# Cancer Liaison Physicians – Getting Started in CoC Datalinks

## Access Steps

1. Log on to American College of Surgeons website at https://www.facs.org and select Quality Programs.

2. From the list that appears on the left side of page select Cancer Programs.

3. From the Quick Links menu in the bottom left corner of this page select Login to CoC Datalinks.

4. Enter the User name and Password and Log On.

5. This will take you to a page where the NCDB Reporting Tools are located.

6. This is a password protected site. If you do not have a valid user name and password, click on *Forgot Username or Password* and one will be sent to you.

## Navigating the Hospital Comparison Benchmark Reports

1. Go to NCDB: Hospital Comparison Benchmark Reports.

2. The Report Generating Page will open.

3. On this page are a series of queries regarding:

    a) Report type
    b) Hospital selection
    c) Case selection by year, site, and case type
    d) Analysis variables

4. To generate a report each query must have a selection made. A minimum of one variable needs to be selected.

## Important Hints

1. For more specific information regarding navigation of this report generator, open the **User Tip Sheet HCBM Navigation** on the left side of the page.

2. There are also explanations of each query on the left side of the page.

3. The Report Type query will determine the hospital selection criteria for comparison reports and aggregate reports. It requires a selection of hospital type and specific geographic area.

4. The Case Selection query has several useful features.

    a. A study can be done using total data from all reporting years or a study can be done for an individual year or select group of years. This feature would permit a study that would evaluate change in a variable over a period of time. For example if a screening program

for colon cancer was begun in 2009, then a study could be done over the subsequent years to determine the effect of screening on the stage of colon cancer.

b. In Case Type, the Class of Case feature permits studies for patients diagnosed at your facility separate from those who have been diagnosed elsewhere and then referred to your facility.

**Simple Exercise**

Report type: my hospital only

Case selection: all years, site - breast

Case type: all diagnostic cases

Variable: age

Click the submit button and a graph and table are produced. The results can be displayed as the actual number or as a percentage depending upon which button is selected in the green bar on the upper left corner of the page.

Click Home and repeat these steps but change the **Report Type** to a comparison report and select the hospital type and geographic area such as state. This report compares the age distribution of your breast cancer patients to those in your state.

**Create a Presentation**

1. After hitting the submit button, the data will appear in a chart and table.

2. In the **Save AS** box in upper right corner, check Power Point.

3. In the next box, check open and 2 slides will appear one is a graph and the other is a table

4. Select one or both slides, copy, open a blank power point presentation and paste into it. Additional reports can be added to this presentation such as a study of breast by the variable of stage and then other blank slides where comments, analysis, and conclusion can be added to make a complete report.

5. When making a report include the following items:

   a. Include a title slide with the topic of the study
   b. Add the study data
   c. Include slides at the end for stating the analysis, conclusion and recommendations
   d. Add the source data including *American College of Surgeons, Commission on Cancer, National Cancer Data Base,* report type, report parameters, and the data of the query.

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Submitted by
Stephen Dreyer, MD, FACS
CoC Surveyor

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