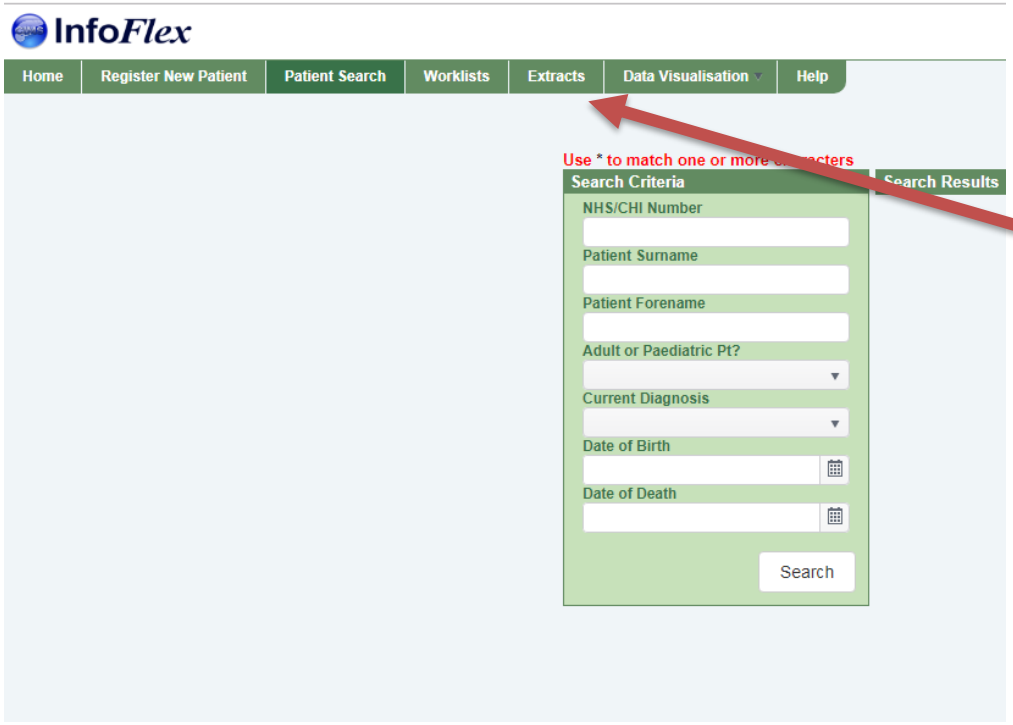
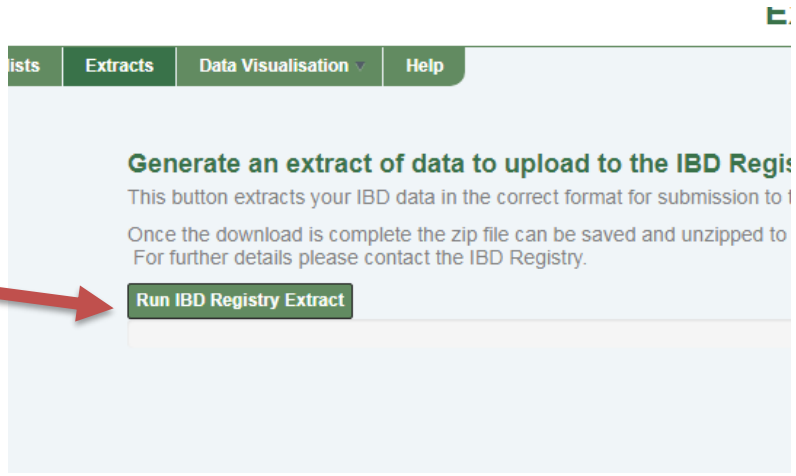
IBD Registry

Guide 4 – Quarterly Submissions



Step 1 – Click *Extracts*



Step 2 – Then click *Run IBD Registry Extract.*

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

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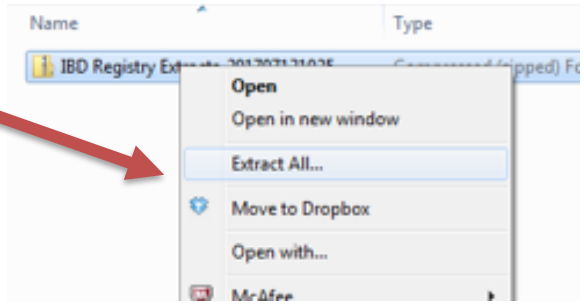
Step 3 – Locate the .zip folder on your computer – it may be in your Downloads folder – and extract the files by right-clicking on the file and clicking *Extract All*.



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 files contain patients' NHS numbers and dates of birth so should be saved in a safe location that ensures your Trust's Information Governance processes are adhered to.

