ScreenWise Missing Data Report Guidelines

Purpose

ScreenWise sends out **Missing Data Reports** to all enrolling clinics that have unreported outcomes for ScreenWise-enrolled patients. This monthly list of required data is based on services indicated at time of enrollment or were later found to be needed. Patients remain on the Missing Data Report until all outcomes are reported. As always, submitting result forms in real time shortens this list of monthly unreported patient outcomes. If your clinic doesn't receive a Missing Data Report by mid-month, then all result reporting is complete!

Instructions

Each line identifies a patient with an unknown outcome and indicates the specific information needed to complete that patient's result reporting, highlighted in yellow. Remember: if a patient's result reporting is complete, they *will not* be included on this monthly list. Here is how to use this report:

- White: lists patient information and previously reported results, if known.

- Yellow: pending screening result or diagnostic outcome of procedures indicated at time of enrollment or later reported during their eligibility period:
    - Click on highlighted cell and an arrow to the right will open a drop-down list of answers
    - Select patient's result, dates diagnosis or add date
    - Date fields need slashes, for example: 1/5/26

- Alert: if you see an error or omission of patient demographics (name, DOB, MRN#) or if the result or pending procedure needs to be added or corrected:
    - Right click on the cell and choose red lettering
    - Red lettering draws our attention to needed additions or corrections

Complete all yellow highlighted fields of your Missing Data Report. Use red font for corrections. Submit to ScreenWise through the state's secure portal by the end of the month. Thank you!