The Newcastle upon Tyne Hospitals
NHS Foundation Trust

Newcastle University

Uploading Documentation to eRecord

DLV-GEN-WI-008

Relates to SOP: *Paperlite: Recording and Auditing Research Activity in eRecord*

Procedure/Method

1) Document preparation

When preparing documents for upload to eRecord (via any method) you must ensure:

- All documents are complete
- Participant identification is on all pages
- Any fields not required/not known should be annotated as such, e.g. N/R or NK
- The document is signed and dated, even if there is not a specified field for this
- Corrections are Good Clinical Practice compliant- single line, initialled and dated
- Documents contain pagination (electronic or manually annotated) to demonstrate all pages are present and that the pages are in the correct order
- If pages are intentionally blank pages - identify, sign and date them

2) Document uploading

One of the two methods outlined below must be used to upload documents to the eRecord:

A) Uploading documents to the eRecord using Medical Records

B) Or, uploading documents to the eRecord using the multifunctional device (MFD)

A) Uploading documents to the eRecord using Medical Records

1. Ensure a separate bundle is used for each type of document in Document Store:
   a. Consent Form
   b. Participant Information Sheet (PIS)
   c. Eligibility Checklists
   d. Other documents
   e. Case Report Form

2. Create one or more QR labels by following the procedure outlined in “DLV-GEN-WI-001 - Creating a Research QR Code label”.

3. Place a QR label on the front of each bundle to be uploaded, ensuring the label details are correct for the participant’s MRN and R&D study number.

4. If you have been notified that you are in a period of 'verification checking', you must record in the Site file the date when the documents were sent to be uploaded. Please refer to DLV-GEN-WI-009 for more information about the auditing process.

5. Send the documents to Medical Records at the Freeman Hospital

   If you are at the RVI and have documents that need to be scanned, please place the documents into an envelope with a note of the location you are sending them from, e.g. Documents from the Clinical Research Facility at the RVI.

   Seal the envelope and clearly address it to: - Freeman Scanning Bureau, Medical Records Department, Freeman Hospital.

   Place the envelope into the internal post.

If the document/s are required to be scanned urgently, please contact one of the following managers below:

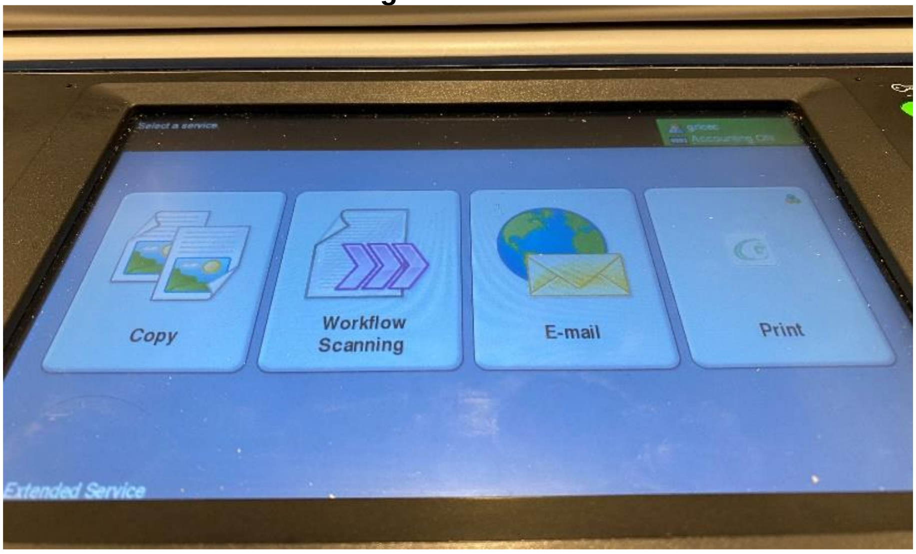
- Mr Iain Watson Assistant Health Records Services Manager 39667
- Mr Kris Kelly Health Records Library Manager 48221
- Mr Mark Rickaby Health Records Office Manager 77122
- Mr Robert Kirkup Health Records Office Manager 39502

Uploading documents to the eRecord using the multifunctional device (MFD):

