



AUGS ACQUIRE User Manual: Provider Portal

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Introduction

Thank you for joining the AUGS ACQUIRE Community.

ACQUIRE, the AUGS Community for Quality Improvement and Real-World Evidence, is a national urogynecology-focused quality improvement platform open to all physicians. The program is designed to collect real-world evidence and provide feedback to improve care for our patients.

Data entry is designed to be quick and easy; each patient should take only three to five minutes to complete. Questions include basic demographic data, diagnosis and pre-operative screening, a few questions about the surgery itself, and a few questions about post-operative complications.

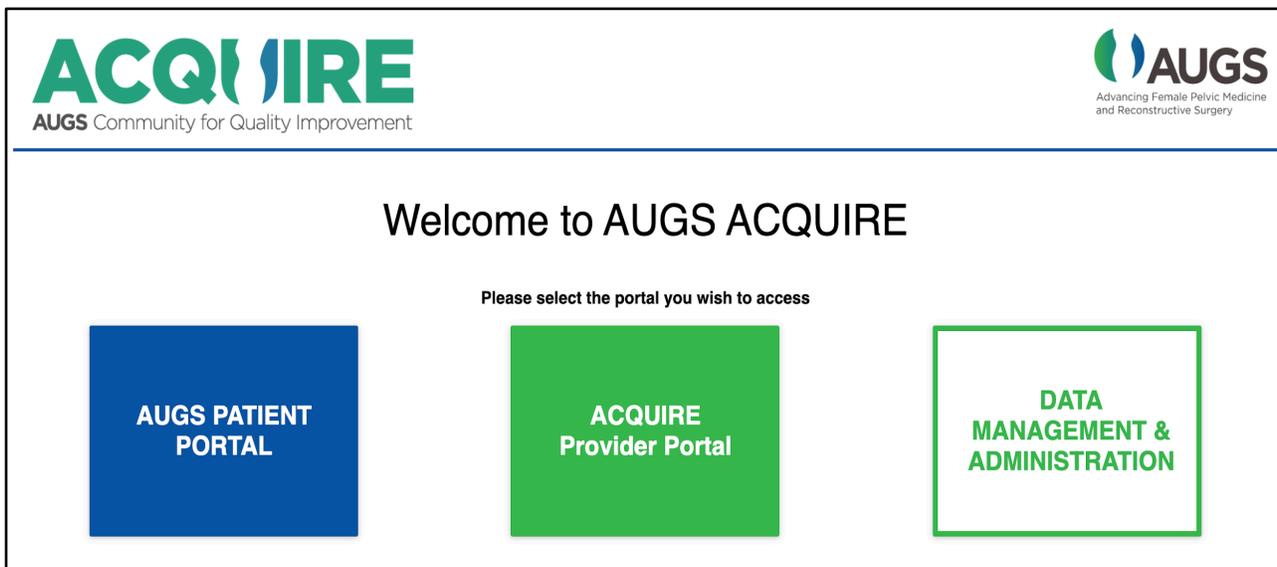
User Roles and Permissions

Role	Description	Permissions	Data Access
AUGS Admin	AUGS administrative staff member	Can: <ul style="list-style-type: none"> - Create Practice sites - Create user accounts - Assign users to a Practice site - Assign user roles and permissions - Provide user assistance 	<ul style="list-style-type: none"> - Admin Portal - Provider Portal - All data in system
Site Administrator	Designated user at an office or practice or institution performing Administrator duties related to ACQUIRE.	Will: <ul style="list-style-type: none"> - Create Data Manager and Provider user accounts at their site - Assign user permissions - Provide user assistance 	<ul style="list-style-type: none"> - Admin Portal - Provider Portal - All Patient and Provider data for their site
Data Manager	Designated user at an office or practice or institution performing Data Management duties in ACQUIRE.	Can: <ul style="list-style-type: none"> - View, add, and edit patient data for all providers at their site - Assign a patient to a provider 	<ul style="list-style-type: none"> - Provider Portal - Patient data for all Providers at their site
Provider	Surgeon participating in ACQUIRE.	Can: <ul style="list-style-type: none"> - View, add and edit data for their own patients 	<ul style="list-style-type: none"> - Provider Portal - Patient data for their patients only

NOTES:

- Site Admins can assign themselves any role and permissions to their specific practice site, if needed.
- If you need assistance with your permissions, please contact either your Site Admin (1st line of assistance) or acquire@aug.s.org for help.

