
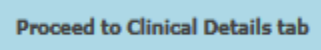
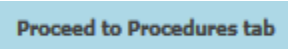





## HOW TO ENTER A CASE INTO TOPS

- Login using your **PSRN credentials** at <https://psrn.plasticsurgery.org/Dashboard/login.aspx>
- Click on the **TOPS** logo.
- Once you click on **TOPS**, you will be brought to the Data Dashboard page. The Data Dashboard page contains helpful documents, reports, and form completion statistics for your TOPS cases.
- To begin entering a case, click on Add New Case tab. 
- To begin, enter your patient's Medical Record Number—this can also be any unique identifier that you use to track your patient. The MRN field accepts both numbers and letters, so you can enter any combination of characters. Once you've entered the Medical Record Number, click **Go**.
- You will be brought to the **Demographic Details** tab. Please enter the following data fields for your case to be saved in TOPS as 'Completed':
  - Visit/Procedure Date
  - First Name
  - Last Name
  - Date of Birth
  - Gender
  - Patient Race/Ethnicity
- Once you have completed the Demographic Details tab, click on "**Proceed to Clinical Details**".  

- You will be brought to the **Clinical Details** tab, which will allow you to provide clinical information on your patient. Although there are no mandatory data field on this tab, the more data that you enter, the better you will be able to calculate Risk Factor reports for your practice.
- Once you have completed the Clinical Details tab, click on "**Proceed to Procedures**".  

- You will be brought to the **Procedures** tab, which requires you to enter specific information on the patient's procedure(s). Click **Add New CPT Code** link to begin adding your code(s).

Provider\*     | [Apply a template? \(optional\)](#)

CPT Code Details

CPT CODE(S)	DESCRIPTION	FACILITY	ANATOMY	CLASSIFICATION	IS BILATERAL PROCEDURE	VIEW / EDIT
No record found for given criteria.						

- You may also apply a custom template if you have saved custom templates in "Manage Template". Manage Template link can be accessed from the TOPS Dashboard. You can find more information on how to manage and add custom templates at the end of this document.

- Please enter the following mandatory data fields for procedure for your case to be saved in TOPS as 'Completed'. These mandatory data fields remain highlighted in **red** until completed:
  - Provider—*this field will automatically default to you because of your login credentials.*
  - CPT Code
    - To select a CPT code(s), click on the Select CPT Code search box and start typing the number or description of the CPT code(s).
    - **Short Cut:** You may also select from recently used CPT Codes for your practice by clicking this search box below the CPT Code search box.
  - Procedure Duration (skin-to-skin)

- After entering the above data fields, click on **Save CPT**, for CPT code(s) to be successfully saved.

**Save CPT**

- The CPT code information you entered will appear in the CPT Code(s) table located at the bottom of the screen:

CPT Code Details

CPT CODE(S)	DESCRIPTION	FACILITY	ANATOMY	CLASSIFICATION	IS BILATERAL PROCEDURE	VIEW / EDIT	REMOVE
19325	Mammoplasty, augmentation; with prosthetic implant	Holy Mary Hospital	Breast	Cosmetic	No		

Records 01-01 of 01

Back to Clinical Details tab Proceed to ICD-10 Code tab

- If you don't enter all the required data fields for the Procedures tab for your CPT-Code(s), when you click on **Submit** a red column on the right side of the page will appear, indicating the "errors" on the page that will prevent you from saving the case as 'completed'.
- You may also make any edits to your added CPT-Code(s) by clicking on the View/Edit icon below:

ANATOMY	CLASSIFICATION	IS BILATERAL PROCEDURE	VIEW / EDIT	REMOVE
	Cosmetic	No		

Records 01-01 of 01

**● CPT Code details are Incomplete**

Proceed to ICD-10 Code tab

- After you have resolved any errors on the Procedures tab for a CPT code, click on the **Save CPT** button. The column will turn green when there are no errors or warnings.
- **If you need to add additional CPT codes for this patient, please repeat the same process described above. Always remember to click the **Save CPT** button after adding or editing a CPT code.**
- If you have no additional CPT codes to add, click on the "**Proceed to ICD-10 Code**" tab:

**Proceed to ICD-10 Code tab**

- You will be brought to the **ICD-10 Code tab**, which will allow you to enter the ICD-10 code(s) for the procedure(s) you entered on the previous Procedures tab. You are not required to enter any ICD-10 code(s), However, you are required to enter a **Diagnosis Description**, even if you do not enter an ICD-10 code. Diagnosis Description is a free text field for you to enter any information about the procedure.