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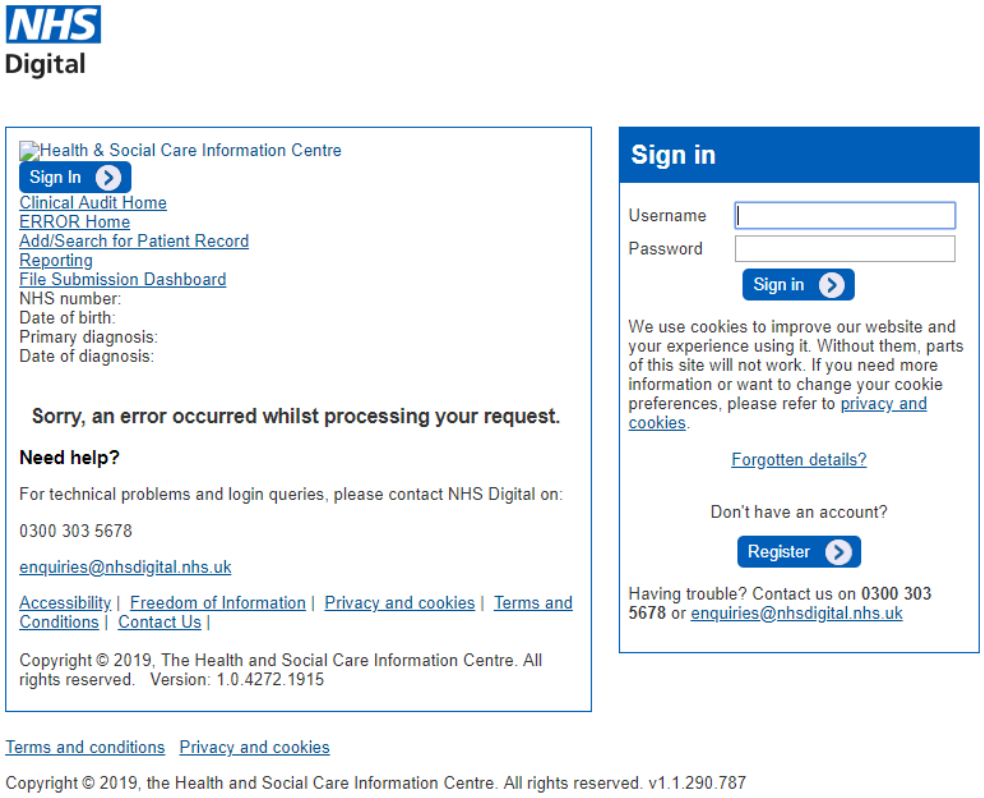
Step 4 – Go to https://clinicalaudit.hscic.gov.uk/ibd and Sign in



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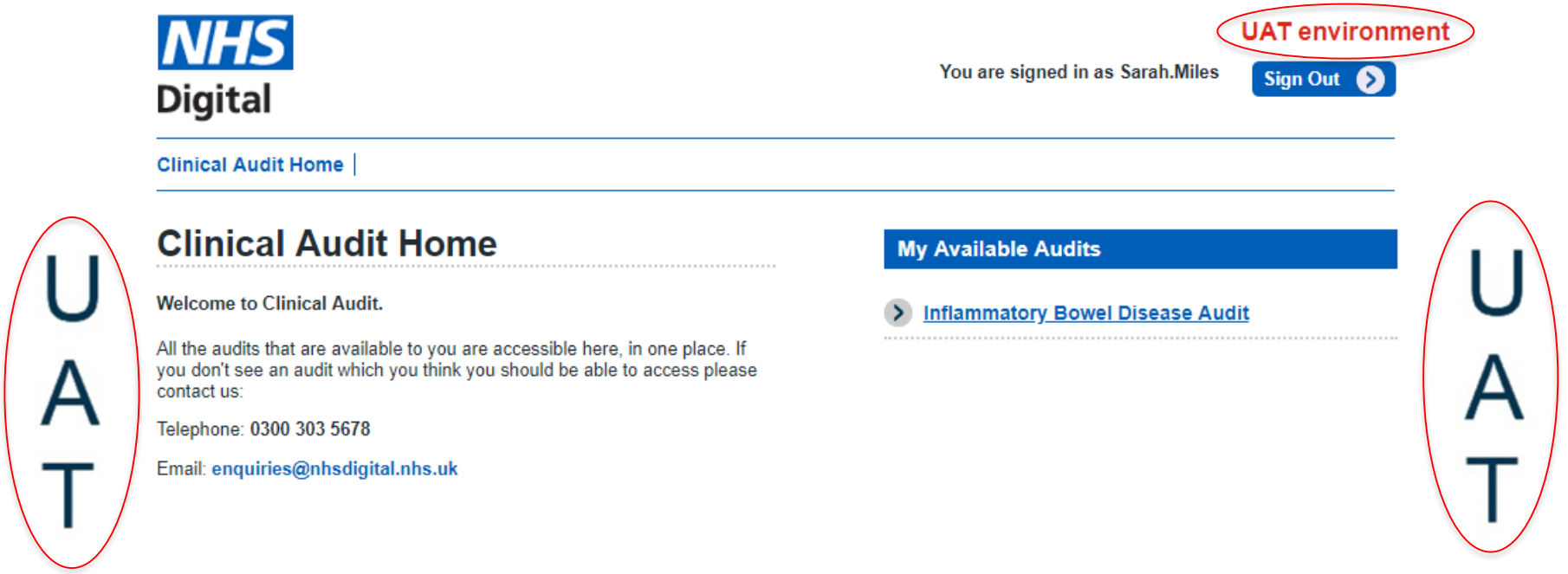
Step 5 – Click *Inflammatory Bowel Disease Audit*
(You will not see the words UAT environment on any screen –the screenshots for this guide were created from NHS Digital's test system).



