

CAP eFRM Help

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FAQ

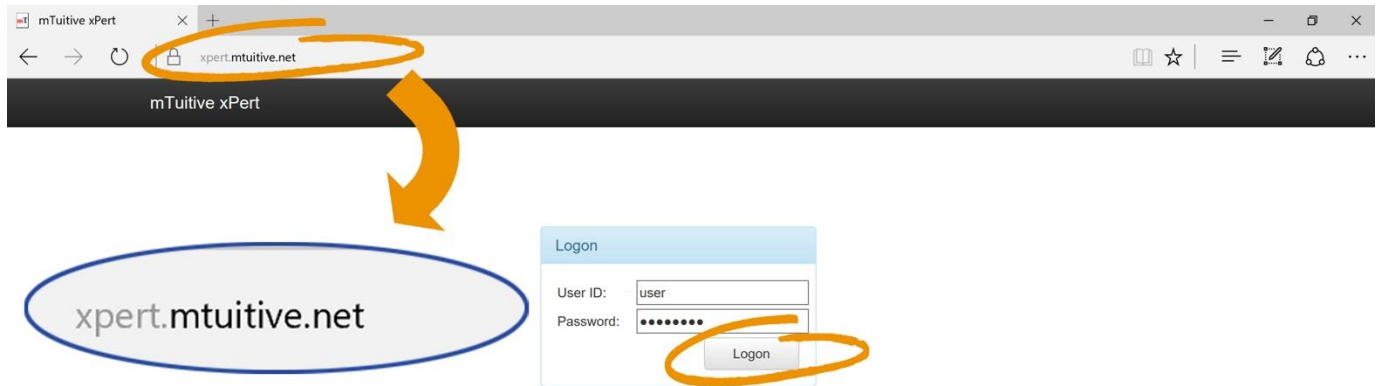
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Launching CAP eFRM

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How to Launch CAP eFRM & Begin a Session

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Launching a session in CAP eFRM is easy to do. Open any internet browser (i.e. Internet Explorer, Firefox, etc...) and go to <https://xpert.mtuitive.net/> . Once there, enter your username and password and click **Logon**. You can then create a new synoptic report:

- **Starting a New Case:** Enter in the case ID you use to track this particular report (you'll enter in the patient demographic information in the next screen). Select

which template you are using (dependent on specimen/organ type), and click **Open**.

The screenshot shows the mTuitive xPert web application interface. The browser address bar displays 'xpert.mtuitive.net/Home/TemplateSelectorView'. The page header includes 'mTuitive xPert' and a user profile 'David Brown'. The main content area features a 'Case ID' field with the value '02632' entered, which is circled in orange. Below this is a section titled '2016 March CAP' containing a list of medical templates, each with a radio button. The 'Breast Invasive Carcinoma' option is selected.

Case ID
02632

2016 March CAP
☐ Anus - Abdominoperineal Resection
☐ Anus - Excisional Biopsy; Local Excision
☐ Appendix - Resection
☐ Appendix NET
☐ Autopsy Adult
☐ Bile Ducts, Distal Extrahepatic
☐ Bile Ducts, Intrahepatic
☐ Bile Ducts, Perihilar
☐ Bone - Biopsy
☐ Bone - Resection
☐ Bone Marrow - Aspiration; Core Biopsy
☐ Brain Spinal Cord - Biopsy; Resection
☐ Breast Biomarkers
☐ Breast Biopsy
☐ Breast DCIS
☒ Breast Invasive Carcinoma
☐ CLL Biomarkers
☐ CLL Bone Marrow

Using CAP eFRM

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Entering Information [back to top](#)

After launching the template, you are then brought to a blank report.

mTuitive xPert View Preview Download PDF Close David Brown

Case Number: 02632

Breast Invasive Carcinoma

- Clinical**
 - Clinical History
 - Radiologic Finding
- Specimen**
 - ☒ Procedure
 - ☐ Lymph Node Sampling
 - ☐ Specimen Laterality
- Tumor**
 - Primary Tumor Site: Invasive Carcinoma
 - Specify Clock Position of Tumor Site
 - ☐ Presence of Invasive Carcinoma
 - ☐ Ductal Carcinoma In Situ (DCIS)
 - Lobular Carcinoma In Situ (LCIS)
 - Tumor Extent**
 - Macroscopic and Microscopic Extent of Tumor**
 - ☐ Skin
 - ☐ Skeletal Muscle
 - Accessory Tumor Findings**
 - Lymph-Vascular Invasion
 - Dermal Lymph-Vascular Invasion
 - Microcalcifications
 - Treatment Effect: Response To Presurgical (Neoadjuvant) Therapy
- Margins**

