below the navigation bar, there are buttons for 'My Cases', 'All Cases', and 'Submit New Case'. A table displays case entries with columns for Date of Report, Date of Procedure, MRN, Case Description, and Status. The 'Weekly Stats' button is located in the top right corner of the main content area.

Date of Report	Date of Procedure	MRN	Case Description	Status
5/27/2020		9825618	Test Case Description noting important details and history	Draft
5/26/2020	5/20/2020	2864193		Draft
5/26/2020	5/18/2020	9825618	test case description #3	Draft
5/26/2020	5/14/2020	2864193	Test Case Description #2	Submitted
5/26/2020	5/18/2020	0210277	Test Case Description #1	Submitted

- 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)

The screenshot shows the 'SUBMIT/UPDATE WEEKLY STATS' modal window. It contains the following fields and options:

- For week ending: 05/21/2020
- Services: Team III (Garlock)
- Elective Major: 1
- Elective Minor: 2
- Emergency: 0
- Complications: 1
- Mortalities: 1
- Autopsies: 2

Buttons: Submit Report, Reset

Footnote: Resubmitting your stats will overwrite previous entries for this date.