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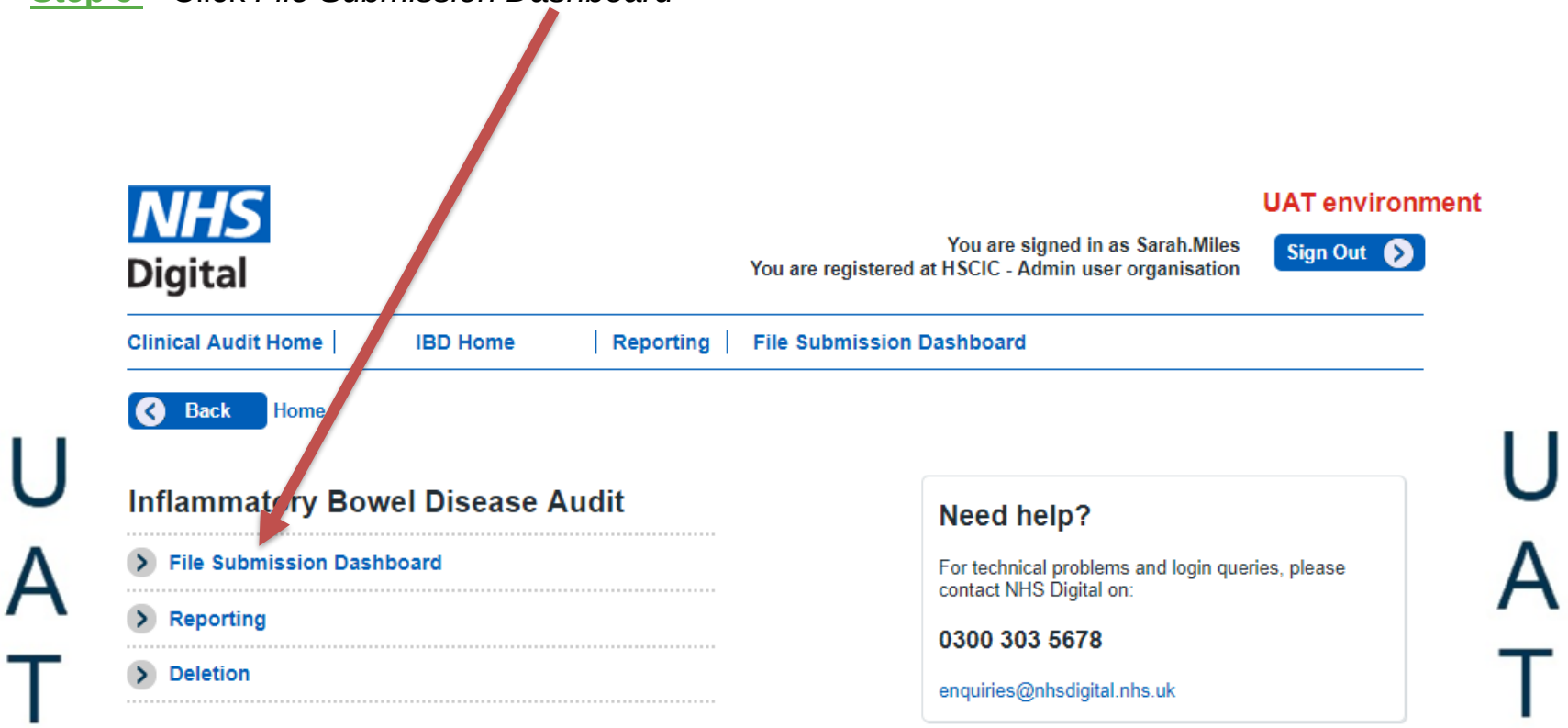
Step 6 – Click *File Submission Dashboard*