Specimen

☒ Procedure

- ☐ Excision without image-guided localization
- ☐ Excision with image-guided localization
- ☐ Skin-sparing mastectomy
- ☐ Nipple-sparing mastectomy
- ☐ Total mastectomy (including nipple and skin)
- ☐ Other (specify)
- ☐ Not specified

Clear

CAP Protocol (Revised January 28, 2016 Version: 3.3.0.0)

Users then go through each field to fill out their responses. Users select or type in their responses and then go on to the next field until the report is completed. The types of questions/fields that users will enter in information are:

- **Multiple Choice - Single Select**
- **Multiple Choice - Multiple Select**
- **Text fields**
- **Number fields**

As you go through the report, some fields are required (denoted by a red circle next to it). These are fields required by the College of American Pathologists to meet Commission on Cancer standards. You can tell, at a glance, how many required questions remain unanswered in the bottom left corner of your screen.

☐ Sentinel Lymph Nodes
☐ Number of Lymph Node(s) Examined (sentinel and nonsentinel)
☐ Lymph Node Involvement

Special Studies

▶ **Stage (pTNM)**

☐ TNM Descriptors
☐ Primary Tumor (Invasive Ca)
 ▶ **Regional Lymph Node**
 nodes received with the
 or molecular studies are not required)
☐ Modifier
☐ Category (pN)
☐ Distant Metastasis (pM)

▶ **Additional Findings**

Additional Pathologic Findings (specify)

▶ **Comments**

Comment(s)

☐ Answer required Remaining required: 14

Navigating Between Questions [back to top](#)

On the right side of the screen, where you enter in your responses, you can see buttons used for navigating through CAP eFRM. These buttons can either be clicked using mouse/touchscreen, or you can configure your keyboard shortcuts as desired. Specifically, you can tailor how the Tab key will advance you through the report. To learn more about this, please read the [How to Use the Tab Key](#) section below. You may also click directly on the question you wish to navigate to.

mTuitive xPert View Preview Download PDF Close David Brown

Case Number: 02632

Breast Invasive Carcinoma

▶ **Clinical**

Clinical History
Radiologic Finding

▶ **Specimen**

☐ Procedure
☐ Lymph Node Sampling
☐ Specimen Laterality

▶ **Tumor**

▶ Primary Tumor Site: Invasive Carcinoma
 Specify Clock Position of Tumor Site

☐ Procedure
☐ Excision without image-guided localization
☐ Excision with image-guided localization
☐ Skin-sparing mastectomy
☐ Nipple-sparing mastectomy

Next Unanswered Next Required Previous Next

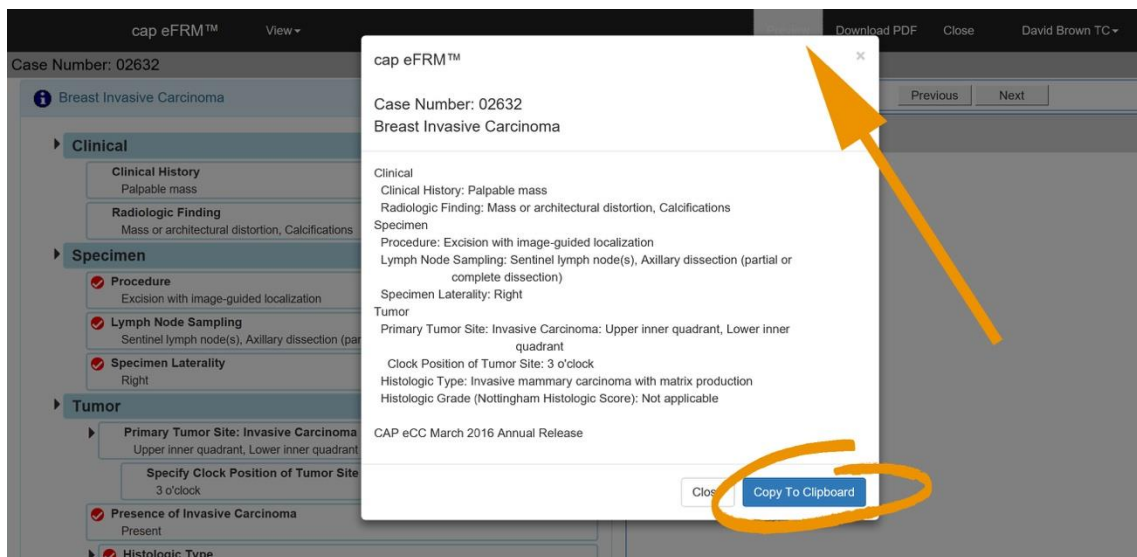
Next Unanswered Next Required Previous Next

