Belgian Cancer Registry

Stereotactic Radiotherapy (SRT)
-
WBCR manual

Content

1 Modes of data delivery to the Belgian Cancer Registry

For the project 'Stereotactic radiotherapy' (SRT), registration takes places via the Web Based Cancer Registration (WBCR) application of the Belgian Cancer Registry (BCR).

For **more information** on this project, please consult our **website**: https://kankerregister.org/SRT.

2 What is Web-Based Cancer Registration (WBCR)?

The **Web-Based Cancer Registration (WBCR) application** is an online application developed and managed by the BCR. It allows to fill out, save and send patient registration data to the BCR in a secure and user-friendly manner.

The benefits of using WBCR are plenty:
- The **access** to WBCR is **strictly regulated and secure**, requiring login through the eHealth platform of the Belgian government.
- It is possible to **save** your (in)complete **registrations before sending** them. The saved registrations can be modified or completed at any time, allowing to follow up patients over time.
- Help functions and **internal validation checks** have been built into the WBCR to guarantee a high quality of the transferred data.
- Users have **access to their own registration data**. The application offers multiple options to consult your saved or sent registrations
- Patient registrations are **easily and securely sent to the BCR** through the WBCR application.

Please note that, although the 'SRT' registration project is provided in English, the WBCR application itself is only available in Dutch or French, but not in English.

3   Access to WBCR (to be arranged once)

The WBCR **access** should be **arranged within your hospital itself** via the eHealth platform. This platform is managed by the Belgian government and guarantees patient privacy and data protection.

Please contact the (**Main**) **Access Manager** (Dutch: "(Hoofd)Toegangsbeheerder" / French: "Gestionnaire d'Accès (Principal)") of your hospital to arrange this access. For your information, the Access Manager was formerly known as the "Lokale Beheerder" or "Gestionnaire Local". This person will be responsible for creating new user profiles and setting up the correct hierarchical relationships between doctors and their administrative personnel.

Information for the Access Manager:
- Application to be used: Access Management for Enterprises and Organizations
    o Dutch: Toegangsbeheer voor Ondernemingen en Organisaties
    o French: Gestion d'accès pour Entreprises et Organisations
  Within this application a login name and password must be chosen for each new user. The user does not need this login name and password to log in to the WBCR.
- For each user there is the choice between three different user functions:
    o **WBCR-Geneesheer Specialist / WBCR-Médecin Spécialiste (type A)**
        → have access to their own WBCR registrations and those made by their hierarchical linked administrative personnel within the hospital
    o **WBCR-Oncologisch Coördinator / WBCR-Coordinateur Oncologique (type B)**
        → have access to all WBCR registrations of the entire hospital (not only SRT), should only be given to effective oncologic coordinators
    o **Administratief / Administratif**
        → must always work under the responsibility of one (or more) doctor(s)
        → have access to all registrations made by and for the responsible doctor (= in WBCR they have the same rights as the responsible doctor)
        → the **link (hierarchical relationship) with the responsible doctor(s)** should be set up via the application tab "Hierarchy of responsibilities"
- The following website (and manual) can be consulted for more information:
    o Dutch: https://www.ehealth.fgov.be/nl/egezondheid/hoe-krijgt-u-toegang-tot-het-portaal-egezondheid-/gebruikers-en-toegangsbeheer
    o French: https://www.ehealth.fgov.be/fr/esante/acceder-au-portail-esante/gestion-des-utilisateurs-et-des-acces

4 WBCR login procedure

Once the necessary user profiles and hierarchical relationships have been set up, you can log in to the WBCR application. The easiest route of access is by following the link: **https://www.kankerregistratie.be/wbcr**.

- Choose a method to log in to the eHealth application
  Note: If you use your electronic identity card (eID), you will need a card reader and the PIN code of your eID.
- Choose your preferred language (Figure 1, red box)
  Note: Only Dutch or French are possible
- Indicate the organisation (hospital) for which you will register
- Confirm your profile to enter the WBCR application

Figure 1. Access to WBCR is granted through logging in via the eHealth platform. Please indicate the preferred language here and select the correct hospital.

5 How to access the project 'SRT' in WBCR?

Once you have successfully logged in to the eHealth platform to access the WBCR application, it is necessary to agree to the WBCR terms of use (Figure 2). If you have an administrative profile, you need to indicate for which doctor you will register (Figure 3).

