ADD A NEW TREATMENT EPISODE

1. On the Patients screen, select the patient for which a new Treatment Episode is to be created.
2. The Patient screen is displayed as follows:

   ![CRC Audit](image)

   **COLORECTAL CANCER DATABASE - USER MANUAL**

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4. Select the **Start New Treatment Episode** option to display the **Treatment Episodes – New** screen.

![Treatment Episode Form](image)

5. The user may now enter the Treatment Episode details. **Note** that all fields are required however a field may be left blank to allow the record to be saved with errors. This feature allows for the scenario where data is not available at the time of creating the Treatment Episode and is to be entered at a later date.

6. Select the **Hospital** from the drop down list.

7. Select the **Consultant** from the drop down list.

8. Enter the **Diagnosis date**.
9. Select the **Preop staging modalities** from the selection – more than one selection may be made.

10. Select an option for **Mets on preoperative staging**.
   10.1. If **Yes**, then select the **Site of metastasis** from the options – more than one selection may be made.

11. Select an option for **Serum CEA performed**.
   11.1. If **Yes**, then enter the **Level of serum CEA** in ug/L.

12. Select an option for **Is this a rectal cancer**.
   12.1. If **Yes**, then select an option for **Preoperative local staging of rectal cancer**.
     12.1.1. If **Yes**, then select a value for **Preoperative T staging**.
     12.1.2. Select an option for **Type of investigation** – more than one selection may be made.
   12.2. Select an option for **Neoadjuvant therapy**.
     12.2.1. If **Yes**, select an option for **Neoadjuvant therapy type**.
     12.2.1.1. If **Long course chemoradiotherapy**, select an option for **Treatment completed**.

13. Select an option for **Surgery planned**.

14. To cancel the creation of the Treatment Episode, select the **Cancel** option.

15. To create the Treatment Episode, select the **Create Treatment Episode**.
   15.1. Where data fields have been entered incorrectly or are missing, errors will be displayed at the top of the screen – select **Show all errors** to view all the errors.

   There were errors with this record

   ![Show All Errors]

   - At least 1 of preop staging modality must have a value
   - At least 1 of rectal staging type must have a value
   - Preop T staging is required
   - Neoadjuvant therapy type must be empty
   - Long course completed is required
   - Consultant is required

   15.2. Where no errors exist, the new **Treatment Episode** details will be displayed.
16. You can now proceed to enter preoperative risk factors and co-morbidity data.

17. To log out, select the **Logout** option at the top right of the screen.