# British Society for Rheumatology

Rheumatoid Arthritis Register

## **Registering a New Patient** Uploading a Consent Form

Version 2 - 12/07/2023

Continue to complete the remainder of the Baseline form entry, you have 14 days to enter data before the edit window is closed.

Click **Select** to enter into the baseline form.

BSRBR-RA	Home C	ontact						BSRB Mar
raining Centre 1								
Patient Status: Awaiti	ing Approva	l [Click her	e to reveal Pa	atient Identifiable	Data]			
Menu	Study ID:         Cohort: Inflectra           Consent Date: Not Entered         Consented By: Not Entered         Created by BSRBR RA on 03/03/2020							
View All Patients Add a New Patient		Follow up	Due date	Follow up status	Date entered	Date last updated	Editable?	Quick Actions
View Records in Edit Window	Select	Baseline <sup>+</sup>	Click	Select to	continue	)4/2020	Days left to edit: 14	
Currently Due	Select Edit	1 <sup>+</sup>	15/04/2020			03/03/2020	Can be opened	
Follow-Ups Follow-Ups Due	Edit	2 +	15/10/2020			03/03/2020	Cannot yet be opened	
Next Month Follow-Ups Due		3 +	15/04/2021			03/03/2020	Edit window not open	
Next 3 Months This Patient		4 +	15/10/2021			03/03/2020	Edit window not open	
Demographics RA Details		5 +	15/04/2022			03/03/2020	Edit window not open	
File an Adverse Event		6 +	15/10/2022			03/03/2020	Edit window not open	
Switch Cohort	Unsolved C	Queries regard	ling this coho	rt				

You will be asked to add the Consent Form details and to upload the Consent Form. Enter the date that the <u>PATIENT</u> signed the consent form. Click on **Confirm consent date.** 

BSRBR-RA	Home Administrators Pharmacovigilance Contact
Training Centre 1 cha	ange
Patient Status: Awa	iting Approval [Click here to reveal Patient Identifiable Data]
Study ID:	Cohort: Inflectra Baseline FUP Status: In Edit Window Due Date: 15/01/2019
Patient	Consent Form
Patient summary	Consent Details
<b>CBQ</b> Consent	Date the patient signed consent form:
Disease Activity Biologic Targeted Therapy	Consent obtained by:
Other Current Therapy	Consent Form Version:
Previous	Upload Consent Form (Up to 2MB) Choose file No file chosen
DMARDs/Steriods Comorbidity	SAVE TUTORIAL

Select the appropriate person from the list of approved team members from the drop list. *Please leave a query if that team member is not included on the list.* 

#### Add the Consent Form Version number\* from consent and select **Choose file.** \*please use the current version of the consent form, available on our website

Patient Status: Awa	iting Approval <b>[</b> Click here	to reveal Patie	nt Identifiable Dat	a]		
Study ID: C	Cohort: Inflectra Baseline	FUP Status	: In Edit Window	Due Date: 15	/01/2019	
Patient Patient summary	Consent Form					
<b>CBQ</b> Consent	Date the patient signed	consent form:	06/09/2019	Ē	Confirm consent date	
Disease Activity Biologic Targeted Therapy	Consent obtained by:			_		
Other Current Therapy	Consent Form Version:	9		choson		
Previous DMARDs/Steriods	SAVE TUTORIAL	р to 2101в)		chosen		
Additional Info						
HAQ						

### Select the correct file for upload and select **Open**. It *must be in PDF format and less than 2MB in size*.

Study ID	💿 Open				×
	$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This P	C > Desktop > CONSENT	5 V	Search CONSENT	<i>م</i>
Patient	Organise 🔻 New folder				?
Patient summa <b>CBQ</b>	🖈 Quick access	Consent	Date modifier Size: <b>56.9 KB</b>	d: 17/01/2020 13:22	
Consent	📃 This PC				
Disease Activit	💣 Network				
Biologic Targe Therapy					
Other Current Therapy					
Previous Biolo DMARDs / Ste					
Comorbidity					
Additional Info					
HRQoL					
HAQ	File name	consent	~	All Files	$\sim$
EuroQOL				Open 😽 Cance	el l
Other					

If the consent form is not available at the time the baseline data is entered the consent form can be added during the edit window (i.e. within 14 days).

#### The consent form has now been uploaded. Click **Save** to continue.

If you are having trouble uploading the consent form, please <u>contact us</u> to discuss alternative options.

Patient	Consent Form			
Patient summary	Consent Details			
CBQ				
Consent	Date consented: 06/09/2019 Confirm consent date			
Disease Activity				
Biologic Targeted Therapy	Consent obtained by:			
Other Current Therapy	Consent Form Version: 9			
Previous Biologics / DMARDs / Steroids	Upload Consent Form (Up to 2MB) Choose file No file chosen			
Comorbidity	Name File Size Uploaded By Uploaded On			
Additional Info	Remove Download View Consent Form 287kB 16/03/2020 11:25:19			
HRQoL	SAVE TUTORIAL			
HAO				

 $\rightarrow$  You will now be taken to the Disease Activity page.