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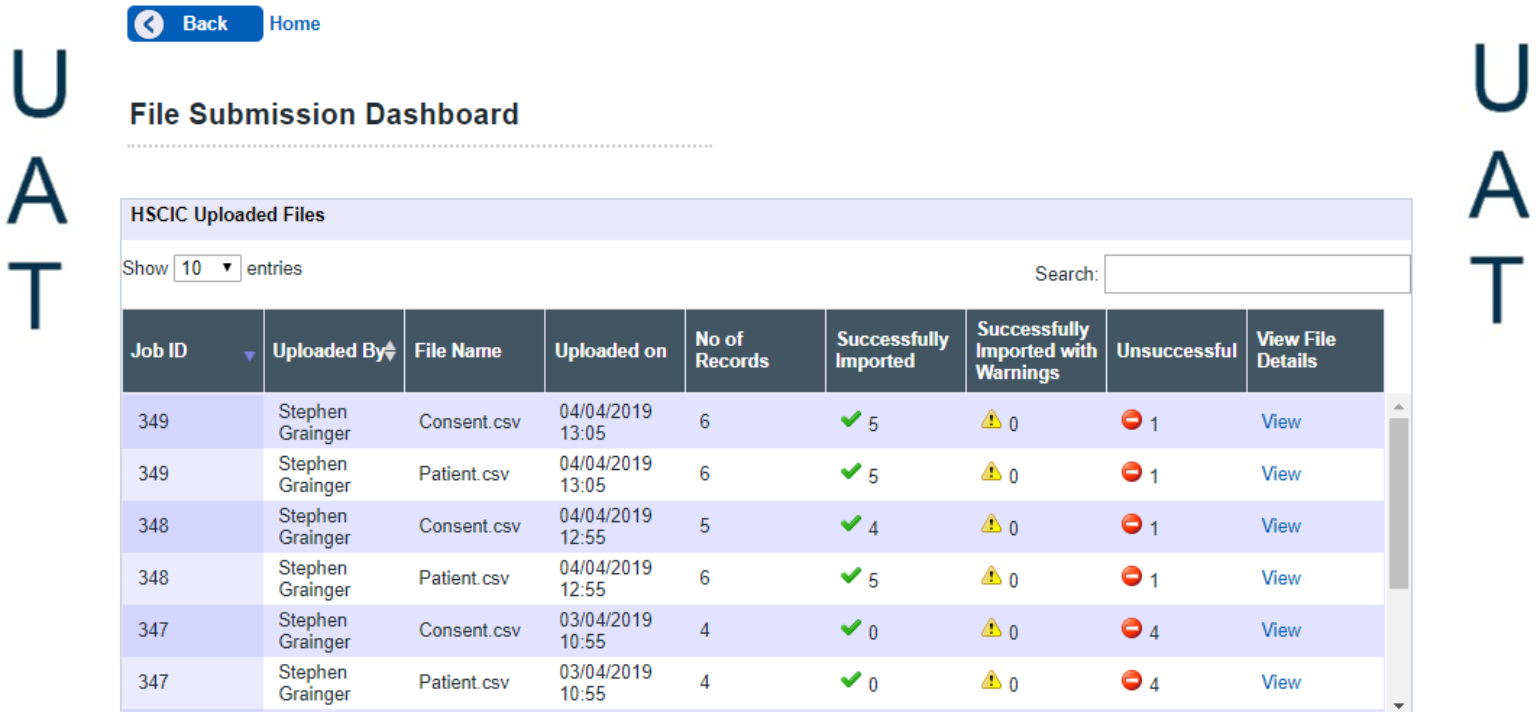
You will see a list of the files you have previously submitted, if any. If this is the first time your site is submitting data to the IBD Registry you will just see the Upload a File panel.