- **Next Unanswered:** Brings you to the next question that doesn't have a response, skipping over any fields that have been answered already.
- **Next Required:** Skips to the next required question, allowing users to focus only on those required fields to meet standards
- **Previous:** This brings users back to the previous field - no matter if it was answered, required or anything else; it takes you to the field preceding the one you're currently in.
- **Next:** This button navigates users to the next field, again regardless if it is answered or required; it just takes you to the next field in the template.
 - eFRM can also be configured to enable entering in responses in Single Select fields automatically advances the user to the next question. When you enter in your answer for that field, it automatically navigates you to the next question. To learn more about how to configure CAP eFRM to do this, please read the section [Using Single Select List Auto-Advance](#) below.

Previewing Your Report [back to top](#)

As you fill out your report in CAP eFRM, if you want to see what the finished product will look like, you can click on the **Preview** button.

This opens a small pop up window that allow you to see the synoptic report you are currently building and how it will look as a print out.

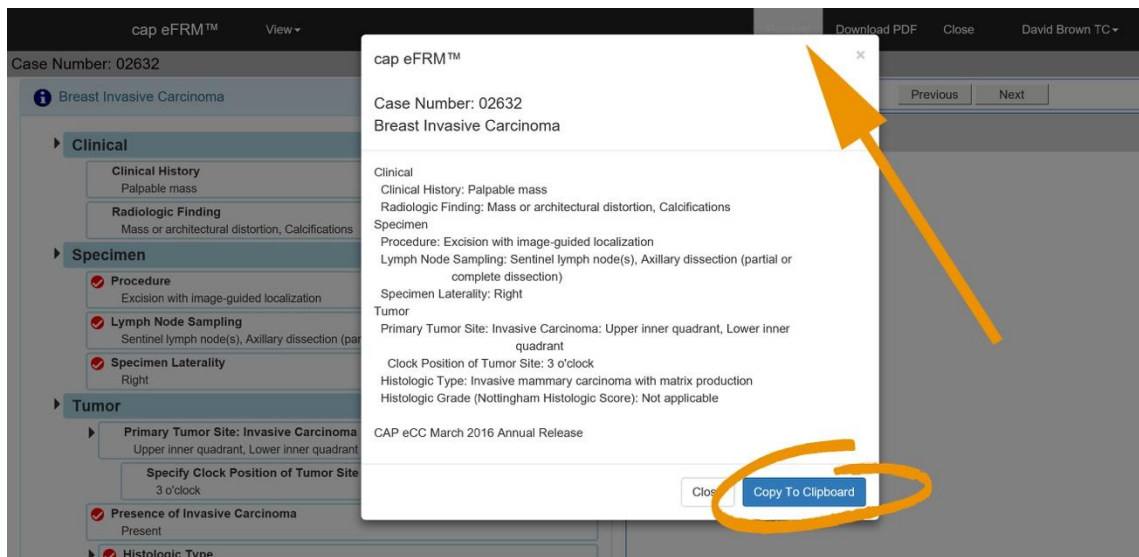


Finishing Your Report [back to top](#)

Copy Synoptic Report Output

By utilizing the **preview** function, you may copy all of the collected data with the **copy all** function. This should be used if you'd like your final report to be added to a text based pathology report (e.g. many use a Microsoft Word as a text editor) or anything other than a PDF.

The preview contains a **Copy To Clipboard** button which can be used to paste all data into the final report.



Once you've reviewed everything, and are satisfied with all of your responses, click the Copy All to Clipboard button. Return to your pathology report and navigate the cursor to the location you would like to add the synoptic report. Use the Paste function (CTRL-V) to add the synoptic report.