Navigation and Workflows



There are three portals in ACQUIRE

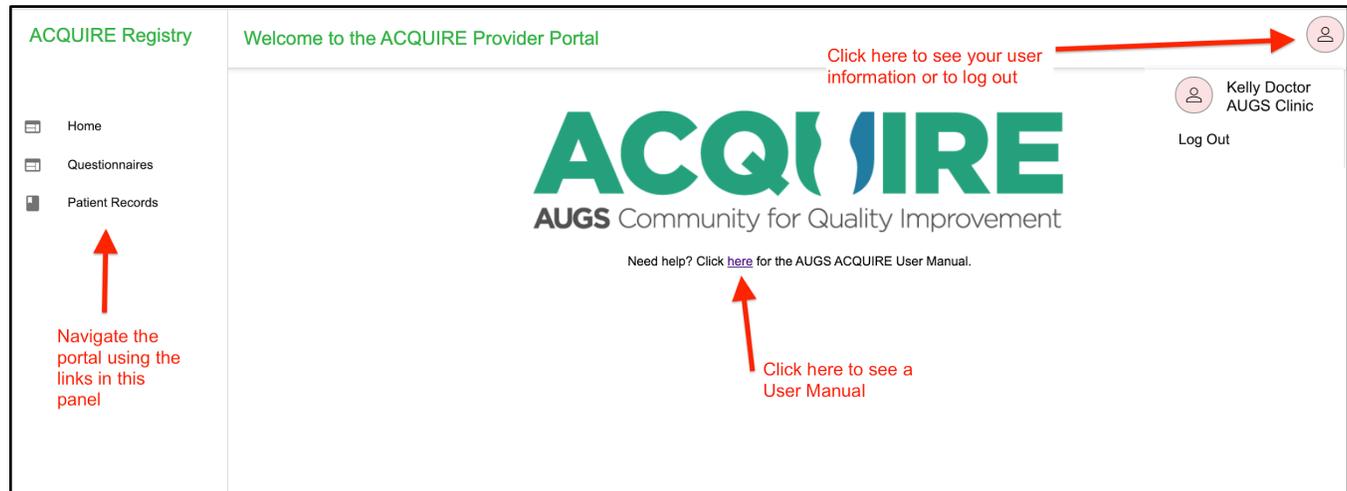
The **Patient Portal** provides patients with an application for completing patient outcome surveys and provides information about AUGS and other resources.

The **ACQUIRE Provider Portal** provides ACQUIRE practice sites with data collection tools.

The **Data Management and Administration Portal** provides tools for site and user management for AUGS Administrators and Site Administrators.

General Page Navigation

Provider Home Page



General Navigation tips:

- After logging in and clicking on the provider portal option, you will land on the Provider Home page.
- From here you will be able to navigate around the portal to see which surveys are due/overdue from the Questionnaires screen, view a list of patients from the Patients Records screen, and see which visits or forms need to be completed, etc.

To help you navigate around the site, please note:

- Every page includes a navigation panel on the left and a 'breadcrumb trail' at the top of the page to take you to another page.
- Clicking on the 'ACQUIRE Registry' brings you back to the Home page
- The Home page includes a link to the AUGS ACQUIRE User Manual that can be viewed and downloaded.
- Use the button at the top right corner to log off - you can also view your Name and your assigned Practice here.

Questionnaires

ACQUIRE Registry Questionnaires

Home
Questionnaires
Patient Records

Use this link to see a list of Patients

Click on a Surgeon Questionnaire to complete

Click on a Patient Survey to review

Surgeon Surveys
Select a patient from the list below and complete the "Surgeon Questionnaire"

Quick Search + New Patient

Patient	Patient ID	Surgery Visit	Date Survey Sent	Survey Type	Status	Provider
Mary MMM	A25K9844	12/12/2018	07/07/2020	SUI Surgeon Perioperative Information (b)	Incomplete	Galen Surgeon
Cara CCC	R80B0449	01/16/2019	07/07/2020	SUI Surgeon Postoperative Information - 1 Year (a)	Not Started	Galen Surgeon
Mary MMM	A25K9844	12/12/2018	07/08/2020	SUI Surgeon Postoperative Information - 1 Year (b)	Incomplete	Galen Surgeon