- To enter ICD-10 code(s), click on the ICD-10 code search box, and start typing the Code or Description. Once you have selected the code(s), click on **Save** for the ICD-10 Code to be successfully saved.

✓ Save

- Short Cut:** You may also select from recently used ICD Codes for your practice by clicking this search box below the ICD-10 Code search box.
- The ICD-10 code information you entered will appear in the ICD-10 Code(s) details located at the bottom of the screen:

#### ICD-10 Code Details

ICD-10 CODE(S)	DIAGNOSIS DESCRIPTION	REMOVE
1413	Malignant neoplasm of ventral surface of tongue	
	Mandatory free text field	

« 1 » 15 ▾

Records 01-02 of 02

Back to Procedures tab

Proceed to Optional Modules tab

- If you don't enter and Save either an ICD-10 code or a Diagnosis Description in the free text field for the ICD-10 Code tab, when you click on **Submit** a red column on the right side of the page will appear, indicating the "errors" on the page that will prevent you from saving the case as 'Completed'
- After you have resolved any errors on the ICD-10 tab, click on the **Save ICD** button. The column will turn green when there are no errors or warnings.
- If you need to add additional ICD-10 codes for this patient, please repeat the same process described above. Always remember to click the Save ICD button after adding or editing a ICD-10 code.**
- If you have no additional ICD-10 codes to add, click on the "Proceed to Optional Modules" tab if displayed (This tab is triggered by specific CPT-Codes only) and complete the optional data fields. Otherwise, click on the **"Proceed to Applied Measures"** tab:


Proceed to Applied Measures tab

- You will be brought to the **Applied Measures tab** which identifies any eligible quality measures that you are eligible to submit to the ASPS-QCDR. There is no further action required on this page.
- If you have completed data entry for this patient, click on the **Submit** button on the bottom of the page.

Submit


- After clicking on Submit, a red column on the right side of the page may appear, indicating any missing data fields that will prevent you from saving the case as 'Completed'
- After you have resolved any 'errors' on the Procedures form (if any), click on **Submit**, you will be notified that the Procedures form has **successfully been submitted**. The red column will turn green when there are no further errors or warnings. You will be brought to the **My Cases** table, which will allow you to view all your cases.
- From the **My Cases** table, the **FORM STATUS** columns will show the current status of the case form (either **Incomplete** or **Complete**). If the form status is **Incomplete**, you can click directly on the **Incomplete** link for the case and finish the necessary data fields required for the form status to be **Complete**.

- From the **My Cases** table, the **OUTCOMES STATUS** column will show the current status of the 30- day postop Outcome form.
  - Enter Outcome Form** means the outcome 30-day postop for the case has not been entered. Click on the Enter Outcome Form link to complete the form.
  - Select one of the following outcome options:

Outcome 30 days Post Op\* 

- ☐ No Adverse Events
- ☐ Adverse Events
- ☐ Outcome Unknown

- If you have selected a Procedure Specific Occurrence under Adverse Events, please select the related CPT-Code(s) for the occurrence:

Procedure Specific Occurrences 	<input checked="" type="checkbox"/> Seroma Requiring Drainage	<b>Related CPT code(s)</b> --Select-- <input checked="" type="checkbox"/> 15847 <input type="checkbox"/> 19316
--	---	---

- After you have completed the Outcome form, click on Save and Close:

Save and Close

- The **OUTCOME STATUS** column will reflect the outcome option you selected:

INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS
Incomplete 	N/A	Outcome Form Overdue
Complete 	30-day Post op 	Adverse Events Reported 
Complete 	30-day Post op 	No Adverse Events

- Both the **Intake form** and the **Outcome form** must be completed for a case to be counted in TOPS as a Completed Case.