Afterwards, you arrive at the WBCR homepage (Figure 4).

Figure 2. WBCR terms of use.

Figure 3. Choose the doctor for which you will perform registrations.

On the WBCR homepage, all available registration modules are listed (Figure 4). At the top is the module for the standard cancer registration, with underneath the different modules for the specific registration projects.

Within the specific **registration projects** additional variables related to a certain medical condition and/or technique are requested. As the available modules for project-specific registrations are listed alphabetically, the module for SRT can be found near the end of the list.

In every registration module, several **actions** can be performed. By clicking on the question mark next to the title of the 'standard cancer registration' (see the red box in Figure 4), a legend pops up explaining the action that corresponds to each icon displayed in every registration module (see Figure 5). Please be aware that the actions linked to these symbols are restricted within the specific registration module you are active in. A description of the various actions is provided in Table 1.
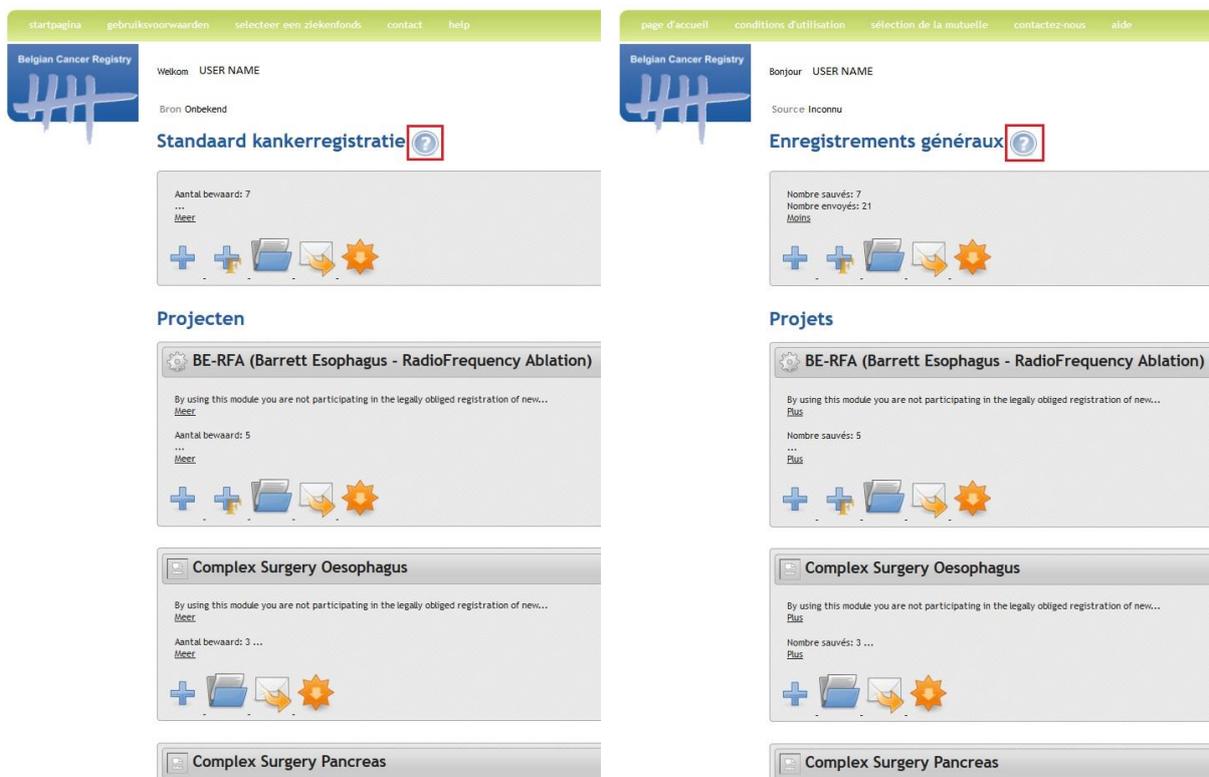
Figure 4. Homepage of the Web-Based Cancer Registration, WBCR. The module for the 'standard cancer registration' is the first registration module displayed in the list. Beneath that, all specific registration project modules are listed alphabetically. The SRT project module is located near the end of the list. The meaning of the icons displayed in each registration module is explained by the 'Help' function near the 'standard cancer registration' module (see red box).
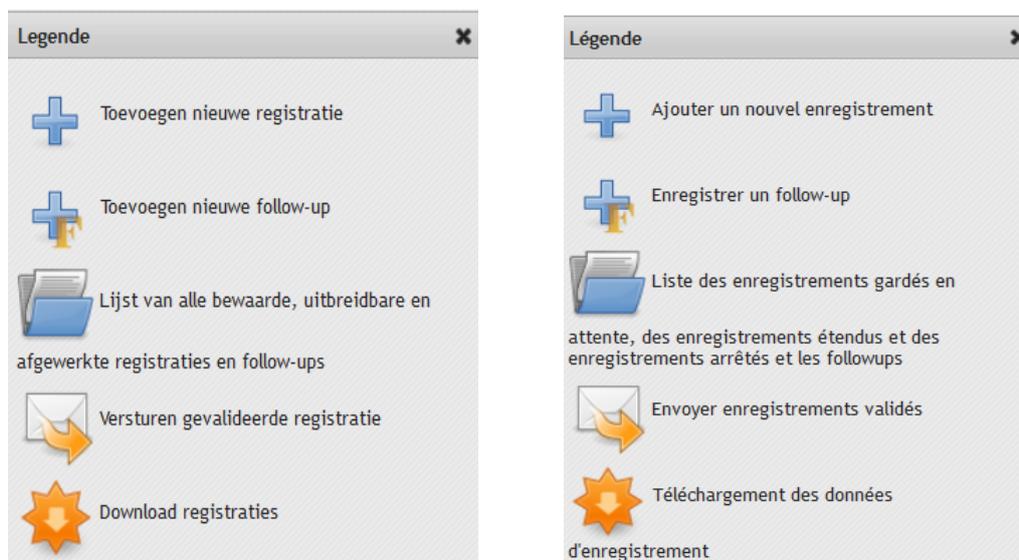
Figure 5. The legend, explaining the different actions that are available for each registration module, pops up after clicking the 'help' icon next to the 'standard cancer registration'.