Patient Surveys
Select a patient from the list below to review that Patient's survey responses

Patient	Patient ID	Surgery Visit	Date Survey Sent	Survey Type	Status	Provider
Uma UUU	Z35B9818	01/18/2019	07/07/2020	Patient Perioperative Survey (a)	Ready for Review	Galen Surgeon

The Questionnaires page lists Surgeon Perioperative and Postoperative questionnaires ready for completion and Patient Perioperative and Postoperative questionnaires awaiting review.

- Click on a Surgeon questionnaire to complete a survey or click on a Patient Survey to review.
- **IMPORTANT:** Once a survey is selected, the notification will be removed from this list. If you need to view or complete a saved but incomplete questionnaire, you can select the patient from the Patient Records screen and select the questionnaire from the Surgery Visit forms list.

Patient Records

ACQUIRE Registry

Patients

Search for a patient, or as a Data Manager, filter the list by Provider

Sort any column by clicking on the column title - reverse sort by clicking again

Add a new patient record

Select a patient to see visits and other information

Quick Search	Filter by Provider...							
First Name	Last Name	Birthdate	Age	RexID	Visit Status	MRN	Provider	
Mary	MMM	10041981	38	A25K9844	Incomplete	505672162	Galen Surgeon	
Beth	BBB	12301953	66	A36P1006	Complete	366756	Galen Surgeon	
Oona	OOO	10151950	69	C50W1520	Complete	4613568	Galen Surgeon	
Xena	XXX	11161946	73	E67R3023	Complete	108908	Galen Surgeon	
Gina	GGG	07301956	63	N21P7553	Complete	278747	Galen Surgeon	

The Patient Records screen provides a list of all of your Patients if you are a Provider, or a list of Patients for all Providers in your practice site if you are a Data Manager.

- Search for a Patient using the Search field - you can use any type of data shown in your search
- Sort the columns by clicking on the column title.
- NOTE: Data Managers will also be have the option to search and sort on Patients by Provider
- Click on a Patient to see that Patient's visit data
- Use the "New Patient" button to create a new Patient record*

***NOTE:** Before creating a new patient record, confirm a Patient Record does not already exist in the system by performing a search first.

Adding a New Patient

Before adding a new Patient, it's important to make sure a record does not already exist for that Patient. Use the search feature on the All Patients page to perform a search by name, birthdate or MRN. Once you can confirm a Patient does not already exist, create a new Patient record by the +New Patient button on the All Patients page to add a new record.

Add New Patient form

Patient Name and Birthdate are required

Add a Patient's email address to send Peri and Post Operative Questionnaires. Select opt-out if Patient so chooses

Add the first visit here - be sure to add a visit date

Personal Information

First Name This field is required. Last Name This field is required.

Date of Birth (mm/dd/yyyy) This field is required. Invalid date format Gender **Female**

Race Hispanic, Latino, or Spanish Origin

MRN Phone Number

Email Address

Opt out of e-mail notifications

Address

Street Address

City State Zip Code

Visit Information

Visit Date Visit Type

CANCEL CREATE

The **Add New Patient** form provides fields for both required data (in red) and optional data.

- First Name, Last Name, and Date of Birth are required.
- Race and Ethnicity are drop-down menus and Race can be more than one choice
- A Patient's Medical Record Number (MRN) can be provided optionally, as can the Patient's contact information
- Add a Patient's email address - this should be an active email address where a survey can be sent and accessed by the Patient, and the same address the Patient will use to create an account and log onto the Patient Portal
- If a Patient does not wish to receive email notifications or complete surveys, select the 'Opt out of email notifications' box.
- Visit Information: To start the data entry process, add a Visit Type and Date of the Visit. See [Managing Visits](#) for more information about types of visits and visit requirements.
- Data Managers will see a required field for assigning a Patient to a provider
- Click "Create" and you will be directed to the next page: Patient Information.

Managing Visits

Visits

A **Consultation Visit** is the first time you encounter the patient, or any time she returns to discuss a procedure you have not yet performed (if the patient decides to have a second surgery, the pre-op visit for that surgery is a second Consulting Visit). A provider can enter unlimited Consulting Visits and a Consulting Visit is not required to enter a Surgery Visit.