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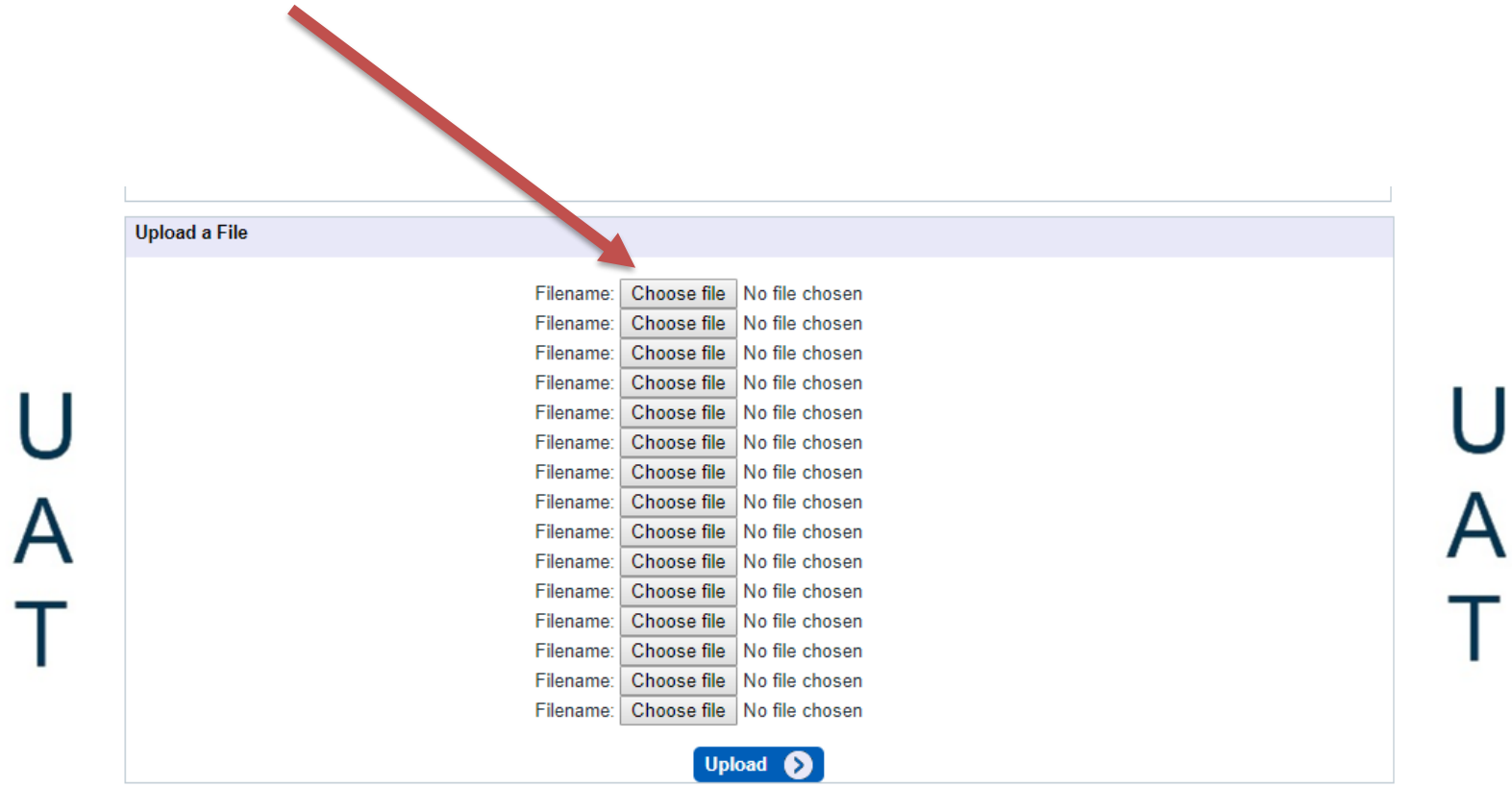
Step 7 – Click *Choose File,* locate the files that were extracted from your Webtool, and select the **Patient.csv** (the patient file must be uploaded first), then select each of the other files.