Table 1. An overview of the various actions that are available for each registration module.

Icon	Description	Additional info
	A new registration can be started.	
	If follow-up registrations are possible, a second 'plus' icon is available with an 'F' inside.	Not applicable for the project 'SRT'
	A saved or sent registration can be searched, viewed, downloaded or printed. Saved registrations can be modified and sent.	Searches can be performed based on INSZ/NISS number (or other). There are separate tabs for saved and sent registrations. For saved registrations, their status is included. When a green check is present, it means that the registration has been validated and is ready to be sent to BCR. When consulting the data that has been sent to BCR for a certain patient, there might be a second list of sent registrations, that have been submitted to BCR by another doctor or hospital. You might not have access to these registrations. Here, the name of the physician or the source that submitted the registration will be displayed.
	Saved registrations can be sent (in bulk or by making a selection).	

	Saved or sent registrations can be downloaded (in bulk).	Both saved and sent registrations can be downloaded (through separate searches). It is only possible to download those data for which access has been granted. For saved registrations, a search is performed based on the date the registration was last modified. For 'sent' registrations, it is only possible to search on the date of submission, not on date of incidence, as this variable is not included in all specific 'SRT' registrations (only for primary tumours).

6 Starting a new 'SRT' registration

Click on the blue 'plus' icon within the registration module for the project 'SRT'.

Start a new registration

6.1 Administrative patient data

First, the administrative patient data need to be filled out (Figure 6). The required data are:
- Health insurance institution (option "Unknown" is available and may be indicated)
- National number for social security (INSZ/NISS) *****
    o Last name
    o First name
    o Zip code
    o Town
    o Country
    o Date of birth
    o Sex

* The web service 'IdentifyPerson' (managed by eHealth) has been built into the WBCR application to **autocomplete the requested patient data** when the **INSZ/NISS numbe**r of the patient has been filled out. In case the administrative patient data is not automatically filled out, there could be two possible explanations:
1. The INSZ/NISS number is not correct (Figure 7)
2. The eHealth web service is temporarily out of order

Figure 6. Administrative patient data

Figure 7. Error message when the INSZ/NISS number is not correct

In case registrations have already been saved or sent for a certain patient (i.e. based on INSZ/NISS number) in the project module in WBCR, a notification will appear when the INSZ/NISS number is filled out, including a link to access these registrations directly (Figure 8).