The **Surgery Visit** is for any surgical procedure done on the patient, including slings, bulking agents and Burch procedure. A provider can enter unlimited Surgery Visits for repeat surgeries.

Unscheduled Visit - If the patient returns after her first follow-up visit but before one year has passed, add an Unscheduled Visit and complete the Unscheduled Visit form with any or all data.

NOTE: After the Index Procedure form is completed it will trigger a Patient Follow-up Survey (unless the patient opts out) and a Surgeon Follow-up Questionnaire. A notification will be automatically emailed to the patient 5 weeks following the Surgery Visit date with a link to the Patient Portal where the Patient can complete the survey. The surgeon questionnaire will be available for completion on the Questionnaires notification screen 6 weeks following the Surgery Visit date.

Patient Information Page

ACQUIRE Registry

Patients > Mary Maple (M23A7763)

Update a Patient's information

Mary Maple
M23A7763

Patient unique identifier

VIEW / EDIT PATIENT DETAILS

Sort the columns by clicking on the title

Home
Questionnaires
Patient Records

Visits
1 visits total

Add a new visit → + ADD VISIT

Visit Type ▲	Visit Date	Age at Visit	Status
Surgery Visit	04/22/2020	55	Incomplete

Select a form to complete

Forms To Be Completed

- Demographics and History (Surgery Visit)
- Preoperative Information (Surgery Visit)
- ICIQ (Surgery Visit)

This screen provides information about the Patient and her visits

- Note: A unique identifier is created for every Patient.
- Use the View/Edit Patient Details button on the upper right to view or modify the Patient's identifying details.
- Use the Add Visit button to add another visit.
- Sort the list by clicking on a column header.
- Select a form to complete from the 'Forms To Be Completed' list on the right, or click on a visit to go to the Patient Visit page and access the list of forms for that visit.
- When a form has been completed it will no longer appear in the 'Forms to Be Completed' list.
- Once all forms for a visit have been completed, the visit status will change to 'Complete'.

Patient Visit page

The screenshot displays the ACQUIRE Registry interface for a patient's visit. The breadcrumb trail indicates the path: Patients > Veronica Vinca (U44L3372) > Consultation Visit. The main content area is titled 'Consultation Visit' and features an 'Edit Visit Date' button. A table of records is shown below, with the first record highlighted. A sidebar on the right provides patient and visit details.

Form	Status
Demographics and History (Consultation Visit)	Complete
ICIQ (Consultation Visit)	Incomplete
Preoperative Information (Consultation Visit)	Incomplete

Additional information from the sidebar:

- Patient: Veronica Vinca
- Visit Type: Consultation Visit
- Visit Date: 05/01/2020
- Age at visit: 43

