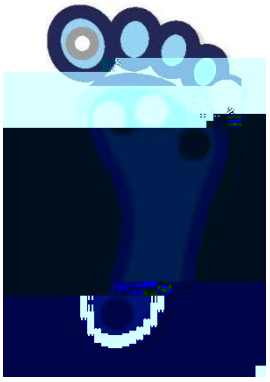
# NPDA User Guide:

## Submitting data via patient questionnaire



# Contents

What is the patient questionnaire method? ..... 1

Accessing the patient questionnaire ..... 1

Creating a patient record ..... 2

Editing a patient record ..... 3

Adding and editing a visit ..... 4

Reviewing the Data Completeness Report (DCR) ..... 6

Further information ..... 7

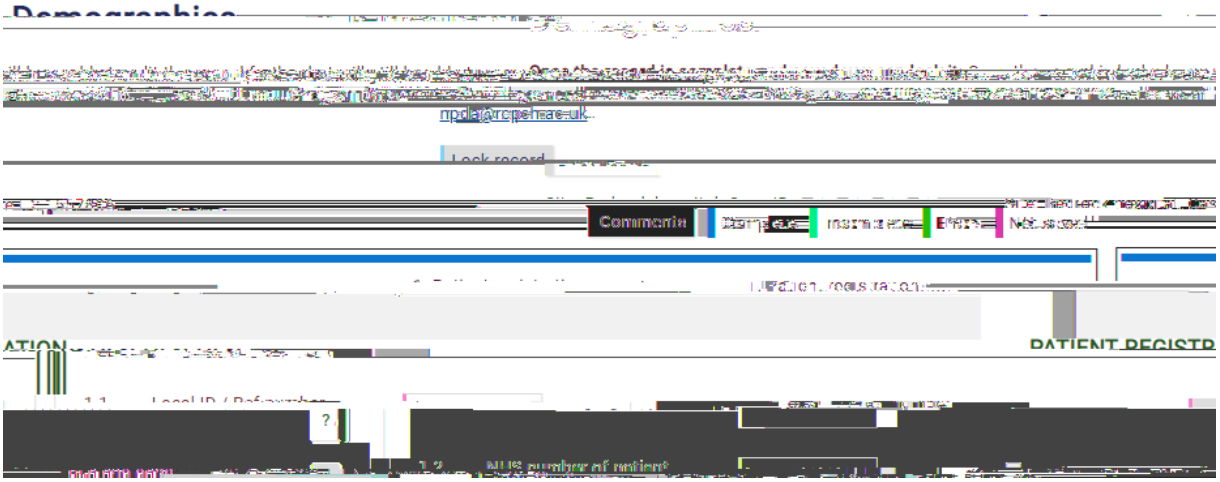
# Editing a patient record

## Step 1

Find the patient whose record you wish to edit by using the “Search” function. Type in either the patient's ID or NHS number.

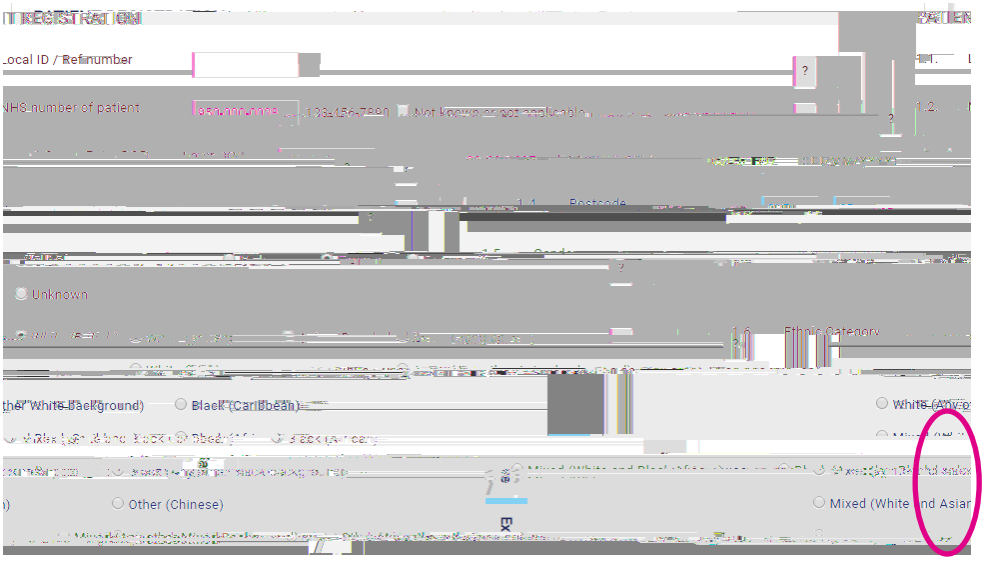
## Step 2

To edit the record, click on the pencil icon - . This will bring up the ‘Demographics’ page.




## Step 3

Save your changes



# Adding and editing a visit

Step 1

## Step 4

The following screen will appear with 5 page tabs across the top.
Fill out each page with the relevant information and click 'Save' on each page to save your data.
Click on the page tab to move between pages – the menu colours will change accordingly

*N.B. As not all checks and screenings are performed every visit, the system has been designed to be flexible to allow for this. Please ensure to double check that all the relevant information is entered on each page.*

The menu colour of the visit will also change. Each page is represented b owi is ent TBT1 0 0 1 343.

# Extracting your Patient Questionnaire data into a CSV file

Extracting your data into a CSV file allows you to see what has been uploaded to the NPDA Data Capture System in the one place. This can be helpful in identifying any potential errors that you may have noted in your Data Completeness Report (DCR).

**As this file does include patient sensitive information this file will be encrypted with a password**

## Step 3

To extract your CSV file, you will need to have either Winzip or 7-zip installed on your computer to be able to extract the file.

Locate the folder that your zip file has been downloaded to.
Right-click on the zip file itself (do not click into it)
Select 'Extract Here' from the 7-zip / Winzip menu and enter your chosen pBT1

# Further information

More information and guides can be found on the NPDA Data Submission Information page.

If you have any queries or comments, please contact the NPDA Team (npda@rcpch.ac.uk)