Quick Links	
My Complete Cases	55
My Incomplete Cases	8
My Total Cases	63
My Total # of Patients	52

## HOW TO SUBMIT QCDR-ELIGIBLE CASES TO THE ASPS-QCDR (optional)

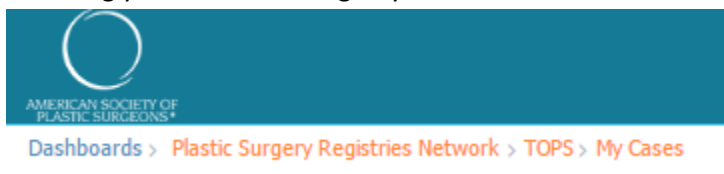
- For physicians who have elected to participate in the QCDR through TOPS, From the “**My Cases**” screen, under the **QCDR CASE** column, check the box(s) for the QCDR-eligible cases you want to submit.



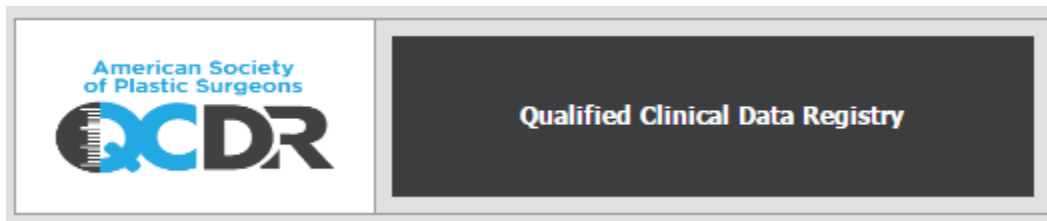
- Once you have selected all cases that you want to submit to the ASPS-QCDR, click on the green box above the QCDR CASE column that says **Send to QCDR**:

**Send to QCDR** Please continue to QCDR in order to complete PQRS measure reporting for your cases.

- A pop-up will briefly display in green at the top of the screen indicating that records have been sent to the QCDR successfully.
- To access your QCDR cases, click on **Plastic Surgery Registries Network** at the top of the screen—this will bring you back to the registry selection screen:



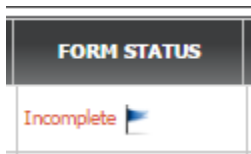
- Click on the **ASPS-QCDR** icon:



- You will be brought to your QCDR Dashboard.
- Click on **Case Entry** to be able to view all your cases that have been entered in the QCDR.



Cases that have been sent from TOPS will be noted in the table with a Blue Flag under the **FORM STATUS** column.



- To finish data entry for the case, click on the **Incomplete** link under the **Form Status** column for that case. The information that you entered in TOPS will be prepopulated into the QCDR module for your review in the Demographic Details, Procedures/Visits, and ICD-10 Code tabs.

*\* On the Procedures/Visits tab in the QCDR, the CPT Code(s) you entered in TOPS will be prepopulated in the table located on the bottom of this tab. There is no need to click the "SAVE" button unless you have an additional CPT Code(s) to enter. Proceed directly to the "ICD Code Tab".*

- Once you've reviewed and modified the tabs as necessary, you will be brought to the **QCDR** tab.
- Select the applicable measures that you wish to report on by clicking the check box for the desired measure(s) on the left side of the table and then click on **Save**.

> **Applicable Measures**

Select the measure(s) that you wish to report. Click Save. Proceed with answering the questions that will appear below the table to report on the measures.