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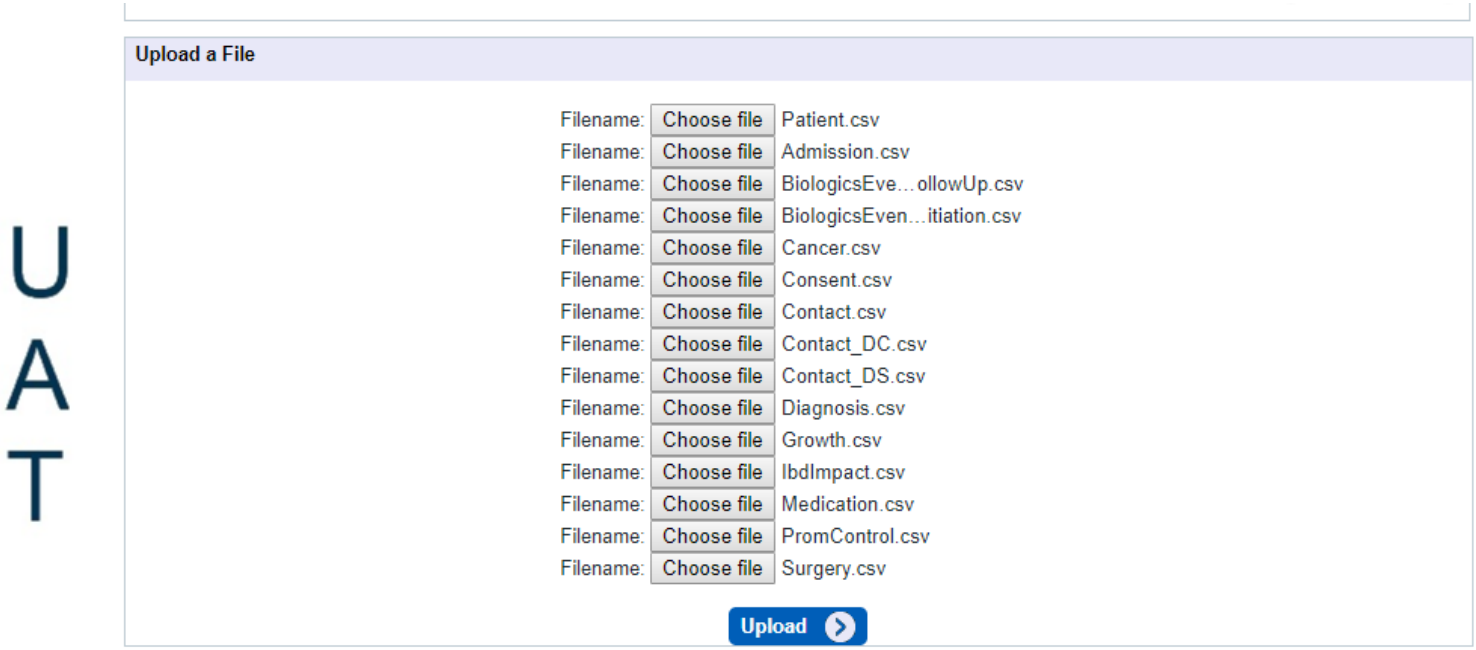
This shows a list of files that have been selected for uploading.
Make sure you have selected the **Patient.csv file** first so the system knows about any new patients since the last data upload. The rest of the files can follow in any order.



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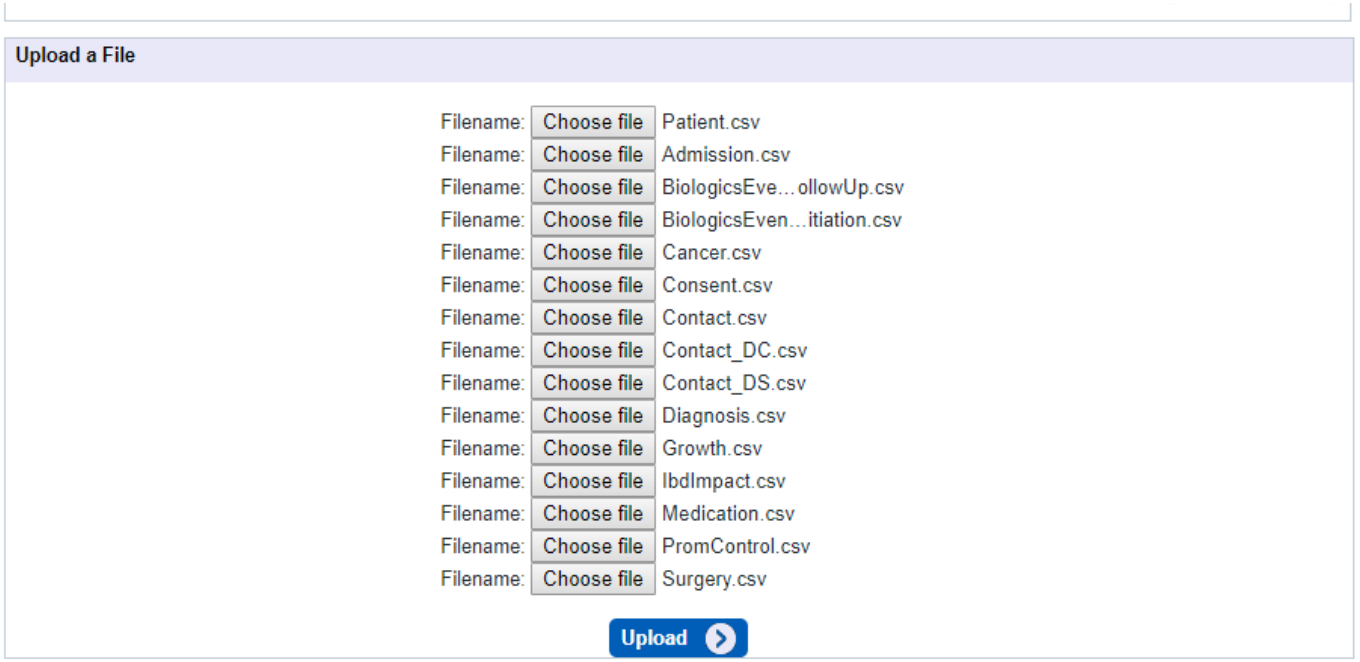
UAT



