



GIQuIC Data Management Workflow

Data Manager Overview:

Data managers of the GIQuIC registry will be responsible, but not limited to, the administrative operations and support for the GIQuIC registry. Data managers will be highly interactive with the online GIQuIC electronic data collection system for both the data entry directly to the registry site and the data submission process from an endowriter system. Data Managers will also learn the reporting features of the GIQuIC registry. It will be important for all Data Managers to understand and communicate specific workflows related to their site along with communicating effectively on any specifics related to the technology of their endowriter, the GIQuIC registry or other related systems.

- 1) Key Definitions
 - a. DM- Data Manager
 - b. TXT File- Tilde Delimited File generated by Endowriter for upload
 - c. eCRF- Electronic Case Report Form (or the data collection form)

- 2) Data Manager Skill Sets
 - a. DM will act as the communication link between GIQuIC and the Physicians.
 - b. DM to be trained or familiar with clinical and technical workflow of both the GIQuIC registry and their endowriter software.
 - c. Technically proficient in data entry, data uploading process, report generation and interpretation along with effective communication skills from both a clinical and technical perspective.
 - d. DM will also be in communication with the Outcome help desk support team.
 - e. DM will enter all physician data into the GIQuIC registry (upload or manual data entry process).
 - f. DM will run all benchmarking reports from the GIQuIC registry and then share the reports with the physicians and other appropriate staff and their practice.

- 3) Data Managers Data Entry Methods & Workflow
 - a. Upload Tool
 - i. Generate TXT file from the endowriter in the standard GIQuIC format.
 - ii. With unique username and password log into GIQuIC.
 1. Select Upload link from system and browse for .TXT file and select next.
 2. If there are errors in the data, an errors page will display listing all issues with file data. If there are no errors, skip to step 3, below.
 - a. Fix errors in file and reload corrected TXT file.
 3. All patients included in the file will display and user must select patients to upload, then select next.
 4. Confirmation page will display uploaded patients.
 - b. Data Entry into directly into GIQuIC Registry
 - i. With unique username and password log into GIQuIC.



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- ii. Creating a new patient:
 - 1. From patient grid select "Enter New Patient" link.
 - 2. Enter data into the eCRF.
 - iii. Adding form to existing patient.
 - 1. Select "enter form" link associated with the patient who data is being entered for.
 - 2. Enter data into the eCRF and save the form.