	MEASURE ID	DESCRIPTION	CPT CODE
<input type="checkbox"/>	PQRS 21 <a href="#">(view details)</a>	Perioperative Care: Selection of Prophylactic Antibiotic – First OR Second Generation Cephalosporin	19325
<input checked="" type="checkbox"/>	PQRS 22 <a href="#">(view details)</a>	Discontinuation of Prophylactic Parenteral Antibiotics (Non-Cardiac Procedures)	19325
<input type="checkbox"/>	PQRS 358 <a href="#">(view details)</a>	Patient-Centered Surgical Risk Assessment and Communication	19325

**Save**

- Once you click **Save**, measure specific questions will populate below the measure selection table:

> **Applicable Measures**

Select the measure(s) that you wish to report. Click Save. Proceed with answering the questions that will appear below the table to report on the measures.

	MEASURE ID	DESCRIPTION	CPT CODE
<input type="checkbox"/>	PQRS 21 <a href="#">(view details)</a>	Perioperative Care: Selection of Prophylactic Antibiotic – First OR Second Generation Cephalosporin	19325
<input checked="" type="checkbox"/>	PQRS 22 <a href="#">(view details)</a>	Discontinuation of Prophylactic Parenteral Antibiotics (Non-Cardiac Procedures)	19325
<input type="checkbox"/>	PQRS 358 <a href="#">(view details)</a>	Patient-Centered Surgical Risk Assessment and Communication	19325

**Save**

#### PQRS 22

Was the patient undergoing a non-cardiac surgery with indications for prophylactic parenteral antibiotics within the reporting period? [?](#)

☐ Yes ☐ No

Did the patient receive an order to discontinue prophylactic parenteral antibiotics within 24 hours of surgical end time? [?](#)

--Select--

[Back to ICD-10 Code tab](#)

- Complete the measure specific questions and then click on **Submit** in order to check for any errors on the submission.

**Submit**

- If you have any errors a red box will appear on the right side of the screen listing the errors with your form.

The following errors will prevent saving the form as complete:

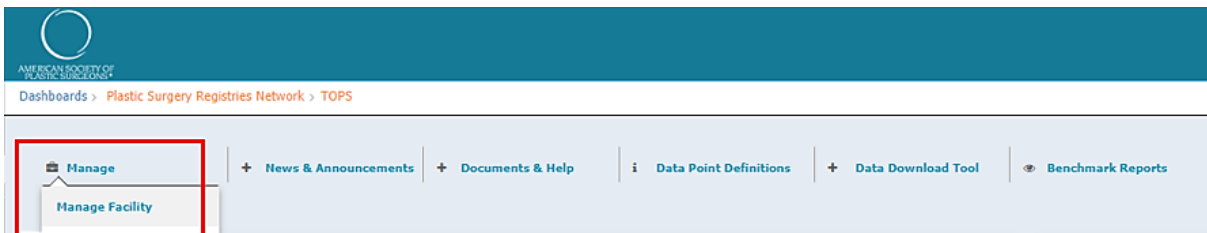
- QCDR PQRS 22: Please select Was the patient undergoing a non-cardiac surgery with indications for prophylactic parenteral antibiotics within the reporting period?
- QCDR PQRS 22: Please select Did the patient receive an order to discontinue prophylactic parenteral antibiotics within 24 hours of surgical end time?

- If there are no errors, you will receive a message that the **form has been saved successfully**, and you will be brought back to the **My Cases** table.

## ADDING AND MANAGING YOUR FACILITIES

The **Manage Facilities** link lets you add and save any/all of your facilities so you can track where your procedures are performed when entering data in the TOPS Intake Form.

- From your TOPS Data Dashboard screen, click on the **Manage Facility** link located at the top of the dashboard underneath **'Manage'**:



- When the Manage Facility page opens, click on the **Add New Facility** button:

The screenshot shows a table with columns: FACILITY NAME, FACILITY ZIP CODE, FACILITY TYPE, ADMISSION TYPE, LEVEL OF CREDENTIALING, LEVEL OF CREDENTIALING DESCRIPTION, OFFICE BASED ACCREDITATION TYPE, START DATE, END DATE, INACTIVE, and EDIT. The table contains several rows of facility data. In the bottom right corner, there is a button labeled 'Add New Facility' which is highlighted with a red box.

