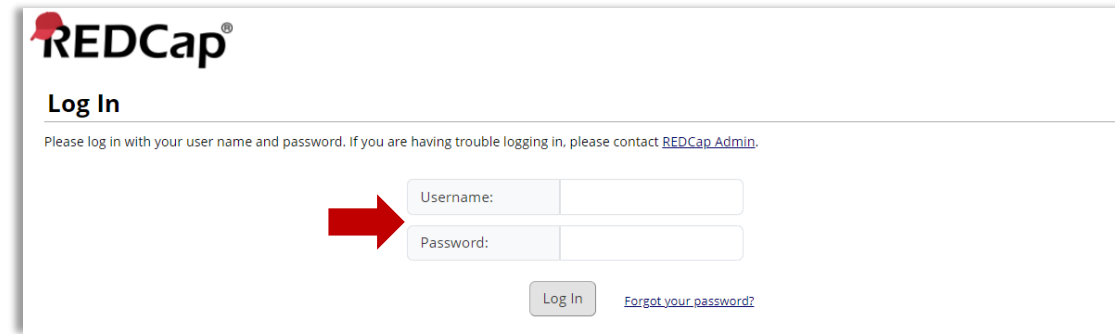


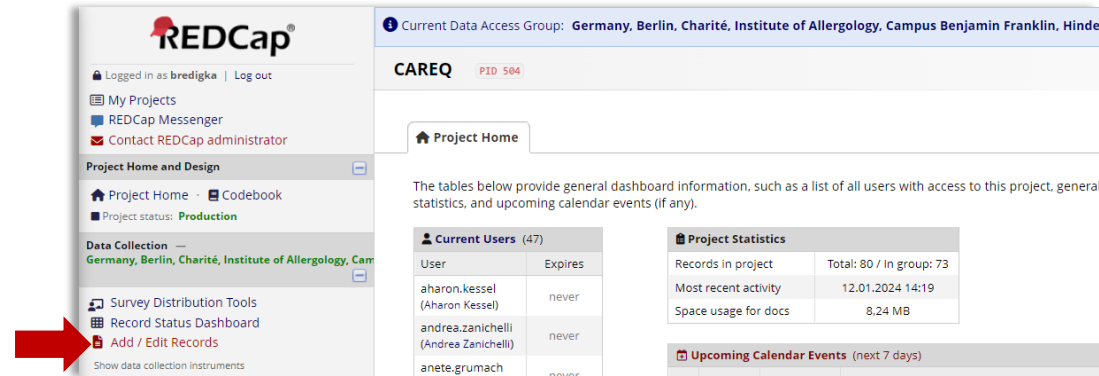
# HOW TO ADD A PATIENT RECORD IN REDCAP

1. Open REDCap and Login with your **username and you password**



The screenshot shows the REDCap login page. At the top left is the REDCap logo. Below it is the heading "Log In". A message reads: "Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Admin](#)." There are two input fields: "Username:" and "Password:". A red arrow points to the "Username:" field. Below the fields is a "Log In" button and a link for "Forgot your password?".

2. Click **Add / Edit Records**



The screenshot shows the REDCap Project Home dashboard for the "CAREQ" project (PID 504). The left sidebar contains navigation options: "My Projects", "REDCap Messenger", "Contact REDCap administrator", "Project Home and Design", "Data Collection", "Survey Distribution Tools", "Record Status Dashboard", and "Add / Edit Records". A red arrow points to the "Add / Edit Records" option. The main content area displays project information, a "Current Users" table, "Project Statistics", and "Upcoming Calendar Events".

User	Expires
aharon.kessel (Aharon Kessel)	never
andrea.zanichelli (Andrea Zanichelli)	never
anete.grumach	never

Records in project	Total: 80 / In group: 73
Most recent activity	12.01.2024 14:19
Space usage for docs	8.24 MB

3. Click **Add new record**



The screenshot shows the "Add / Edit Records" screen in REDCap. The left sidebar is the same as in the previous screenshot. The main content area has the heading "Add / Edit Records" and a sub-heading "You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below." Below this is a summary bar: "Total records: 80 / In group: 73". Underneath is a form with a label "Choose an existing Record ID" and a dropdown menu with "-- select record --". A red arrow points to a green "+ Add new record" button.

# HOW TO ADD A PATIENT RECORD IN REDCAP

## 4. Click Add patient

The screenshot shows the REDCap interface for a project named 'CAREQ' (PID 504). The left sidebar contains navigation options like 'My Projects', 'REDCap Messenger', and 'Add / Edit Records'. The main content area displays a 'Record Home Page' for a new record ID '952-73'. A table lists 'Data Collection Instruments' with their respective 'Status' icons. A red arrow points to the 'Add Patient (survey)' row, which has an 'Incomplete' status icon.

Data Collection Instrument	Status
Add Patient (survey)	Incomplete
Select Visit (survey)	Incomplete
Care Baseline Patient (survey)	Incomplete

## 5. Change from incomplete to complete and click Save and Exit Form

The screenshot shows the 'Add Patient' form in REDCap. The 'Record ID' is '952-73' and the 'Survey was created on' is '15-01-2024 09:47'. The 'Form Status' section is highlighted in green, and the 'Complete?' dropdown is set to 'Complete'. A red arrow points to the 'Save & Exit Form' button.

