# READY TO TREAT WAIT TIME
# DATA SUBMISSION GUIDELINES

The shift from reporting wait time intervals using "Decision to Treat Date" to "Ready to Treat Date" will remove patient driven delays from Performance Reporting of Wait times.  Removal of patient delays or voluntary waits from reported performance measures will improve the information available for patients and families, provide AHS with quality information to enhance decision making, and ensure Alberta can use standardized definitions and information to compare to national benchmarks.

Significant work has been done in AHS to standardize wait time definitions.  Effective April 1, 2013, "Ready to Treat" wait times will be reported for the following surgical services.
- Hip and Knee Joint Replacements
- Cataract Extractions
- CABG

Each site has the responsibility for collection of the RTT data, reviewing the data for accuracy and submitting the data to Data Integration Measurement and Reporting (DIMR). DIMR has the responsibility for reporting Ready To Treat Wait times on behalf of AHS.
**Please note: Records with blank RTT dates will be accepted and interpreted to mean the RTT date is not available. If the Decision to Treat and Ready to Treat Dates are the same, both dates should be recorded in Meditech.**

**SUBMISSION GUIDELINES:**
- Data for surgical cases completed each month is to be submitted by the 15$^{th}$ of the following month.
    For example: April data submitted by May 15$^{th}$
  To ensure timelines can be met, backup coverage may be required in the absence of the person primarily responsible for data submission.
- Where sites do both joint replacements and cataract extractions, all records should be in one submission file.
- A naming convention should be used to name the file indicating the site, content (Joints, Eyes or Both) and the month and year of data being reported.
    **Site** RTT **Content Month Year**.txt
  For example:
    **QEII** RTT **Both Apr 2013**.txt
- The files are to be submitted to Surgical Wait Time Data Submission at the email address SurgicalWaitTimeDataSubmission@albertahealthservices.ca
- **If there are no completed cases during the month please send an email indicating there are no cases to report.**

**CREATION OF SUBMISSION FILE:**

For the Central, North and South Zone hospitals there are two methods for data submission. Either a Meditech report for sites with Meditech ORM or CWS (Community Wide Scheduling), or if Meditech ORM or CWS is not implemented at the site, a file downloaded from the AWTR (Alberta Wait Time Reporting) website is submitted.
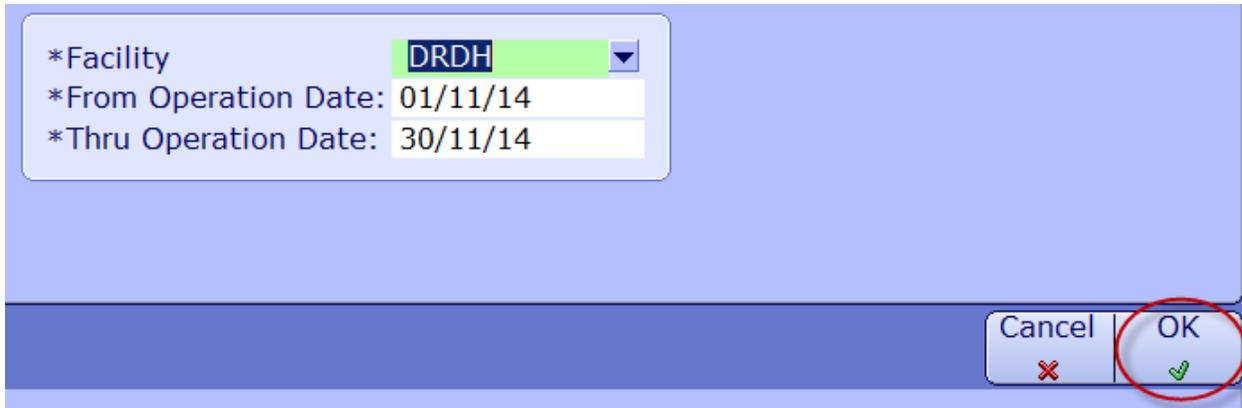
**Meditech Report:**