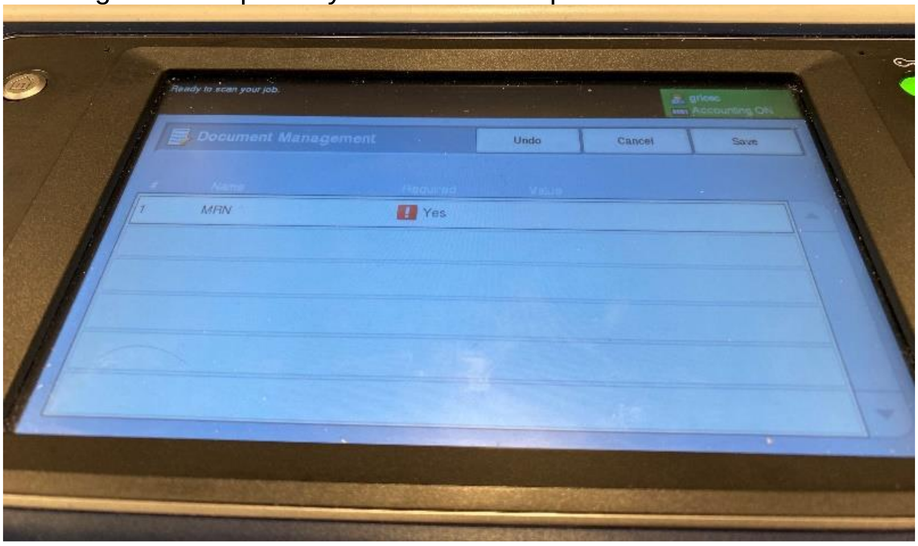
1. Log on to the device.