Form Status: Complete?

Complete?

Save & Exit Form Save & ... - Cancel -

## 6. Click Select Visit

Current Data Access Group: Germany, Berlin, Charité, Institute of Allergology, Campus Benjamin Franklin, Hindenburgdamm 30

CAREQ PID 504

**Record Home Page**

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

Record ID 952-73 successfully added.

Record ID 952-73

Data Collection Instrument	Status
Add Patient (survey)	
Select Visit (survey)	
Care Baseline Patient (survey)	
Care Baseline Physician (survey)	

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

## 7. Click Survey Options

Current Data Access Group: Germany, Berlin, Charité, Institute of Allergology, Campus Benjamin Franklin, Hindenburgdamm

CAREQ PID 504

Actions: Download PDF of instrument(s) Video: Basic data entry

**Select Visit**

Invitation status: Survey options

Editing existing Record ID 952-73.

Record ID 952-73

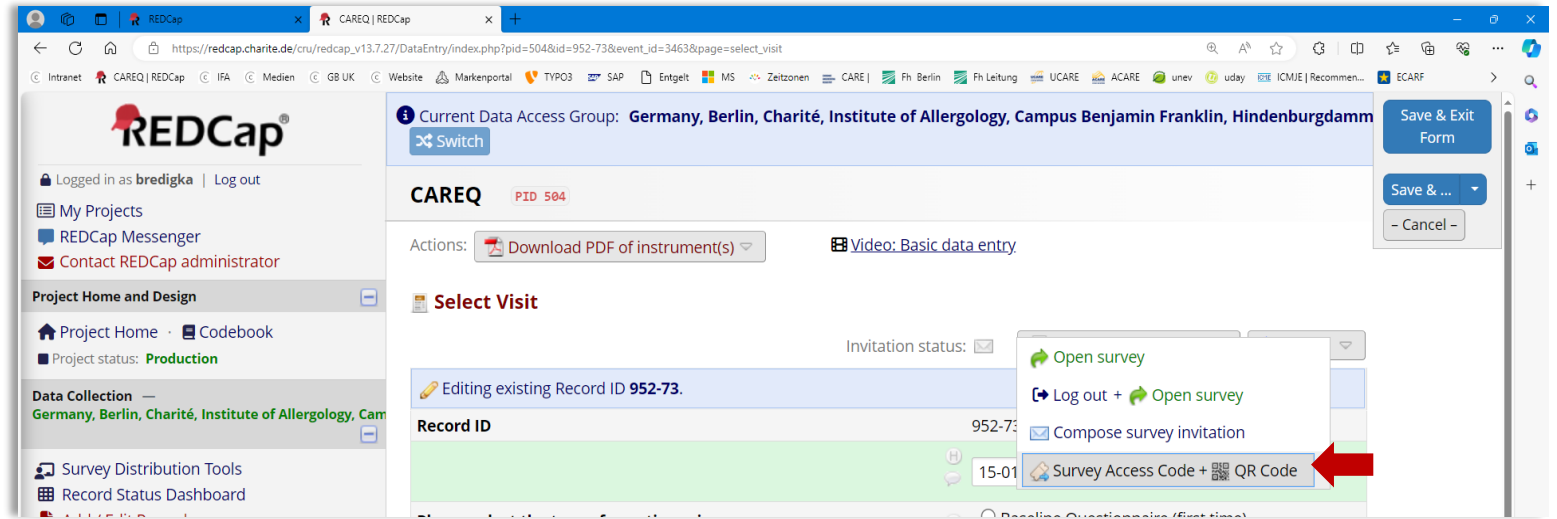
15-01-2024 Today D-M-Y

Please select the type of questionnaire

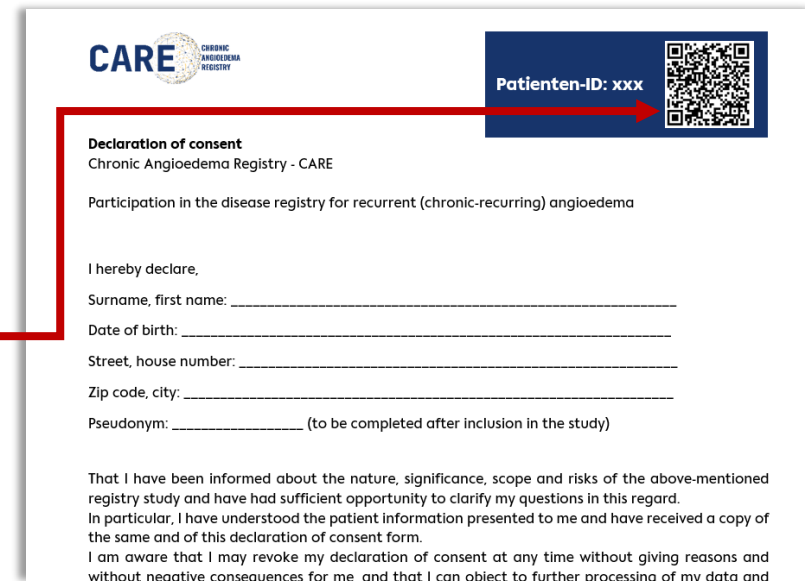
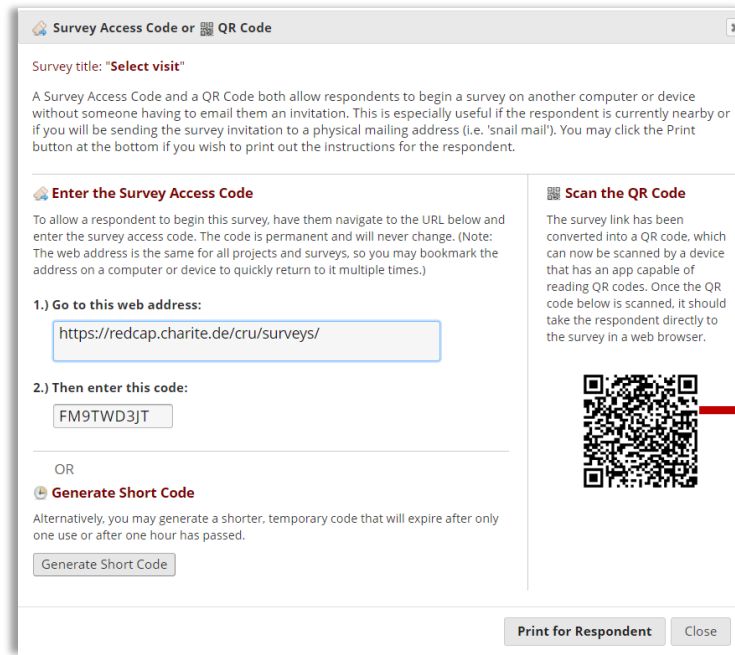
Baseline Questionnaire (first time)

# HOW TO ADD A PATIENT RECORD IN REDCAP

## 8. Click Survey Access Code + QR Code



## 9. Copy and paste the QR Code to the patients declaration of consent and give it to your patient



# HOW TO ADD A PATIENT RECORD IN REDCAP

11. Click **Cancel** and let the patient complete the questionnaire

The screenshot displays the REDCap interface for editing an existing record. The left sidebar contains navigation options such as 'Add Patient', 'Select Visit', 'Care Baseline Patient', 'Care Baseline Physician', 'Care Fup Patient', and 'Care Fup Physician'. The main content area shows the 'Select Visit' form for Record ID 952-73. The date field is set to 15-01-2024. Below the date field, there is a section for selecting the type of questionnaire, with options for 'Baseline Questionnaire (first time)' and 'Follow-Up Questionnaire (every other time)'. The 'Form Status' is set to 'Incomplete'. At the bottom of the form, there are buttons for 'Save & Exit Form', 'Save & ...', and '- Cancel -'. A red arrow points to the '- Cancel -' button. A 'Delete data for THIS FORM only' button is also visible at the bottom right.