1. Go to the main ORM profile:
   ORM Reports – AHS Custom Reports – Tier 1 – Hip Knee Cataract
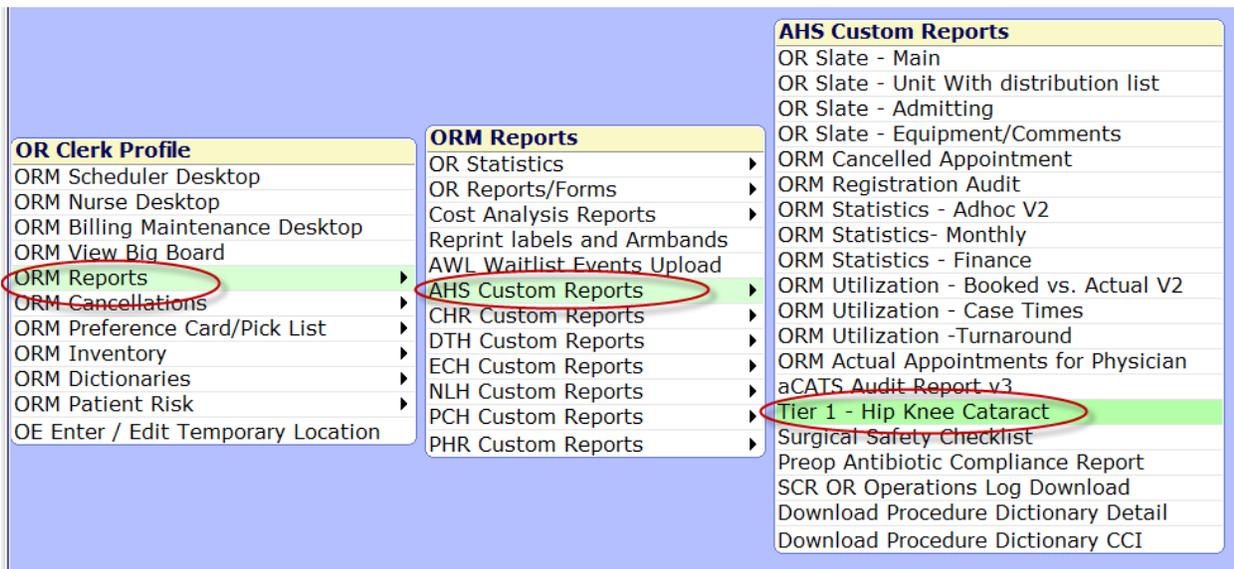


2. Enter the facility identifier (e.g. DRDH) and the reporting dates (dd/mm/yy). If you do not know the facility identifier, put your curser in the facility text box and hit the F9 button on your keyboard to bring up a listing.
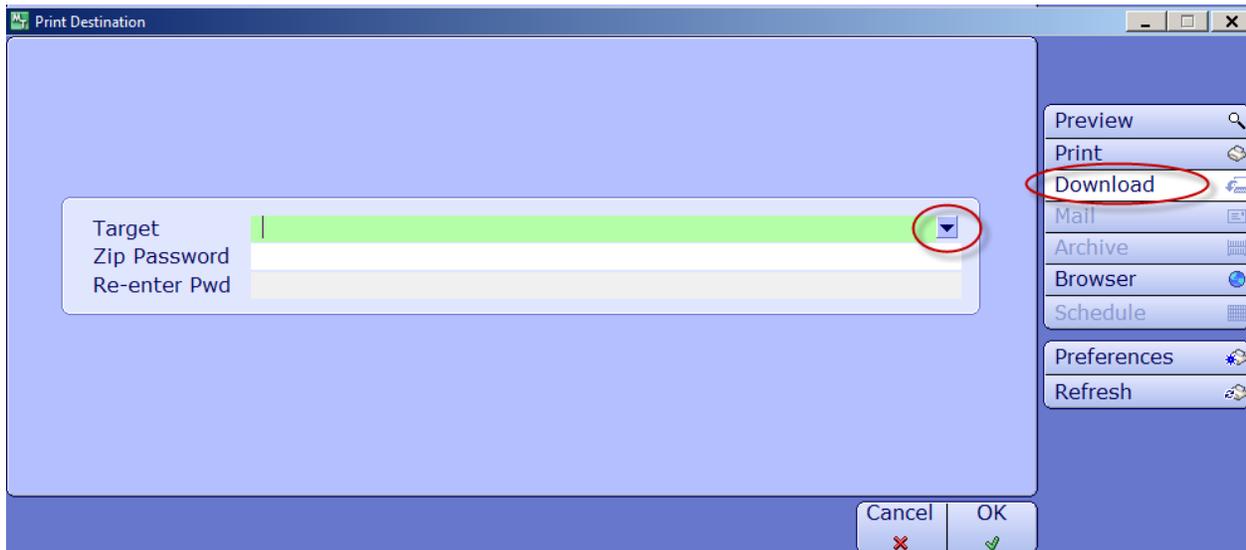
3. Click the green OK checkmark (or F12).



4. Select the "Download" option and click the inverted triangle (or F9) on the "Target" field to select a destination where the file is to be saved. This field may automatically populate with a previous target but you can change this if required.



5. "Save As" window appears. Pick the correct "Save in" folder and create a new file name or pick an existing file to "Save" the txt document. Save as type always defaults in as required TEXT file (txt) format.

**Note: The file can be converted to an excel report for review and approval by the site, but opening the file in Excel changes the format.  Please submit the original downloaded report from Meditech, not the file that you've opened/checked through Excel.**
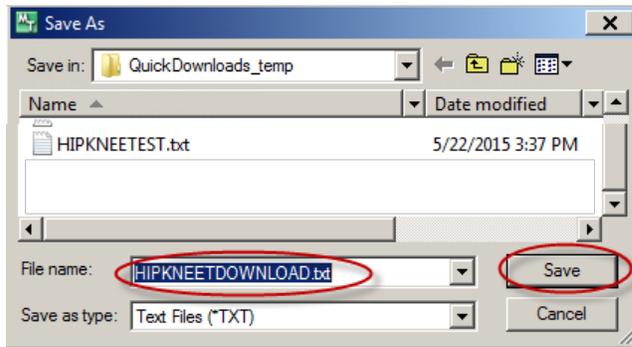


6. This message will appear when the download is complete.



7. Email the saved file to SurgicalWaitTimeDataSubmission@albertahealthservices.ca