

M·ACS

Data Cleaning Steps

Double check that all of the MACS case numbers are correct. Look for duplicates or skipped numbers. Keep track of where you last stopped.

Export data from Qualtrics into an csv spreadsheet, format, then save it as an excel spreadsheet. Delete the top row to remove the question numbers at top. Highlight all columns and go to Data and turn on Filter.

1. If “Point of Entry” is “ED Only/Not Admitted”, the case should not have an “Admit Date”.
2. All cases should have an “Admit Date” except “ED Only/Not Admitted”. Filter under “Admit Date”, select “Blank” at the bottom.
3. Check all demographic items for missing data.
4. Check for missing consult surgeon information and any other variable that does not have a default.
5. Check appendicitis cases for appropriate data elements.
6. Filter to appendix diagnosis and look for ICD-10 and CPT codes that do not reflect the norm.
7. Check gallbladder disease cases for appropriate data elements.
8. Filter to gallbladder diagnosis and look for ICD-10 and CPT codes that do not reflect the norm.
9. Check that all surgery cases have appropriate surgery date. You should have nothing outside the months or years that you are looking at.
10. Check dates for errors birthdate, ED arrival, admit date, diagnostic imaging, IR, sepsis antibiotic date and ICU admit dates for ex-lap cases, occurrences, return to ED, and readmits (e.g. birthdate with current year, months for the current year that haven’t occurred yet, years that haven’t occurred yet).
11. Check discharge information and last follow up date accuracy.
12. Review indicators for highlighted review on master spreadsheet (e.g. cases you marked to go back for later review such as patients who hadn’t been discharged at first review).

