

GIQuIC Data Management Workflow

Data Manager Overview:

Data Managers of the GIQuIC program will be responsible, but not limited too, the administrative, operations and support for the Outcome GIQuIC program. Data Managers will be highly interactive with the online Outcome EDC system for both the manual data entry and uploading process from the Endowriter in order to capture and view data. 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 the Outcome, Endowriter or other related systems.

1) Key Definitions:

- a) DM – Data Manager
- b) .csv – Comma separated value format
- c) eCRF – electronic case report form

2) Data Manager Skill Sets

- a) DM will act as the communication link between Outcome and the Physicians.
- b) DM to be trained or familiar with clinical and technical workflow of both the Outcome and Endowriter system.
- c) Technically proficient in data entry, data uploading process, report generation and interpretation along with effective communications skills at both a clinical and technical workflow perspective.
- d) DM will also be in communication with the Outcome help desk support team
- e) DM will enter all physician data into the Outcome System (upload or data entry process).
- f) DM will run all benchmarking reports on the Outcome System and then send the reports to the Physicians.
- g) DM will update and maintain various elements of the systems administrative account information.

3) Data Managers Data Entry Methods & Workflow:

a) Uploaded Tool

- i) Generate .csv export file from the EndoWriter in the standard GIQuIC format.
- ii) With unique username and password log into Outcome GIQuIC system.
 - (1) Select Upload link from system and browse for .csv file and select next.
 - (2) If there are errors in the data the errors page will display listing all issues with file data.
If there are no errors skip to step iii.
 - (a) Fix errors in file and reload corrected .csv 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 listing uploaded patients.

b) Direct Data entry Into Outcome System

i) With unique username and password log into Outcome GIQuIC system.

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

(2) Enter data into the eCRF and save the form.