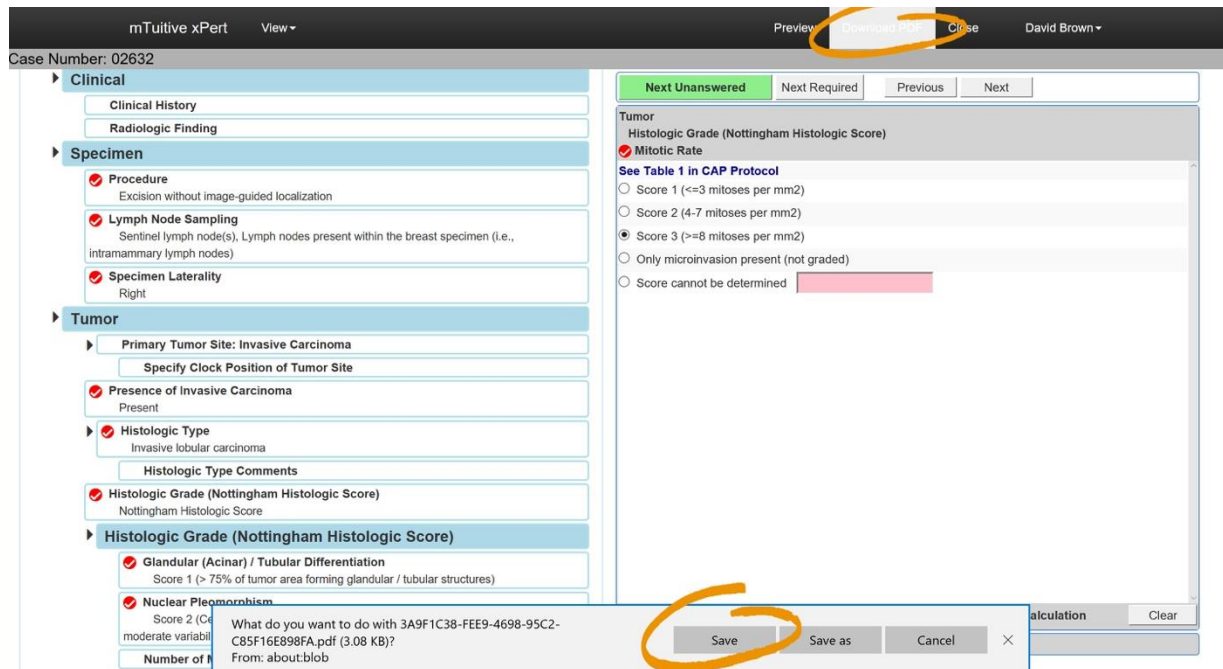
You can then return to your browser and end your eFRM session (See 'Exiting CAP eFRM').

Saving Report as a PDF [back to top](#)

In the navigation panel, you can click **Download PDF**. **REMINDER:** You will not be able to save and return to your report. **Download PDF** freezes the report, and you will not be able to reopen it in the future.

This should only be used if you want the resultant PDF to be your final report.

If you would like your final report to be a PDF, click **Download PDF** and select **Save**:



You will then save the PDF onto your computer/workstation.

Please note: you can name the PDFs however you like and save them to whichever folder you prefer.

Exiting CAP eFRM [back to top](#)

Once everything is saved you can end your CAP eFRM session. To exit CAP eFRM you can either:

1. Hit the X on the top right part of the window
2. Click **Close** and then **Close** once more.

mTuitive xPert

Case Number: 02632

Breast Invasive Carcinoma

Clinical

Clinical History

Palpable mass

Radiologic Finding

Calcifications

Specimen

☒ **Procedure**

Excision without image-guided localization

☒ **Lymph Node Sampling**

Sentinel lymph node(s), Lymph nodes present within the breast specimen (i.e., intramammary lymph nodes)

Next Unanswered **Next Required** **Next**

Clinical History

The current clinical / radiologic breast findings for which this surgery is performed include:

☒ Palpable mass

☐ Nipple discharge

☐ Other (specify) _____

Prior history

☐ Prior history of breast cancer

☐ Prior presurgical (neoadjuvant) therapy for this diagnosis of invasive carcinoma

You will be warned before closing the checklist that all data will be discarded. Ensure that you have pasted the results into your pathology report before continuing.

mTuitive xPert

Case Number: 02632

Breast Invasive Carcinoma

Clinical

Clinical History

Palpable mass

Radiologic Finding

Calcifications

Specimen

☒ **Procedure**

Excision without image-guided localization

☒ **Lymph Node Sampling**

Sentinel lymph node(s), Lymph nodes present within the breast specimen (i.e., intramammary lymph nodes)

☒ **Specimen Laterality**

Next Unanswered **Next Required** **Previous** **Next**

Clinical History

The current clinical / radiologic breast findings for which this surgery is performed include:

☒ Palpable mass

Do you want to Close this template? All data will be discarded.