- Enter your facility information in the Add New Facility form. You must provide a Facility Name in order to add a facility. Once you have completed the form, click on the Save button and your added facility should be listed underneath the manage facility table.

The screenshot shows the 'Add New Facility' form. It includes fields for Facility Name (filled with 'Christ Hospital'), Facility Zip Code (filled with '60404'), Facility Type (dropdown menu showing 'Office-Based Surgery Facility'), Admission Type (dropdown menu showing 'Inpatient'), Level Of Credentialing (dropdown menu showing 'Active'), Office Based Accreditation Type (dropdown menu showing 'AAAH'), Start Date (calendar icon showing '10/03/2016'), and End Date (calendar icon showing 'Select End Date'). At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

*\* FYI – An **Office-Based Accreditation Type** can be entered if the **Facility Type** selected = Office-Based Surgery Facility.*

The screenshot shows the Manage Facility table after the new facility has been added. The table has the same columns as before. The first row, 'Christ Hospital' with zip code '60606', facility type 'Acute care (Hospital)', admission type 'INPATIENT', and level of credentialing 'ADMITTING', is highlighted with a red box.

*\* If you don't see your facility listed in the table, make sure all search boxes underneath the table column is clear/empty. Click the **Manage Facility** link again to reset and review your facility list.*

- Click on the EDIT link to review and make updates for your facility. After you make any updates to your facility, click on the Save button:

FACILITY NAME	FACILITY ZIP CODE	FACILITY TYPE	ADMISSION TYPE	LEVEL OF CREDENTIALING	LEVEL OF CREDENTIALING DESCRIPTION	OFFICE BASED ACCREDITATION TYPE	START DATE	END DATE	INACTIVE	EDIT
Christ Hospital	60606	Acute care (Hospital)	INPATIENT	ADMITTING			01/01/2017	01/12/2017	No	<a href="#">Edit</a>
Long Grove	60550	Office-Based Surgery Facility	Outpatient	Attending		AAHC Medicare Certification			No	<a href="#">Edit</a>

- Once you have saved your facility, you will be able to select it from the 'Facility' dropdown located on the Procedures tab

**Diagnosis**

Provider\* ⓘ Deshmukh,Abhijit MiddleName079

**Facility** ⓘ Christ Hospital

CPT Code\* ⓘ Christ Hospital  
Long Grove  
Rush  
test

Procedure Description ⓘ

- If you wish to remove a facility from appearing in the dropdown located on the Procedures tab, in **Manage Facility** click on the Edit link for the facility and check the 'Inactive' box. Click Save. Under the INACTIVE column, the status for the facility will change to 'Yes' and the facility will no longer appear in the Facility dropdown in the Procedures tab.

- 

**Add New Facility** ✖

**Inactive** ☒

Facility Name\*

Facility Zip Code



## DELETING A CASE FROM MY CASES

- To delete a case from your case log, from the **My Cases** page click on the Procedure Form Status link from the **FORM STATUS** column for the case you want to delete.

QCIR CASE	MEDICAL RECORD NUMBER (MRN)	NAME	BIRTH DATE	VISIT/PROCEDURE DATE	PROCEDURE FORM STATUS	OUTCOMES POST OP	OUTCOMES FORM STATUS	ACTION
1	852258	Test Patient	5/4/1954	11/7/2016 - 19364	Complete	/A	Outcome Form Overdue	Add Follow Up Add New Case

- Check the **Delete Case** box located on top of the Procedure form. A confirmation will pop up asking “Do you really want to delete this case?” Click **Ok** to delete the case. Click **Cancel** to prevent the case from being deleted and to continue with your data entry.

Visit/Procedure Date: 11-07-2016

[Complete](#)

☒ Delete Case ⓘ

---

**TOPS Intake Form: Demographic Details**

Confirmation

Do you really want to delete this case?

NOTE: If the selected case is a parent case, then all the related follow up cases will also be deleted.