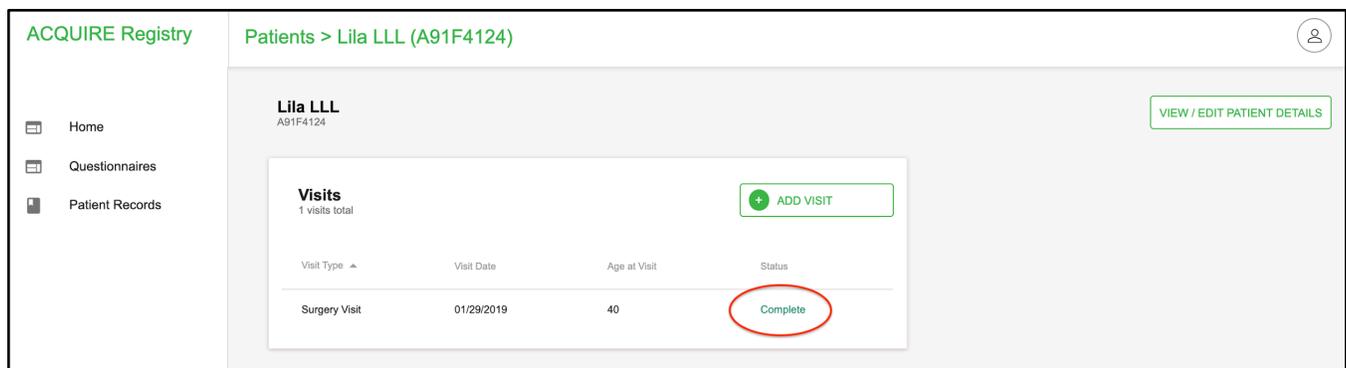
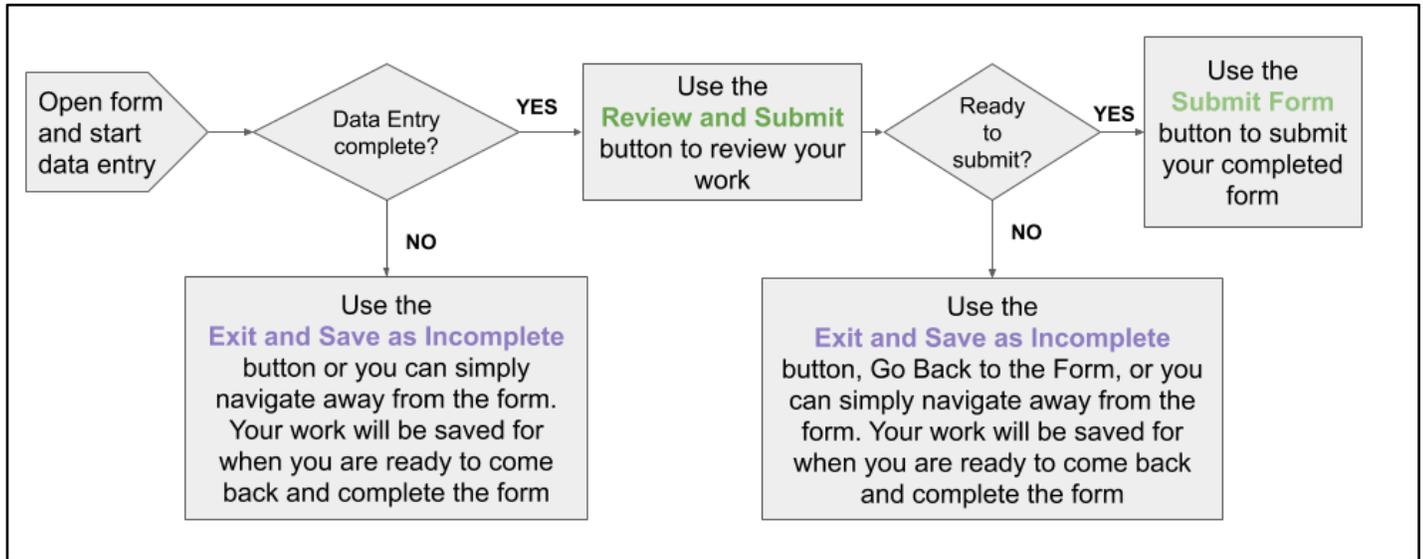
The Patient Visit page includes information on a visit.

- Click on a form in the Records list to view, edit, or complete data entry.
- Sort the Records list by clicking on a column header.
- Use the 'Edit Visit Date' button to modify the visit date.
- View Patient and Visit information in the box on the right.
- Once a form has been completed, the status for that form will change to 'Complete'.

Data Entry

- Each Visit includes a list of Electronic Data Capture (EDC) forms required for visit completion. Each form has its own set of requirements and in most instances forms for a visit can be completed in any order.
- Form data is auto-saved in the background as it is entered, allowing the user to leave the form and come back to view, modify, or complete data entry at any time.
- A form is considered 'COMPLETE' only when the user follows the EDC Form Completion path:

EDC Form Completion workflow



Once all forms for a visit are complete, the visit will be considered complete and the status will reflect this on the Patient Information screen for that visit.



First Name	Last Name	Birthdate	Age	RexID	Visit Status	MRN	Provider
Lila	LLL	06121978	41	A91F4124	Complete	365922	Hannah Surgeon

Once all Visits have been marked as 'Complete' the Visit Status on the Patient Records screen will note the new status.

NOTE: If a new visit is created after other visits have been completed, the Visit Status will change back to 'Incomplete' to reflect the change.

Notes on forms and visits

CONSULTATION VISIT

Demographics and History form

This form includes a field for Body Mass Index (BMI), which will be calculated from the Patient's height and weight AFTER the form has been completed (see Form Completion Workflow).

