

How to complete the UK CF Database forms

Patient Registration/ Biography Form

- Complete a Patient Registration/Biography Form (both sides) for each of your patients. *See Appendix 1 'Patient Registration & Biography Form' & Appendix 5 'Common Errors in Form Filling'.*
- Send all completed forms to the Dundee Data Centre for processing where each patient is assigned a unique Patient Registration number within the UK CF Database. Send the forms to: UK CF Data Centre, Dept of Child Health, University of Dundee, Ninewells Hospital & Medical School, Dundee DD1 9SY

NB: It is good practice to keep a photocopy of each from prior to sending to Dundee

- The Patient Registration/Biography Forms will be returned to you after processing. You will notice a sticky label now attached to each form along with a sheet of labels bearing the patient's unique registration number and your Clinic code. You should attach a label to all subsequent UK CF Database Forms. *See Appendix 2 'Sheet of Patient Identification Labels'*

Once you get the UK CF Database Software, you will be able to enter your own patient's registration and biography details for any new patients

You are now ready to complete an Annual Review Form and Snapshot for each of your patients

Annual Review and Snapshot

- The Annual Review Form is a two part document. **You should attach a label to all three pages of this form(including the carbon copies).** You may 'pre fill' most of this document prior to seeing the patient. *See Appendix 3 'Pre Filling the Annual Review Form' and Appendix 5 'Common Errors in Form Filling'*
- The Snapshot is a one-page document and should be completed at the same time as, or as soon as possible after, the Annual Review. **You should attach a label to both parts of this form.** You may again 'pre fill' some of this document. *See Appendix 4 'Pre Filling the Snapshot' and Appendix 5 'Common Errors in Form Filling'*
- Complete the Annual Review and Snapshot forms in Clinic at the time of seeing the patient.

Storing the Paper Forms

When you have completed all of the above forms for each of your patients, you need to store them securely. The Annual Review and Snapshot Forms have yellow carbon copies. **You should attach a label to this yellow copy** and file in the patient's medical notes. The white copy should be filed separately awaiting data entry (when you get the software).

NB: Remember to file the white copies securely as they will have to be forwarded to Data Centre in Dundee for audit purposes when you transfer your data by floppy disk.

Appendices

- I. Patient Registration & Biography Form
- II. Sample sheet of patient identification labels
- III. Pre filling the Annual Review form
- IV. Pre filling the Snapshot form
- V. Common errors in form filling