To assist with internal audits, critical field lists are now available on the CIBMTR Portal. To download them, log into the CIBMTR Portal at https://portal.cibmtr.org. Go to the **Audit Data Section** (Figure 1). On this page you should see a new area with a list of Excel documents, with the header **Critical Fields** (Figure 2). These spreadsheets include all of the critical fields on the current versions of the CIBMTR forms.

The spreadsheets include four types of fields in the **Audit Status** column: Critical, Random, Show, and Excluded.

- **Critical** fields are always selected for audit and count towards the audit critical field error rate. The critical field error rate determines whether a center passes or fails a CIBMTR audit.
- **Random** fields are eligible to be randomly selected for audit. These do not count towards the critical field error rate, but are included in the random field error rate and overall error rate.
- **Show** fields may be viewed and changed during an audit, but are never selected as a critical or random fields. Changes in these fields will not count towards audit error rates.
- **Excluded** fields are never included in an audit and are not visible to the auditors.

There is some variation in which questions on the form are critical fields depending on the product type, disease subtype, etc. Use the tabs at the bottom of each spreadsheet to navigate to these different questions trees (Figure 3). To assist with calculating error rates, the top of each spreadsheet includes a count of all the critical fields on that form (Figure 4).

If you have questions about the CIBMTR Portal, email CIBMTR-portalhelp@mcw.edu.

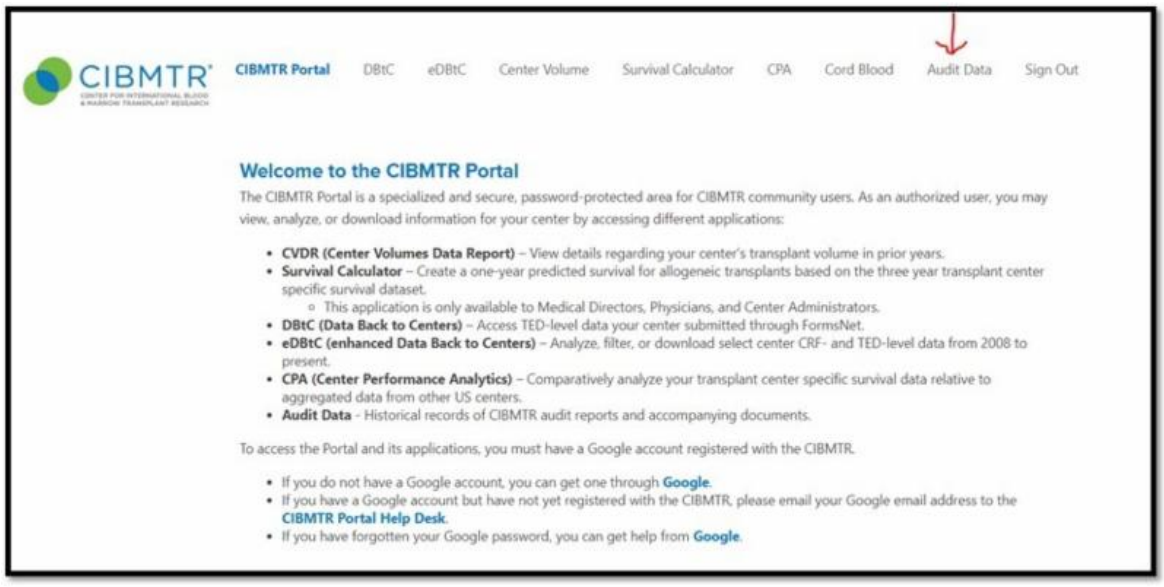



**Figure 1**

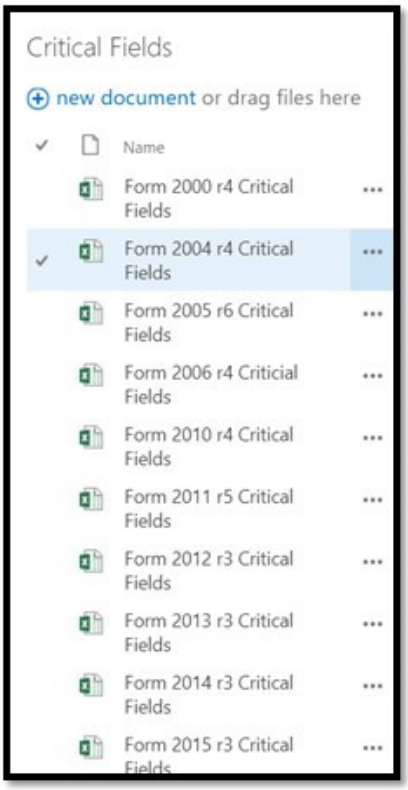



**Figure 2**

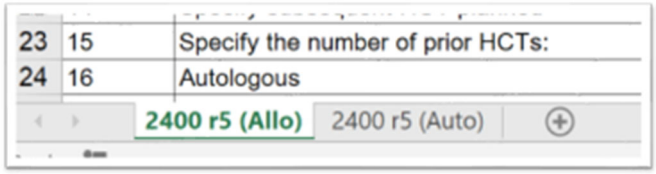
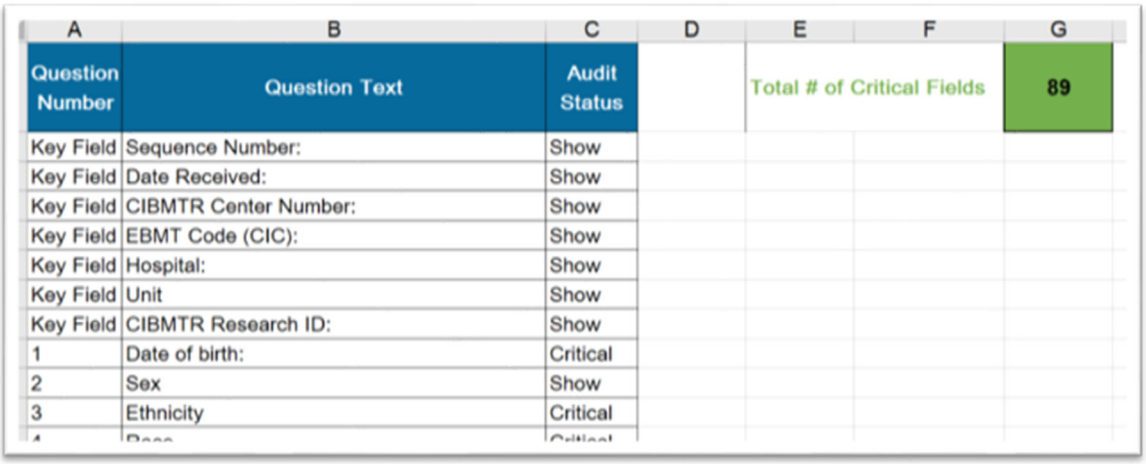



**Figure 3**



| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| Question Number | Question Text | Audit Status | | Total # of Critical Fields | | 89 |
| Key Field | Sequence Number: | Show | | | | |
| Key Field | Date Received: | Show | | | | |
| Key Field | CIBMTR Center Number: | Show | | | | |
| Key Field | EBMT Code (CIC): | Show | | | | |
| Key Field | Hospital: | Show | | | | |
| Key Field | Unit | Show | | | | |
| Key Field | CIBMTR Research ID: | Show | | | | |
| 1 | Date of birth: | Critical | | | | |
| 2 | Sex | Show | | | | |
| 3 | Ethnicity | Critical | | | | |

**Figure 4**