ICIQ form

This form is typically completed on paper by the Patient during a visit and transferred to the EDC form.

Preoperative Information form

This form includes preoperative questions about a Patient's upcoming surgery

SURGERY VISIT

This visit shares the "Demographics and History", "ICIQ", and "Preoperative Information" forms with the Consultation Visit, and adds the "Index Procedure", and if necessary, "Device Information" forms.

NOTE: If the Patient has both a Consultation and a Surgery visit, it's best to create the Consultation visit first and start data entry on the three shared forms while in the Consultation visit. This will create a "common" version of these forms, allowing you to then complete data entry while in either the Consultation or Surgery visit. Also note that in order to complete each visit you will need to complete the form workflow in each visit.

Index Procedure form

Depending on how question 3: "Type of incontinence procedure performed" is answered on this form, two dependent processes are triggered: Device Information and Patient and Surgeon follow-up questionnaires.

1.) Device Information:

- If either 'Midurethral Sling' or 'Periurethral Bulking Agent Injection' are selected for question "Type of Incontinence Procedure Performed", a new form called "Device Information" is generated for completion.
- The 'Device Information' form is where device barcodes are captured. This form will be made available as soon as one of these answers is selected.
- Note: The Index Procedure form does not need to be completed in order to complete the Device Information form.

NOTE: You will NOT be prompted to complete the Device Information form, it will appear in the list ready for data entry. See next section for tips on how to complete the Device Information form.

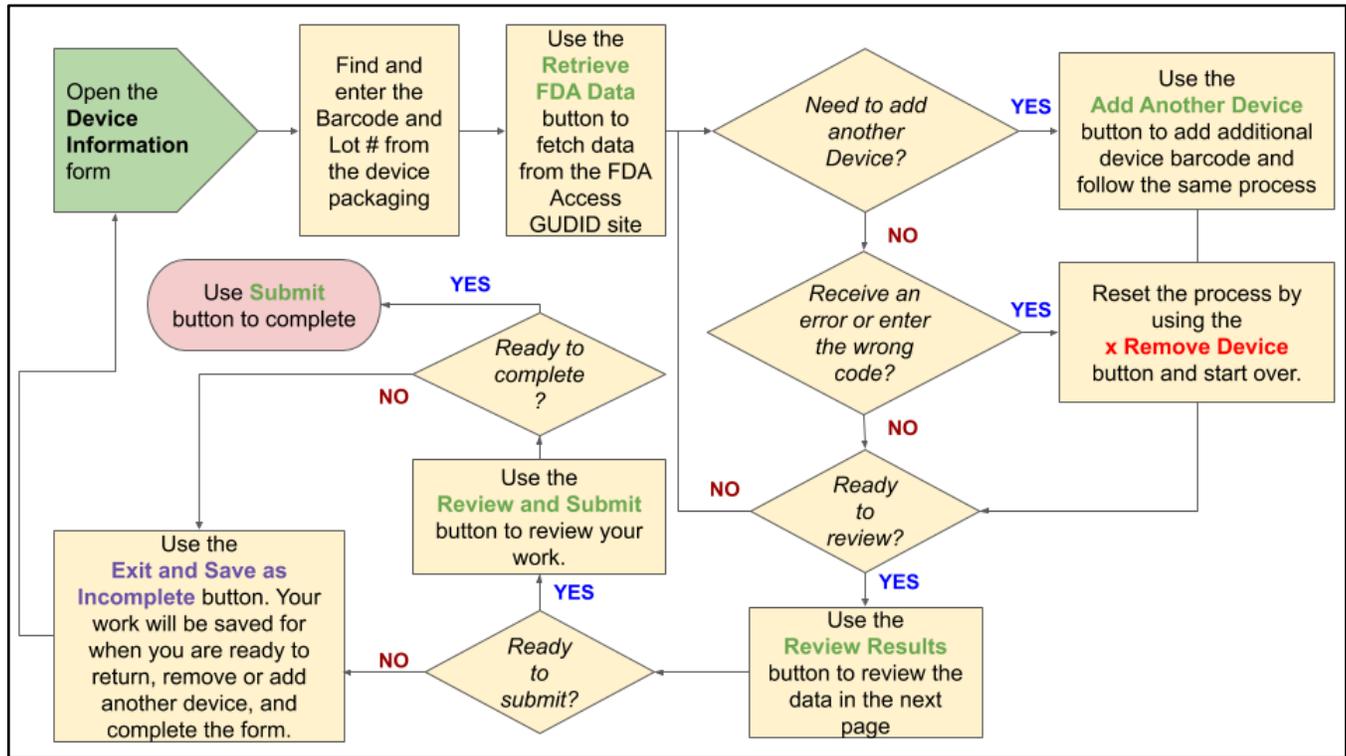
2.) Patient and Surgeon follow-up questionnaires