If you receive this notification you have the option to either: 1) proceed with the new registration by using the "volgende/suivante" button or 2) go via the links to the list of saved or sent registrations, where you can view the overview of previous registrations for the patient (see section 6.6).

Introduisez les coordonnées du patient

Il existe déjà une ou des tumeurs enregistrées pour ce patient.
Vous pouvez continuer ou choisir une action.
Consulter/reprendre un enregistrement conservé, cliquez 'Reprendre un enregistrement'
Consulter les enregistrements envoyés, cliquez 'Consulter les enregistrements envoyés'.

Vul de patiëntgegevens in

Voor deze patiënt bestaat er reeds een registratie.
U kan verder doen met deze registratie of één van volgende acties kiezen.
Om de bewaarde registraties te bekijken/editeren, klik 'Bewerk registraties'
Om verzonden registraties van deze patiënt te bekijken, klik 'Bekijk verzonden registraties'.

Figure 8. Pop-up warning if registrations have already been performed for a patient within the registration module (based on INSZ/NISS number).

6.1.1   What if a patient does not have an INSZ/NISS number?

In case a patient does not have an INSZ/NISS number, please follow the next steps:

1. The patient is domiciled in Belgium

EU-citizens are not obliged to request an INSZ/NISS number, but often they will receive one when registering at their municipality. This can be used to register the patient. When this is not the case, the patient can be registered based on his/her health insurance number or another unique identification number. To do so:

- Fill out the health insurance number or another unique identification number in the 'health insurance number' field.
- When clicking 'Next', a warning will appear (in orange) indicating that the INSZ/NISS number is required. When a comment is provided in the general 'Comments' field, indicating that this registration concerns a patient without INSZ/NISS number, who is registered in Belgium, it will be possible to proceed with the registration.

2. The patient is not domiciled in Belgium
- Fill out the foreign zip code and country, in which the patient is domiciled.
- Fill out the (temporarily assigned) health insurance number or another unique identification number in the 'health insurance number' field.

6.2   Registration form for SRT

When the required fields of the administrative patient data have been filled out, click 'Next' to enter the project-specific registration form for SRT. For additional information on the requested variables, please consult the project-specific registration manual for SRT, which can be found on our website: https://kankerregister.org/SRT.

At any time during the registration, it is possible to save the data so you can continue at a later time (Figure 9).

Figure 9. Options at the bottom of every registrationpage

Once a registration has been completed, click 'Next'. The **data will be validated** and a **summary of the registration** will be presented. Several options are available to you on the bottom of this summary page (Figure 10):

- Go to the previous page (= project-specific registration form)
- Go to the patient administrative data
- Go to 1st page characteristics (= project-specific registration form)
- Save the registration
- Send the registration
- Send and Print the registration (creation of a pdf file)
- Print the registration (creation of a pdf file)
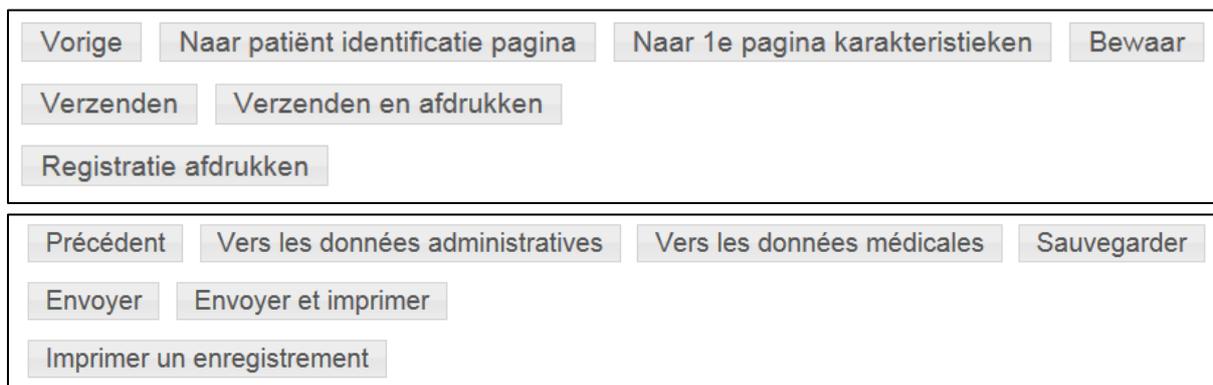
Figure 10. Options after finishing registration

6.3   Validation

Only complete and **validated registrations** without errors **can be send** to BCR. Only then the buttons 'verzenden/envoyer' and 'verzenden en afdrukken/envoyer et imprimer' will be visible.