Close **Cancel**

Finding Reports on Your Computer [back to top](#)

If you downloaded your report as a PDF: If you saved the report without specifying a folder to save it in, your report should be saved to your computer's Downloads folder by default. If you did specify a folder when saving your PDF report, you can find the report

in that folder. If you do not remember which folder your PDF report is saved in, check your computer's Downloads folder first. This is where your browser saves downloaded files by default.

If you copied your report to your clipboard: You will need to paste it somewhere (for example, a Word document or any other type of document containing your final pathology report). If you log out of your workstation or copy something else without pasting your report, it will be lost. Once you save the document your pasted your report into, you can access the report by opening that document.

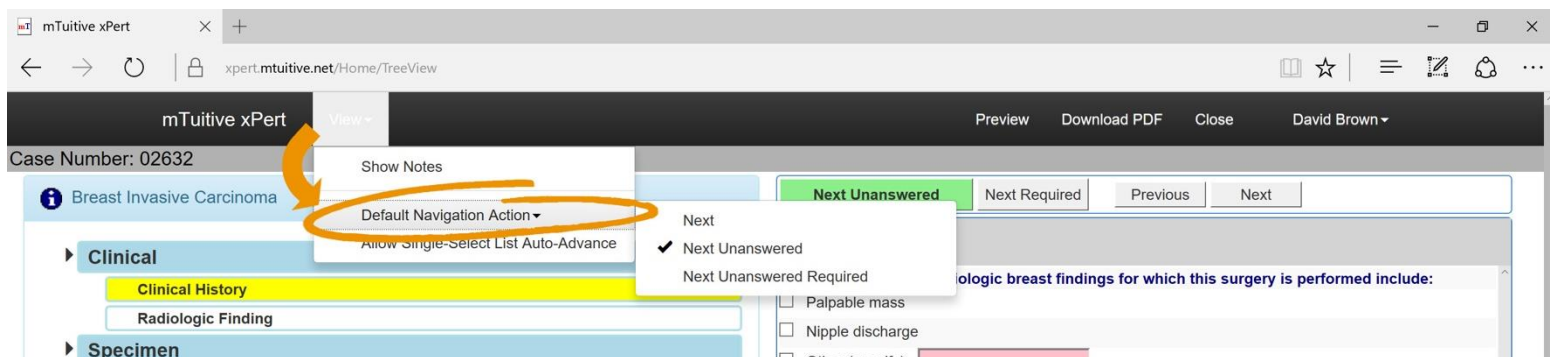
FAQ

- [How to Use the Tab Key](#)
- [Using Single Select List Auto-Advance](#)

How to Use the Tab Key [back to top](#)

Many users are comfortable using the **Tab** key to navigate through a form. If you would like to do that, you can configure your tab key so it navigates the way you want it to. Simply click on **View** and **Default Navigation Action**.

By configuring this selection, you're not only determining where **Tab** key will send you, but also changing which button on the navigation pane will be automatically selected (which one is green, as the "Next Unanswered" is in the screenshot). The three options for **Tab** key are:



- **Next:** This button navigates users to the next field, again regardless if it is answered or required; it just takes you to the next field in the template.
- **Next Unanswered:** Brings you to the next field without any response, skipping over any fields that have been answered already.
- **Next Unanswered Required:** Skips to the next *unanswered* required question, allowing users to focus only on those required fields to meet standards

Additionally, using **Shift+Tab** acts the same as hitting the **Previous** button, sending the user back to the previous question.

Using Single-Select List Auto-Advance

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One way to help expedite reporting is using the Single Select List Auto-Advance feature of CAP eFRM. By enabling this feature, users automatically move on to the next question as soon as they enter an answer in any single-select section. With any question that only allows for one answer to be chosen out of a multiple choice, as soon as that is selected, the user is navigated to the next section without having to hit the **Next** button or **Tab** key.

To enable this feature, select **View** from top menu bar, and then select **Allow Single-Select List Auto-Advance**.