2. Place one bundle of documents in the copy tray.

3. Select **Workflow Scanning**.

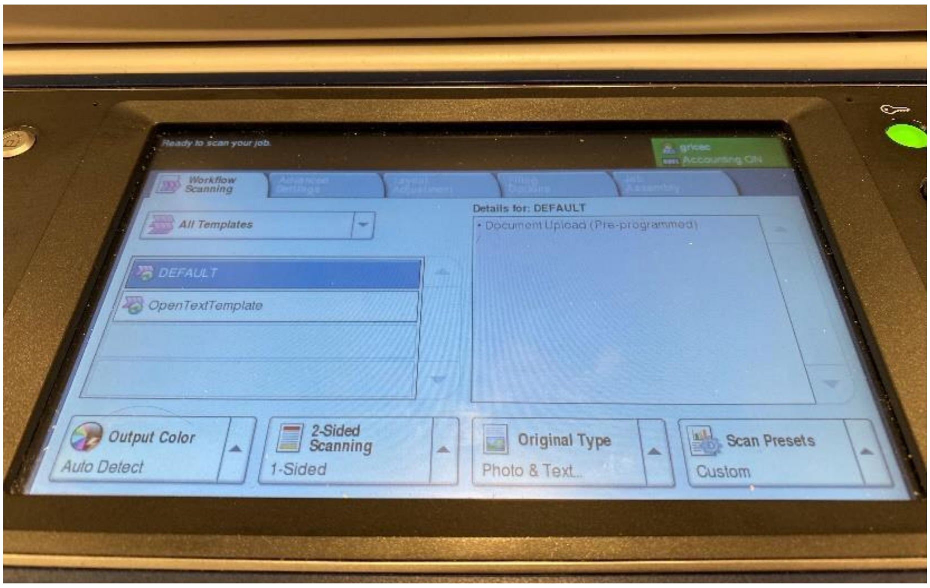


4. Using the touchpad keyboard enter the patient **MRN**.



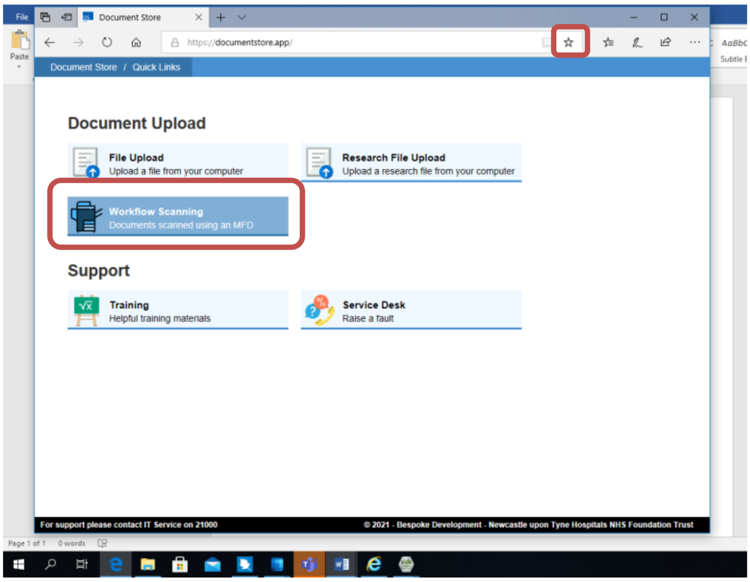
5. Click **Done** then **Save.**

6. Select formatting options and press the scan button on the MFD.

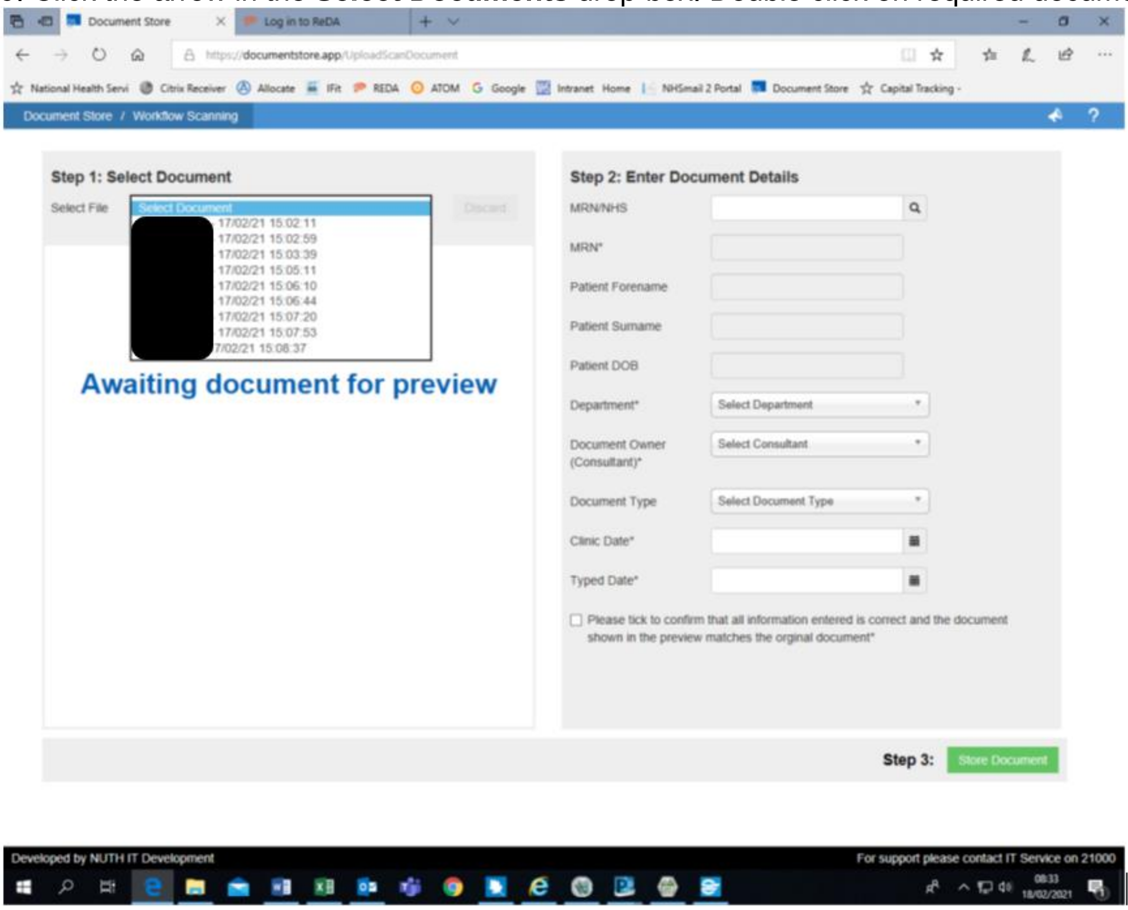


7. Open your internet browser and type ‘documentstore.app’ into the address bar. You can add this page to your favourites for future use by clicking the Favourites star.

8. Click on the **Workflow Scanning** option



9. Click the arrow in the **Select Documents** drop-box. Double click on required document.



10. A preview of the document will appear and the patient details will self-populate. Check that the details on the document agree with the patient details.

11. Follow the relevant steps below, depending on your research team's local setup:

For the Sir Bobby Robson Clinical Trials Unit (SBRU) and any other teams/departments set up in Document Store:

a) Select the Department, Document Owner (PI for the study) and Document Type from the drop down lists.
b) Enter the visit date as both Clinic and Typed Date.
c) Check that the document matches the uploaded pages and tick the box to confirm everything is correct.
d) Click the Store Document button to save the document to Powerchart.

For teams/departments not set up in Document Store:

a) Select Research as the Department.
b) Select the study PI as Document Owner.
c) The Document Type will be the study R&D number. These have been pre-populated on the system.
d) Follow steps b-d as per above.

12. Open the patient page in PowerChart, click Document Store and check document has been saved correctly.

Redacting an Uploaded Document

If a document has been uploaded incorrectly or in error then it can be redacted meaning a retracted watermark is placed on the document in the Document Store.

To arrange this, the IT service desk needs to be contacted with the Medical Records Number (MRN) of the patient and the Document ID. The Document ID can be found by placing the mouse cursor (pointer) over the document title in the Document Store.

Whilst there is a technical option to delete documents from Document Store, from a quality assurance and trial perspective, it is recommended that documents are redacted.

Any requests to delete documents should be discussed with a senior member of the research team.