Instructions for Submitting Your Data

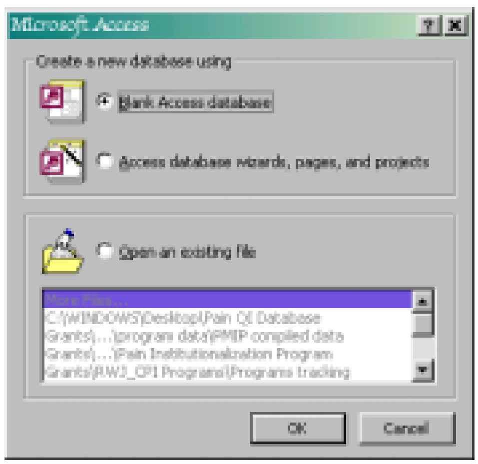
In order to maintain strict confidentiality of patient identities, our system for collecting data from participants has changed slightly. You'll still submit both your Medical Record Audits and Patient Surveys (if you choose), however we will require that prior to submission, you remove certain patient identifiers. If you intend to submit your data (Medical Record Audits or Patient Surveys) please use the following instructions:

Medical Record Audits

1. Jot down where you've saved the Pain QI Database on your computer (or network). You'll need to retrieve it in a bit.

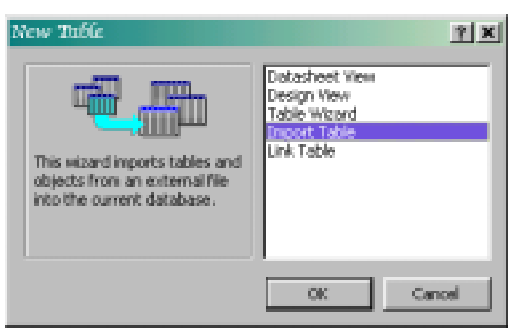
2. When you did your data entry, how did you distinguish between baseline ("pre") and follow-up ("post") records? By date? Or by code? Be sure you can recognize which records are baseline and which are follow-up before you start: you'll need to articulate this information later on.

3. Open Microsoft Access®. Not the Pain QI Database, but Microsoft Access® the program (can be found under your start menu). When it asks you what to open, choose *Blank Access Database* (see below).



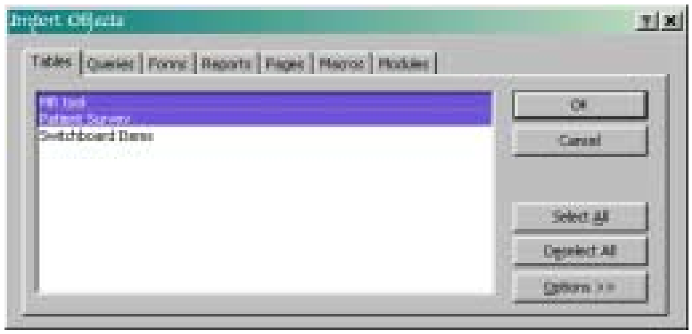
4. Access® will require that you name and save the database. Name the database after your POP ID number (i.e. WI45L) and save the database where it will be easily accessible (i.e. in your data file). You'll need to be able to access it later to make it an email attachment. If you can't find your POP ID, it is located on the outside of your Site Coordinator Manual (binder) or at the top of the letter that accompanied these instructions.

5. After you've saved the new database, the Database Items Organizer will open with nothing in it. Under the tables tab, select New. The New Table wizard will appear. It will ask you what type of new table you want to create. Select Import Table (see below).



6. The wizard will next ask you to choose what database you want to import the table FROM. This is where you have to find the Pain QI Database. Locate it on your machine (or network) and hit OK. POP staff will not be able to help you with this step.

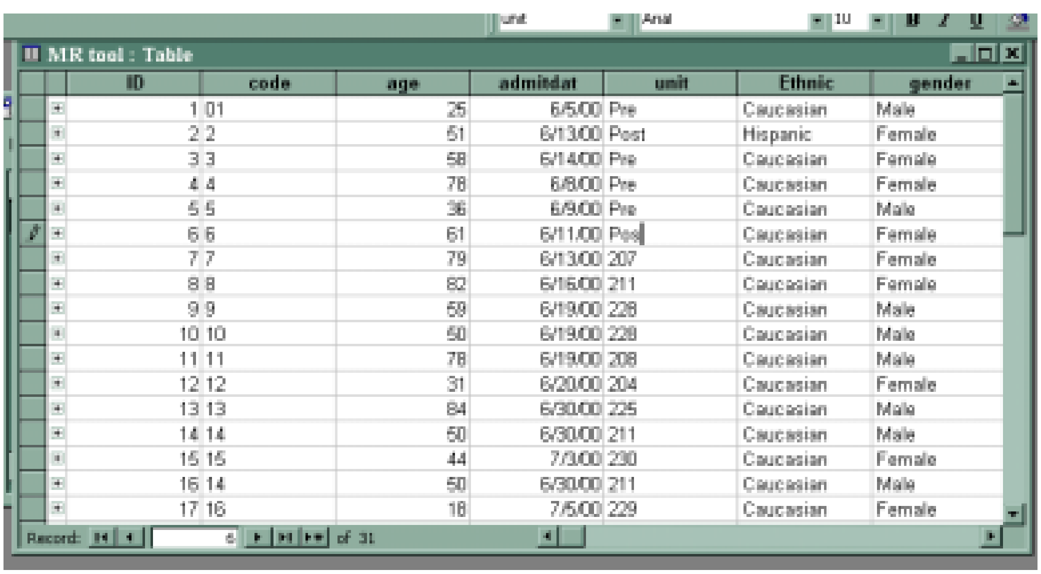
7. The wizard will next ask you which tables, queries, forms or reports you'd like to import. Highlight (by clicking) BOTH the MR Tool table and Patient Survey table, THEN hit OK (see below).