# INTEGRATE CARE IN YOUR OUTPATIENT CLINIC ROUTINE

04

Patient sees the physician and the physician then answers the CARE Physician questionnaire (5 minutes)



03

Patient scans QR Code and answers CARE Baseline or Follow Up questionnaire (20 minutes)



02

Physician welcomes patient and answers questions if necessary



01

Patient visits a CARE Center and receives QR CODE, informed consent and patient information



**CARE** CHRONIC ANGIOEDEMA REGISTRY

Patienten-ID: xxx



#### Declaration of consent

Chronic Angioedema Registry - CARE

Participation in the disease registry for recurrent (chronic-recurring) angioedema

I hereby declare,

Surname, first name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Street, house number: \_\_\_\_\_

Zip code, city: \_\_\_\_\_

Pseudonym: \_\_\_\_\_ (to be completed after inclusion in the study)

That I have been informed about the nature, significance, scope and risks of the above-mentioned registry study and have had sufficient opportunity to clarify my questions in this regard. In particular, I have understood the patient information presented to me and have received a copy of the same and of this declaration of consent form.

I am aware that I may revoke my declaration of consent at any time without giving reasons and without negative consequences for me, and that I can object to further processing of my data and request its deletion or destruction.

I am aware of my right to bring my data, stored in the registry database, to [my acknowledge](#) at any time.

I agree to participate in the above mentioned registry study.

Kamera LTE 13:30  
redcap.charite.de

**Welcome to CARE - the registry for all types of recurrent angioedema!**

You work with CARE for the first time? >  
Please use the **Baseline Questionnaire**

For all other visits, please use the **Follow-Up Questionnaire**

Thank you for your participation in CARE!

**1) Please select the type of questionnaire**  
*\* must provide value*

Baseline Questionnaire (first time)

Follow-Up Questionnaire (every other time) reset

**Submit**

**Save & Return Later**