[Ok](#) [Cancel](#)

852258

11-07-2016

Test

Patient

05-04-1954

☐ Male ☒ Female

☒ White / Caucasian

☐ Asian

☐ American Indian / Alaska Native

☐ Other / Unknown

☒ Private Insurance

☐ Self-Pay

☐ Other

☐ Black or African-American

☐ Hispanic or Latino

☐ Native Hawaiian / Other Pacific Islander

☐ Medicare / Medicaid

☐ Worker's Compensation

[Proceed to Clinical Details tab](#)

[Save](#) [Submit](#) [Cancel](#)

- If you click on **Ok** to delete the case, the case will be permanently removed from you're **My Cases** page:

**My Cases**

> Search

Medical Record Number (MRN):  Name:

Date Range: From:  To:

Procedure Form Status:

---

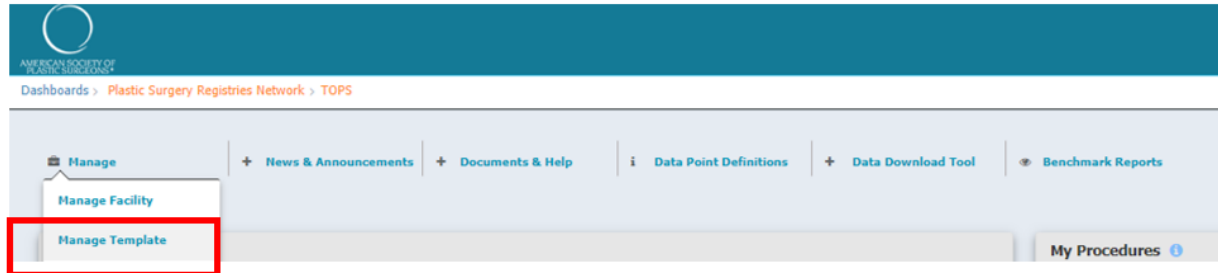
No record found for given criteria.

1 15

*\*Note: If you choose to delete a primary case, all related follow up cases (if any) will also be deleted.*

## MANAGING CUSTOM TEMPLATES

- From the TOPS Data Dashboard screen, click on the **Manage** link located at the top of the home page and select **Manage Template** from the dropdown:



- You can view, edit and manage all your custom templates from the Manage Template dashboard. Click on Add New Template to build a new template:

Dashboards > Plastic Surgery Registries Network > TOPS-Dashboard > Manage Template

TEMPLATE NAME	CPT CODE NAME	ICD CODE NAME	INACTIVE	EDIT
Abdominoplasty test template	15047, 19316	,	No	Edit
Breast Aug Single Correct	19325	1413	No	Edit
template breast aug test april	19325	C004, C006	No	Edit
New Template Test 0409	19325, 64612	1414, 1418	No	Edit
Add Template Two	15830, 19325, 11950, 19316	N026, A0100, B021	No	Edit
Adding Template One	19325, 15824		No	Edit
Error test	19325	D7834, D800	No	Edit
New Template Test	15820		No	Edit
Template Test - Single Code	19325	1412, 1415	No	Edit
Template Test - Multiple Codes	15830, 19316	N026, A0100, B021	No	Edit

Records 01-10 of 12

Add New Template

- Please enter the following data fields for your template to be saved as completed:
  - Template Name
  - CPT Code (*this field in **mandatory***)
    - You may add multiple CPT-Codes to the template
  - Diagnosis Description
    - To save a case as completed, you are required to enter a **Diagnosis Description**, even if you do not enter an ICD-10 code(s). To enter a Diagnosis Description for the template, click on the **Add Description** button and type in your procedure description.
  - Anatomy
  - Classification
  - Procedure Duration (skin-to-skin) (*this field in **mandatory***)
  - Anesthesia Provided by
  - Mode of Anesthesia

**Add New Template**

Inactive ☐

Template Name\*

Facility

CPT Code\*

	CPT CODE	DESCRIPTION
<input type="checkbox"/>	19325	
<input checked="" type="checkbox"/>	19325	Mammoplasty, augmentation with prosthetic implant

Records 01-01 of 01

ICD-10 Code(s)

[Add Description](#)

- After entering all data fields for your template, click on the **Save** button:

Mode of Anesthesia (Check all that apply)\*

☐ Conscious Sedation  
☐ Spinal / Epidural  
☒ General  
☐ Topical / Local  
☐ None

☐ MAC  
☐ Tumescant  
☐ Peripheral Block  
☐ Other

[save](#) [Cancel](#)

- If mandatory data fields are left blank from the template, a Confirmation message will display the missing mandatory fields. Click **Cancel** to return to template and enter any missing mandatory fields. Click **Save** to continue.