UAT

Step 8 – Click *Upload*

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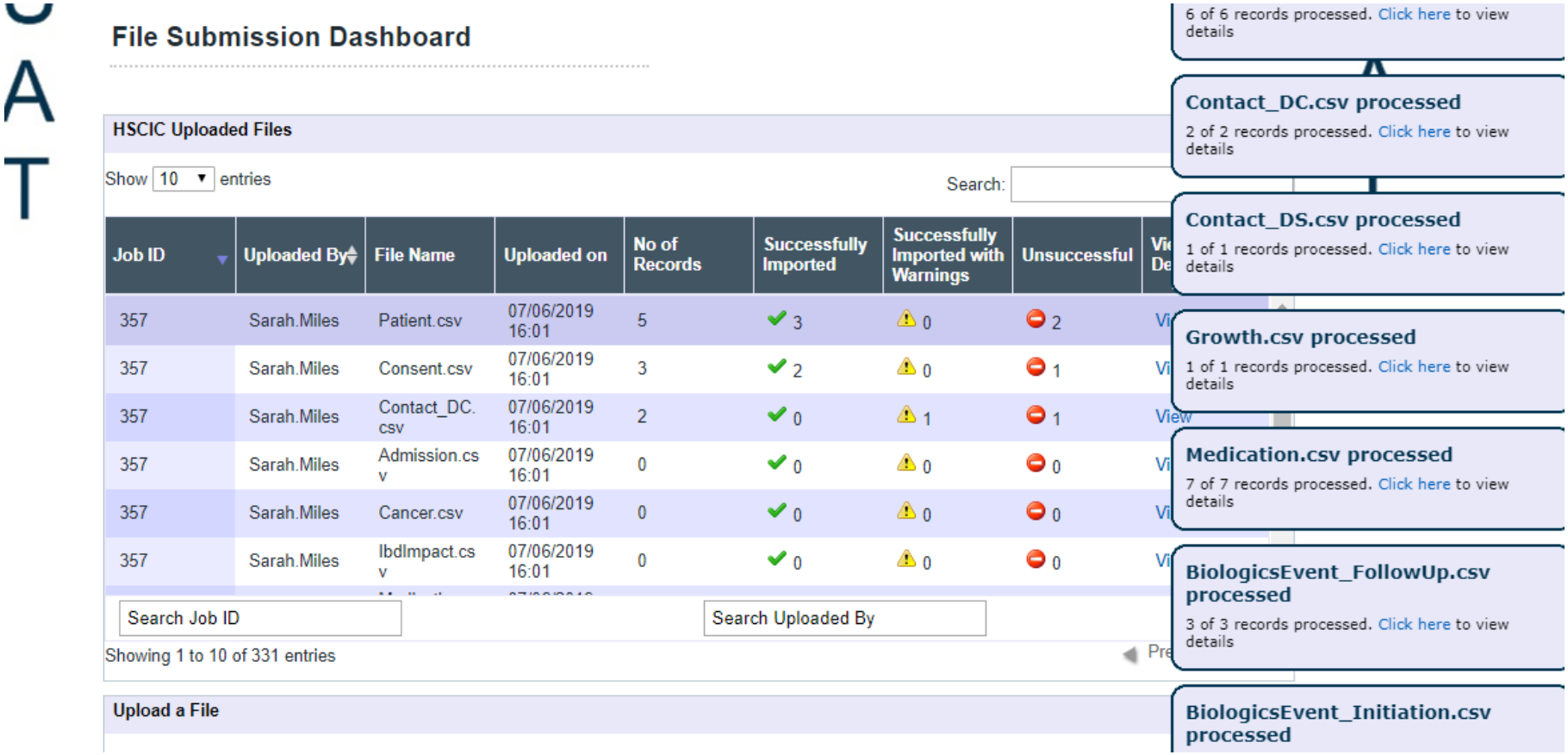
Once the files have been uploaded, 'processed' notifications will slowly appear on the right hand side of the screen.



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Once the upload is complete, the File Submission Dashboard shows a summary of the upload process for each file. The Job ID is specific for all uploads processed at the same time. For an explanation of the warnings and which records were not successfully uploaded, if any.