- Once the Index Procedure form has been completed, a process for sending follow-up questionnaires for both Surgeons and Patients who have agreed to participate is triggered. See [Followup Questionnaires](#) section below for more information.

Device Information form

AUGS ACQUIRE collects data on devices used during SUI procedures. This form is a little different from the typical EDC forms as it allows the user to retrieve information from the FDA AccessGUDID site by using a 'fetch' mechanism. All you need is a barcode (and lot number if one exists) from the device packaging. You can replace, remove or add as many devices as needed. You can navigate away from the form and modify information at any point as the information is auto-saved. There are detailed instructions for completing this form at the top of each of the Device Information form page screens.

Device Information Workflow:



Below are some tips for completing the Device Information form

- Put your cursor on the *UDI Number* line to activate a data entry field and enter the barcode. Do the same for the *LOT Number* if you have one.
- Use the "Retrieve FDA Information" button to import the data from AccessGUDID.
- If you need to add another device, you can add this here using the "Add Another Device" button.

- If you receive an error or need to replace the barcode, use the "Remove Device" button to reset the process and start over.
- Use "Review Results" to review your data. Then use "Review and Submit" to view, edit, or delete any data as necessary.
- If you need to add another device at this point, use "Exit and Save as Incomplete" and come back to the form. This will ensure the data you've added is saved and editable.
- Once you are satisfied, use "Submit" to submit the form. You can always come back to make changes and replace, remove or add devices at any time.

NOTE: If your barcode isn't working, or retrieves the wrong information, please contact acquire@aug.com

UNSCHEDULED VISIT

Unscheduled Visits are intended as follow up visits that are not the patient's scheduled 6 week or 1 year follow-up visits. Any time the patient returns with concerns about a previous SUI surgery, the Unscheduled Visit should be created and an "Unscheduled Visit" form completed. Note: Do not use if a patient has concerns only about a concomitant procedure. If the patient needs additional surgery, a new Consulting Visit and Surgery Visit form should be completed.

FOLLOW-UP QUESTIONNAIRES

- There are two versions of the Patient and Surgeon follow-up surveys. If "Type of Incontinence Procedure Performed" on the Index Procedure form is answered with Midurethral Sling, version 'a' is sent; if any other answer is selected, version 'b' is sent. Note that Patient and the Surgeon follow-up questionnaires will become available only after the Index Procedure form is completed (see [Form Completion Workflow](#)).
- Patient follow-up questionnaires are made available via email notifications to Patients who agree to receive them. Once the Patient has used the link in their email to register for an account on the Patient Portal, and has completed their questionnaire, it will become available for review on the Provider Home Page. Patients will receive a Perioperative questionnaire at five weeks after the Surgery Visit date, then Postoperative questionnaires at one, two, and three years after the Surgery Visit date. There is no time limit for the Patient to complete their questionnaires.
- Surgeon questionnaires are made available for data entry on the Provider Home page after an Index Procedure form has been completed. SUI Surgeon Perioperative questionnaires become available at six weeks after the Surgery Visit date, and Postoperative questionnaires become available one, two, and three years after the Surgery Visit date.

NOTE: Once you have selected a Surgeon or Patient Questionnaire notification, the item will be removed from the Questionnaires screen. If you need to view or complete a saved but incomplete questionnaire, you can select the patient from the Patient Records screen and select the questionnaire from the Surgery Visit forms list.

Questions?

Thank you for your participation in ACQUIRE and your dedication to improving care for our urogynecologic patients. If you have any questions about ACQUIRE, please feel free to reach out to us at acquire@aug.org.