8. After you hit OK, Access® will import the two tables and you'll notice your new database now has copies of those tables. Any changes you make to the tables in the new database will not affect the data in the Pain QI Database.

9. Open the MR Tool table. In a minute your are going to delete the code and date of admission identifiers for these Medical Record Audits, but before you do that, you'll need to tell the POP staff which records are baseline ("pre") and which are follow-up ("post").

10. Once the table is opened (see the illustration on the next page for an idea of how the table should look), scroll right until you get to the column "unit" field. You'll find all of your old unit data (if you entered any) in this field. We do not want this information. So instead, type in "Pre" for every baseline record, and "Post" for every follow-up record. Above we suggested that you refresh your memory as to how you distinguished between baseline and follow-up records. This is where that information is needed; you don't want to erase that information before you need it! See the illustration on the next page as an example.

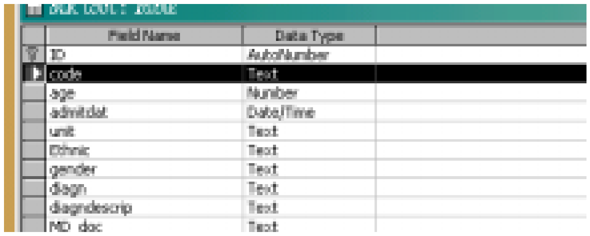

MR tool : Table

ID	code	age	admitdat	unit	Ethnic	gender
1	01	25	6/5/00	Pre	Caucasian	Male
2	2	51	6/13/00	Post	Hispanic	Female
3	3	58	6/14/00	Pre	Caucasian	Female
4	4	78	6/8/00	Pre	Caucasian	Female
5	5	36	6/9/00	Pre	Caucasian	Male
6	6	61	6/11/00	Pos	Caucasian	Female
7	7	79	6/13/00	207	Caucasian	Female
8	8	82	6/16/00	211	Caucasian	Female
9	9	59	6/19/00	228	Caucasian	Male
10	10	50	6/19/00	228	Caucasian	Male
11	11	78	6/19/00	208	Caucasian	Male
12	12	31	6/20/00	204	Caucasian	Female
13	13	84	6/30/00	225	Caucasian	Male
14	14	50	6/30/00	211	Caucasian	Male
15	15	44	7/3/00	230	Caucasian	Female
16	14	50	6/30/00	211	Caucasian	Male
17	16	18	7/5/00	229	Caucasian	Female

Record: 6 of 31

11. Once you've done that for ALL records (we will not be able to use any that do not have either "Pre" or "Post"), you can eliminate the other fields that we don't need. To do that, under the View menu, choose Design View.

12. Highlight the row for the "code" field by pressing on the gray box at the very left-hand side (see below).



13. Under the Edit menu, choose ***delete***. A warning will pop up asking if you want to delete the field and its indexes and contents. Click Yes.

14. Repeat steps 12-13 for the "admitdat" field. If you added fields to the database or modified fields in the database (which we encouraged you to do), please contact the POP staff at skwochos@facstaff.wisc.edu to see if those added fields need to be deleted.

15. Exit the table and when prompted, choose Yes to save all changes.

Patient Surveys

1. Refresh your memory as to how you distinguished baseline and follow-up records in the Patient Surveys. Like with the Medical Record Audits, you'll need this information later.

2. Open the Patient Survey table you just imported.

3. In the Patient Survey table, only the date of the survey needs to be removed. But before that is done, you will again have to tell the POP staff which records are "Pre" and which are "Post". Use the Time_Stamp field to record this information. Delete any data in this column and for each record, type either "Pre" or "Post". Do this for all records (we will not be able to use any records in its original form, so no delete whatever information is in the column, and for each record write either "Pre" or "Post" using the identifier you articulated above.

4. Once every record has either Pre or Post in that field, under the View menu choose Design.

5. Highlight the "date" field by pressing on the gray box at the very left-hand side.

6. Under the Edit menu, choose ***delete***. A warning will pop up asking if you want to delete the field and its indexes and contents. Click Yes.

7. Repeat steps 5-6 for any patient identifiers you may have added. Please contact the POP Data Coordinator if you have questions about which fields to delete.

8. Exit the table and when prompted, choose Yes to save all changes.

9. Exit the new database.

10. Email the new database (it should only have the two tables in it) as an attachment to Sarah at skwochos@facstaff.wisc.edu. In the subject of the email, write your POP ID number. If you have any concerns about emailing the data or any problems, please contact Sarah by email at the address above.

    Congratulations, you're done!