

# Submitting data to the IBD Registry

Extracting your data for submission

Use \* to match one or more characters

**Search Criteria**

NHS/CHI Number

Patient Surname

Patient Forename

Adult or Paediatric Pt?

Current Diagnosis

Date of Birth

Date of Death

Search

1. Click *Extracts*

2. Then click *Run IBD Registry Extract*.

This will download a .zip file to your computer containing 15 .csv (Excel) files.

Worklists **Extracts** Data Visualisation Help

**Generate an extract of data to upload to the IBD Registry**

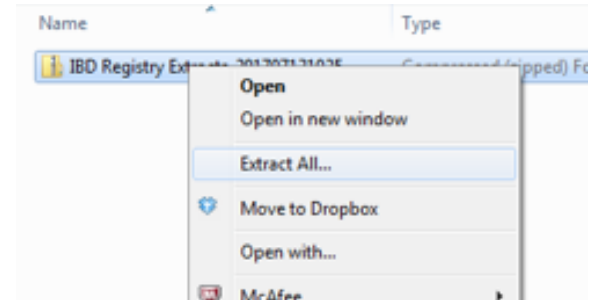
This button extracts your IBD data in the correct format for submission to the IBD Registry. Once the download is complete the zip file can be saved and unzipped to your computer. For further details please contact the IBD Registry.

**Run IBD Registry Extract**

Presentation title:

Locate the .zip folder on your computer – it may be in your Downloads folder – and extract the files by right-clicking on the file and clicking *Extract All*.

Choose the file location of where to save the IBD Registry Extract files. Remember where these files are saved as this will be required when submitting data to the IBD Clinical Audit Portal with NHS Digital.



The next step is to log in to <https://clinicalaudit.hscic.gov.uk/ibd> and sign in. Click on the *File Submission Dashboard* → *Browse* and then choose the extracted files from the location as described in the step above. **Please put the Patient.csv file first and the rest of the files in any order.**

A more detailed user guide can be provided from [support@ibdregistry.org.uk](mailto:support@ibdregistry.org.uk)