IN WBCR, there are some internal crosschecks that garantee a certain level of quality of the data that will be sent. If erroneous data have been filled out (according to the application) or if a registration was incomplete, an **error message** (in red) will appear at the top of the page, numbering the errors/blanks and indicating the type of error. An example of such a message could be: "*The start date of RT for the currently administered dosimetric plan cannot be earlier than the incidence date of the primary tumour*", when a mistake was made when entering the date of RT or the incidence date of the primary tumour (Figure 11).

Fouten   —

　　1.　The start date of RT for the currently administered dosimetric plan cannot be earlier than the incidence date of the primary tumour.
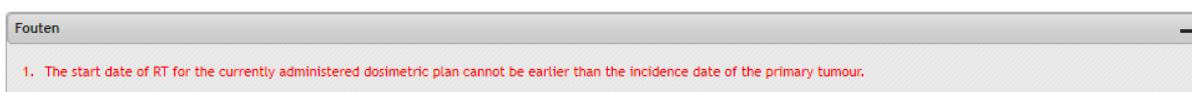
Registratie

Please register all SRT treatments started in a certain year by June 30th of the following year at the latest. Please note that by the terms 'current' or 'currently', it is meant: 'at the time of start of the SRT treatment that is being registered'.

1. Diagnostics

Lesion to treat:　Primary tumour or relapse of primary tumour

A. Primary tumour or relapse of primary tumour

Indication:	Primary tumour
Incidence date primary tumour:	05/05/2020 [1]
Clinical stage primary tumour (cTNM):	cT 1 cN 0 cM 0
Pathological stage primary tumour (pTNM):	pT pN pM
Basis for diagnosis primary tumour/relapse:	5 - Technical (e.g. CT scan, endoscopy,...)
WHO score at start SRT treatment primary tumour/relapse:	1 - Symptomatic, but ambulant
Primary tumour/relapse localisation:	C34.2 Middenkwab, long
Laterality primary tumour/relapse:	Right
Histological diagnosis primary tumour/relapse:	8000/3: Neoplasma, maligne

2. Lesion specifications

Number of lesions in total to treat with SRT and/or SRS (cerebral lesions included):	1
Number of lesions treated within the currently administered dosimetric plan:	1
Maximum diameter of the lesion(s) treated within the currently administered dosimetric plan:	20.0 mm

A. Primary tumour or relapse of primary tumour

Localisation of (the relapse of) the primary tumour lesion treated within the currently administered dosimetric plan:	Primary lung (peripheral) lesion

3. Treatment specifications

Total dose delivered for the currently administered dosimetric plan:	60 Gray (Gy)
Number of fractions delivered:	3
Start date of RT for the currently administered dosimetric plan:	10/02/2020 [1]
End date of RT for the currently administered dosimetric plan:	14/02/2020
Centre where the RT was performed:	Hospital Mock 1
Centre that referred the patient to RT:	Hospital Mock 1

A. Primary tumour or relapse of primary tumour

Other treatment for the currently active locoregional primary lesion, administered within 90 days before or after SRT:	No

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Vorige　　Naar patiënt identificatie pagina　　Naar 1e pagina karakteristieken　　Bewaar

Registratie afdrukken

Erreurs

1. The start date of RT for the currently administered dosimetric plan cannot be earlier than the incidence date of the primary tumour.

Enregistrement

Please register all SRT treatments started in a certain year by June 30th of the following year at the latest. Please note that by the terms 'current' or 'currently', it is meant: 'at the time of start of the SRT treatment that is being registered'.

1. Diagnostics

Lesion to treat: Primary tumour or relapse of primary tumour

A. Primary tumour or relapse of primary tumour

Indication:	Primary tumour
Incidence date primary tumour:	05/05/2020 [1]
Clinical stage primary tumour (cTNM):	cT 1 cN 0 cM 0
Pathological stage primary tumour (pTNM):	pT pN pM
Basis for diagnosis primary tumour/relapse:	5 - Technical (e.g. CT scan, endoscopy,...)
WHO score at start SRT treatment primary tumour/relapse:	1 - Symptomatic, but ambulant
Primary tumour/relapse localisation:	C34.2 Lobe moyen du poumon
Laterality primary tumour/relapse:	Right
Histological diagnosis primary tumour/relapse:	8000/3: Tumeur maligne, SAI

