

Correcting Errors on UKCF Database

1. Avoiding the same clinic visit or annual review being entered twice into the database:

- Initial each paper form as you complete entering it into the database
- If in doubt whether the form has been entered, go into the “BROWSE” option and see if it is there
- If you do get a duplicate record, keep a note of it and we will need to run the ‘de-duplicate’ program

2. Correcting errors on the Verification Error Log sent from Dundee

Only use the AMEND option to correct these – never the NEW option on the Main Menu

- Select the Amend option on the Main Menu
- Select the patient and clinic visit to be corrected
- Say ‘yes’ you wish to amend the database
- Make the correction in the field where the error is from the error log
- Click the ‘Next’ button until you reach the last screen and say ‘Finish’ (Do not Cancel)

If a wrong label has been used – ie, details have been entered under the wrong patient number

- Select the Amend option on the Main Menu
- Select the wrong patient number used, and clinic visit to be corrected
- Say ‘yes’ you wish to amend the database
- Change Patient ID in the very first field to the correct patient ID
- Click the ‘Next’ button until you reach the last screen and say ‘Finish’ (Do not Cancel)
- Keep a note of all such patients who have been entered under wrong numbers. They will have to be deleted in Dundee.

3. Height & Weight Standard Deviation and FEV1 & FVC checks

- Check the height, weight, FEV1 or FVC as indicated on the database as compared with the paper form
- If the height, weight, FEV1 or FVC values are correct, please check that the Year of Birth and Sex on the Biography screen are correct as follows:
 - Select the Biography Amend option on the Main Menu
 - Select the patient to be corrected
 - Say ‘yes’ you wish to amend the database
 - Make the correction in the Year of Birth and/or Sex
 - Click the ‘Next’ button until you reach the last screen and say ‘Finish’ (Do not Cancel)
- If the Biography screen is correct, please double check the values from the notes

Please mark the error log and SDS check sheet to say you have made the corrections as needed. Return just a copy of the error log and SDS sheet to Dundee. These amendments will be re-verified on your next data transfer.

Many thanks for your help.