

REDCap instructions for RESPOND forms

Indhold

ACCESS TO REDCap.....	2
FIND YOUR PROJECT.....	2
ADD NEW PATIENT RECORD.....	3

ACCESS TO REDCap

Enter the address: <https://chip-crf.info/redcap/> into your browser and log in with your username and password. If you have lost your username/ password or if you have not received one yet, please write to the RESPOND e-mail: respond.rigshospitalet@regionh.dk

The first time you log on you will be asked to change the password and set up a password recovery question. Please note that access is personal, and if more staff at your site needs access, please contact respond.rigshospitalet@regionh.dk

FIND YOUR PROJECT

Go to **My Project** tab – Here you will find access to:

Respond Event Form:

Please complete for patients who has experienced one or more of the following events, within 12 months of last clinical visit prior to enrollment, and prospectively hereafter:

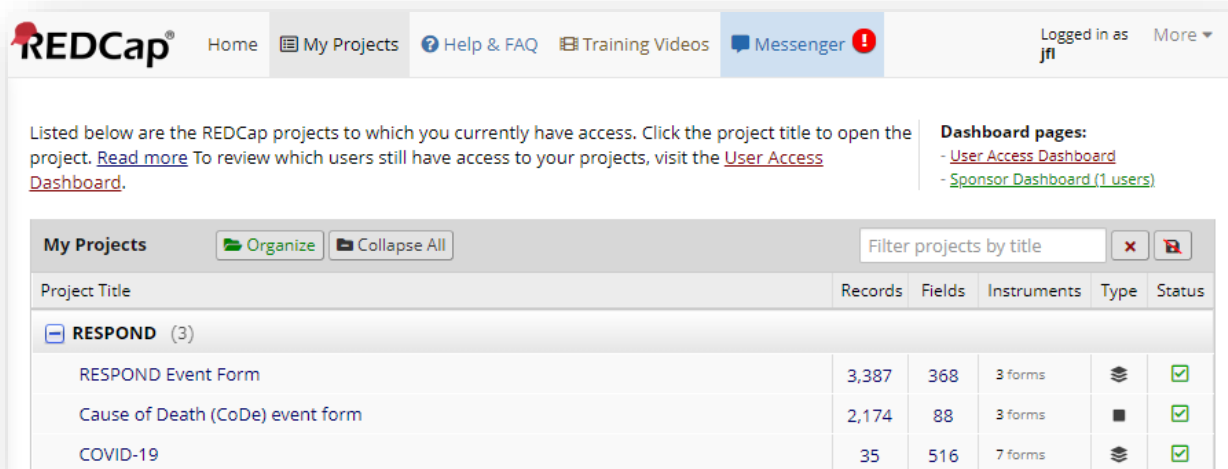
- Myocardial infarction (MI)
- Stroke
- Invasive cardiovascular procedure (ICP)
- Cancer – AIDS and Non-AIDS defining
- End stage liver disease and liver transplantation
- End stage renal disease and kidney transplantation
- Bone fracture

Cause of Death (CoDe event form):

Please complete for all patients who have died.

COVID-19 form

Please complete the COVID-19 form in REDCap For patients who had a positive PCR test and have been admitted to hospital for treatment of COVID-19.



REDCap® Home My Projects Help & FAQ Training Videos Messenger Logged in as jfi

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

Dashboard pages:
 - [User Access Dashboard](#)
 - [Sponsor Dashboard \(1 users\)](#)

My Projects Organize Collapse All Filter projects by title

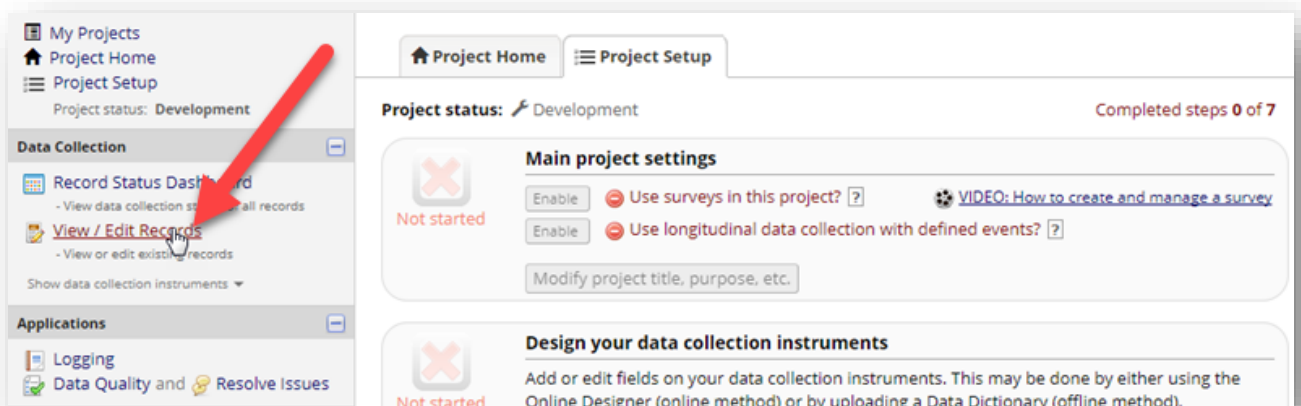
Project Title	Records	Fields	Instruments	Type	Status
RESPOND (3)					
RESPOND Event Form	3,387	368	3 forms		✓
Cause of Death (CoDe) event form	2,174	88	3 forms		✓
COVID-19	35	516	7 forms		✓

ADD NEW PATIENT RECORD

The Respond Event form and the CoDe form do not have preloaded patient records - so you need to add a new record.

To add a new record:

1. Click one of the projects (i.e. Respond Event form or Cause of Death (CoDe event form). The project setup page will appear.
2. Click **Add/Edit Records** on the left hand side under Data Collection.



3. Type the RESPOND Patient Identification code [Cohort ID code (3 digits) followed by patient code (7 digits) e.g.101xxxxxx] and press ENTER.

Total records: 11 / In group: 1	
Choose an existing Patient ID:	-- select record -- ▾
Enter a new or existing Patient ID:	1012051213 I

4. Click the circle under event 1. (Only relevant for the Respond Event form)

Comma vs. full stop

You have to use full stop instead of comma. Otherwise you will receive this error:

Select status at the bottom of the form/section.

Incomplete: The form/section contains incomplete data and will be completed later.

Unverified: The form/section contains incomplete data and will be completed later. Please use this status if you are interrupted and need to come back to it later. Using this status will make it easy to find the form again via the Record Status Dashboard.

Complete: The form/section contains all available data.