2. Lesion specifications

Number of lesions in total to treat with SRT and/or SRS (cerebral lesions included):	1
Number of lesions treated within the currently administered dosimetric plan:	1
Maximum diameter of the lesion(s) treated within the currently administered dosimetric plan:	20.0 mm

A. Primary tumour or relapse of primary tumour

Localisation of (the relapse of) the primary tumour lesion treated within the currently administered dosimetric plan:	Primary lung (peripheral) lesion

3. Treatment specifications

Total dose delivered for the currently administered dosimetric plan:	60 Gray (Gy)
Number of fractions delivered:	3
Start date of RT for the currently administered dosimetric plan:	10/02/2020 [1]
End date of RT for the currently administered dosimetric plan:	14/02/2020
Centre where the RT was performed:	Hospital Mock 1
Centre that referred the patient to RT:	Hospital Mock 1

A. Primary tumour or relapse of primary tumour

Other treatment for the currently active locoregional primary lesion, administered within 90 days before or after SRT: No

Précédent   Vers les données administratives   Vers les données médicales   Sauvegarder

Imprimer un enregistrement

Figure 11. Error messages may appear upon data validation when erroneous data can been entered or when required variables were not fill out.

Please note that a registration can be saved <u>at any time</u>, to be completed, modified or send to BCR later in time!
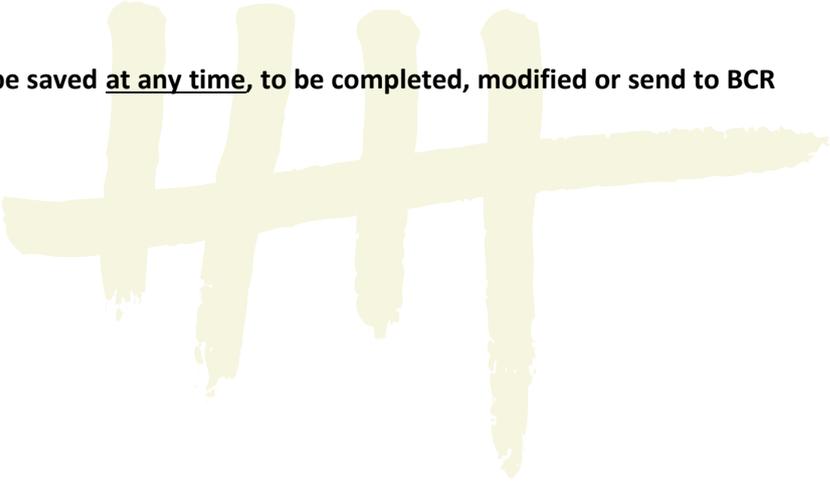
Secondly, for (relapses of) primary tumours, also **warning messages** may appear (in orange) at the top of the page. A warning indicates that data that seem unlikely were registered (eg. a histological diagnosis that is very rare in a particular tumor localisation or a vaguely coded topography). These data should be verified and further specified if possible. If the warning persists, you must confirm in the additional comments field that the information was verified and is indeed correct (Figure 12). Only then you can send the registration to the Belgian Cancer Registry.

Figure 12. Additional comments field in case of a warning.

6.4 Changes to registrations are not possible after sending

Once a validated registration has been sent to BCR, it is no longer possible to modify the data. However, if you would like to **modify a sent registration** (e.g. because erroneous information was included or because additional information about the patient has become available), we advise you to do the following:

- Start **a new registration** for the patient and enter the necessary corrections or additional data.
- Indicate in the <u>general 'Comments' field</u>: "**Corrected version**". This field can be found at the bottom of the project-specific registration form.
- Please also indicate the WBCR reference number of the first registration and specify the variables for which the changes have been made or additional information has been added.

6.5 Looking up saved or sent registrations

List of all saved, extendable and completed registrations

- Via the above icon you can look up sent and saved registrations, based on INSZ/NISS number. You can then view, print, download the registrations and, if necessary, adjust and send them (if they are saved registrations).

- A distinction is made between saved registrations and sent registrations. The different types of registrations can be looked up via specific tabs "Verzonden/Envoyer" and "Bewaard/ Sauvés".