Confirmation

Mandatory data field(s) left blank will prevent you from saving a case as Completed. Do you want to continue saving?

Missing field(s):

- Mode of Anesthesia (Check all that apply).

[OK](#) [Cancel](#)

- After saving your template, the new custom template will appear in the manage template dashboard. You can sort templates by clicking on the arrow next to **TEMPLATE NAME**:

TEMPLATE NAME	CPT CODE NAME	ICD CODE NAME	INACTIVE	EDIT
Abdominoplasty test template	15047, 19316		No	<a href="#">Edit</a>
Add Template Two	15030, 19325, 11950, 19316	N026, A0100, B021	No	<a href="#">Edit</a>
Adding Template One	19325, 15024		No	<a href="#">Edit</a>
Breast Aug	19325		No	<a href="#">Edit</a>
Breast Aug Single Correct	19325	1413	No	<a href="#">Edit</a>
Error test	19325	D7834, D800	No	<a href="#">Edit</a>
New Template	19325		No	<a href="#">Edit</a>
New Template Test	15020		No	<a href="#">Edit</a>
New Template Test 0409	19325, 64612	1414, 1418	No	<a href="#">Edit</a>
template breast aug test april	19325	C004, C006	No	<a href="#">Edit</a>

Records 01-10 of 13

[Add New Template](#)

- To apply your custom template, from the **Procedures** tab click on **Apply a Template (optional)** link:

- Select your custom template from the template drop-down and click OK:

- Your custom template will be applied to the case and saved under the CPT Code Details table in addition to the ICD-10 Code Details on the ICD-10 Code tab. The name of the template applied appears on top of the Procedures tab page:

- Only one template may be applied for each case. Selecting a second template will overwrite the values for the template you have already applied for the case:

- To delete the applied template, click on the red **X** located next to the name of the applied template on the Procedure tab. All values applied for the template will be removed from the CPT Code Details table in addition to the ICD-10 Code Details table:

**TOPS Intake Form: Procedures**

Provider\* Harman, Mary [Add New CPT Code](#)

New Template **X**  
 click to delete template

**CPT Code Details**

CPT CODE(S)	DESCRIPTION	FACILITY	ANATOMY	CLASSIFICATION	IS BILATERAL PROCEDURE	VIEW / EDIT	REMOVE
19325	Mammaplasty, augmentation; with prosthetic implant	Holy Mary Hospital	Breast	Cosmetic	No		

Records 01-01 of 01

- You also have the option to add additional CPT-Codes to a case with a template already applied. To add additional CPT-codes for a case with an applied template, just click on the **Add New CPT Code** link and enter any additional codes along with mandatory data fields for the Procedure:

**TOPS Intake Form: Procedures**

Provider\* Harman, Mary [Add New CPT Code](#)

click to Add New CPT Code

Breast Aug **X**

**CPT Code Details**

CPT CODE(S)	DESCRIPTION	FACILITY	ANATOMY	CLASSIFICATION	IS BILATERAL PROCEDURE	VIEW / EDIT	REMOVE
19325	Mammaplasty, augmentation; with prosthetic implant		Breast	Congenital	No		

Records 01-01 of 01

[Back to Clinical Details tab](#) [Proceed to ICD-10 Code tab](#)

- You can also view, edit, or remove any CPT-codes or ICD-10 code applied from your template by clicking on the pencil icon or trash can icon under the VIEW/EDIT column:

VIEW / EDIT	REMOVE

Records 01-01 of 01