6.5.1 Tab "Verzonden/Envoyés"

For sent registrations you get 2 lists with results:

1) **The first list** contains registrations that have already been sent in the active module and that you have access to according to your profile. If your search yields multiple results, you can view, download or print the results individually. On the other hand, it will also be possible to download all found registrations or a selection of them in a csv file or txt file (Figure 13).

2) **In the second list** you also get an overview of the registrations that were sent for the patient in question, but which you do not have access to. Only the name of the doctor and the source who performed the registration are visible. The incidence date is a variable that is not always included in the SRT project (Figure 13).

Figure 13. Registrations sent. First list: overview of all registrations sent to the patient. After clicking on a specific registration you have the option to view, download and print the registration. Second list: overview of the registrations sent for the patient, but to which you have no access (inside or outside your own hospital).

6.5.2 Tab "Bewaard/Sauvés"

Under the tab "Bewaard/Sauvés" you can search all registrations that were saved within the SRT module. Unlike the registrations sent, you will only see the list of saved registrations to which you have access. You have no insight into saved registrations for patients to whom you have no rights.

By checking a specific registration, you will be given the **opportunity to adjust the registration**. By clicking on this, you will be taken directly to the patient identification page from where you can edit, complete and / or send the registration.

Just like the sent registrations, you can also download the saved registrations as a CSV file or as a TXT file. Sending, deleting and printing (as a PDF file) of the registration are also possible here.

For the saved registrations a **status** is also shown in the overview (only visible if the registration has been validated before storage). This status shows whether a registration is complete and meets all validation rules (Figure 14).

Figure 14. Saved registrations. Overview of all saved data for a specific patient for this registration project. After clicking on a specific registration you have the option to send (if the registration meets the validation rules, which is not the case in the checked registration in the figure), edit, download, delete and print the registration.

There are two statuses (last column) depending on whether or not the registration prompted a warning or error during the validation process:

         ✅ : "validated without errors"
         🟠 : "validated with warnings"

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6.6   Sending in bulk of validated registrations

Send validated registration(s)

If you have mutiple saved validated registrations in the active module (i.e. registrations that have been filled in completely and that pass the quality controls, both validation with warnings and validation without errors), they can be 'bulk' sent via this functionality (i.e. in 1 click). If you only want to send a subset of these registrations, you can select and send the desired registrations (Figure 15).

Figure 15. List of validated saved registrations that can be sent in 'bulk'.

6.7   Downloading saved or sent registrations

Download registrations

Via 'Download registraties / Téléchargements des données d'enregistrement' you can download registrations that were previously entered via this online registration module – with the restriction, of course, that you can only download data to which you actually have access rights.

You can choose here to search for sent or saved registrations. For registrations sent, you can only search by "doorstuurdatum / date d'envoi" (Figure 16). You can search saved registrations by using the date of last change (Figure 17). Searching by incidence date is not possible within the SRT project as the variable (cancer) incidence date is not included in this project.

Figure 16. Downloading sent registrations: only possible via sending date (not incidence date).

Figure 17. Downloading saved registrations.

If you click on "Download", you will receive a notification to indicate that you are about to export sensitive medical information and that from that moment on, the Cancer Registry's liability for further use of this data will lapse. This means that you are responsible for protecting the privacy of this exported data (Figure 18).

Figure 18. Disclaimer when exporting sensitive medical data.

7 Signing out

It is stronly recommended to **actively sign out** from the WBCR application (even for a break). In any case, you will be logged off automatically after 1 hour of inactivity in WBCR. To sign out, click on 'afmelden' or 'se déconnecter' in the upper right corner of the task bar (Figure 19).

Figure 19. It is advised to actively sign out from WBCR.

8 Problems: Safety settings

For a proper functioning of the WBCR application, it might be necessary to change some safety settings of your network/computer.

1. Enable cookies
   - Go to 'Start', 'Control panel'
   - In 'Network and Internet', select 'Internet options'
   - In the tab 'Privacy', select 'Sites'
   - Copy/paste the URL of the WBCR application into the text field and click 'Allow' (https://www.kankerregistratie.be/wbcr/)
   - Click 'OK'

2. Add the WBCR site to your trusted sites
   - Go to 'Start', 'Control panel'
   - In 'Network and Internet', select 'Internet options'
   - In the tab 'Security', select 'Trusted sites'
   - Click on 'Sites'
   - Copy/paste the URL of the WBCR application into the text field and click 'Add' (https://www.kankerregistratie.be/wbcr/)
   - Click 'OK'