Step 9 – Click *View*

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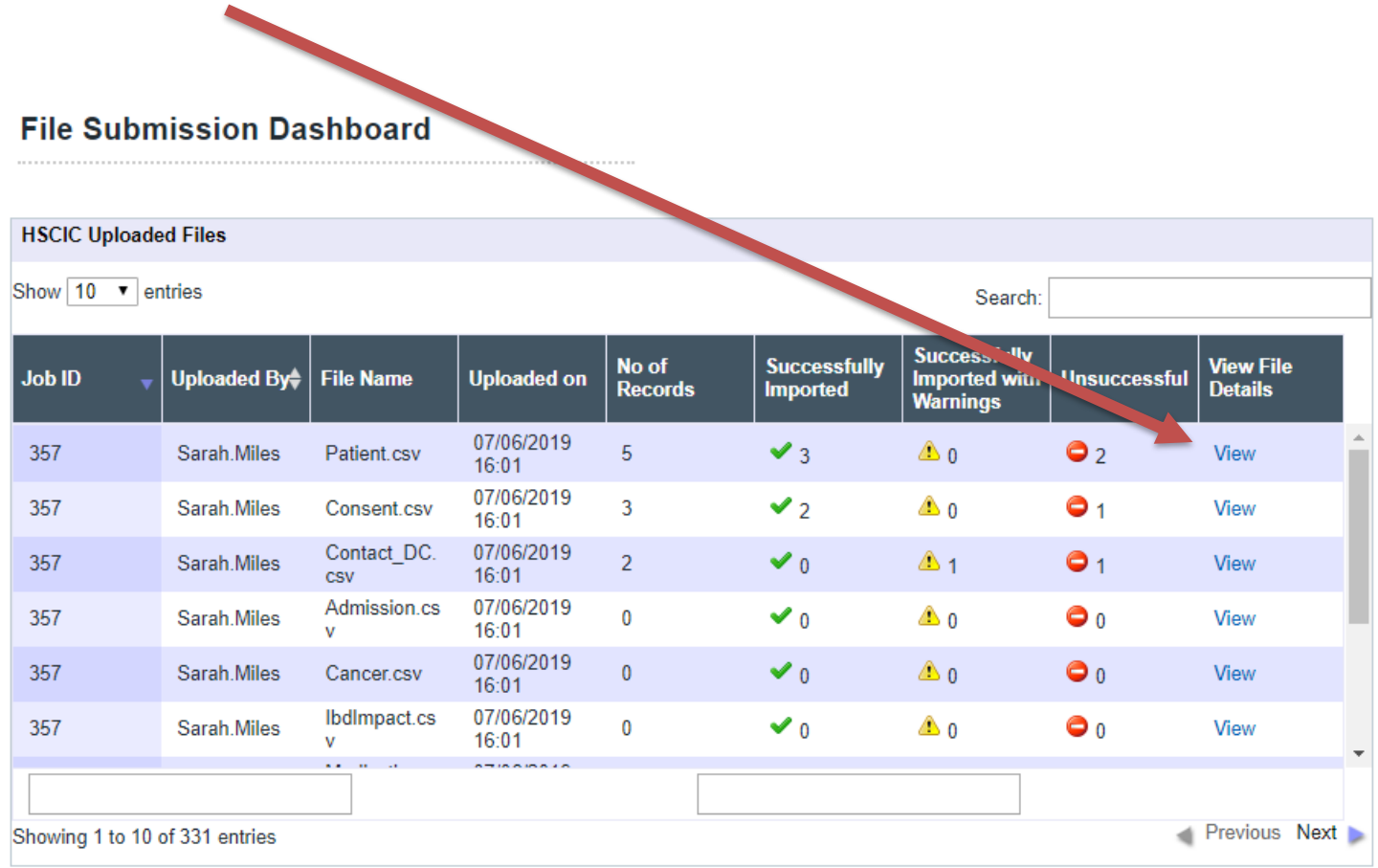

File Submission Dashboard

HSCIC Uploaded Files

Show 10 entries

Search:

Job ID	Uploaded By	File Name	Uploaded on	No of Records	Successfully Imported	Successfully Imported with Warnings	Unsuccessful	View File Details
357	Sarah.Miles	Patient.csv	07/06/2019 16:01	5	3	0	2	View
357	Sarah.Miles	Consent.csv	07/06/2019 16:01	3	2	0	1	View
357	Sarah.Miles	Contact_DC.csv	07/06/2019 16:01	2	0	1	1	View
357	Sarah.Miles	Admission.csv	07/06/2019 16:01	0	0	0	0	View
357	Sarah.Miles	Cancer.csv	07/06/2019 16:01	0	0	0	0	View
357	Sarah.Miles	IbdImpact.csv	07/06/2019 16:01	0	0	0	0	View

Showing 1 to 10 of 331 entries

Previous Next

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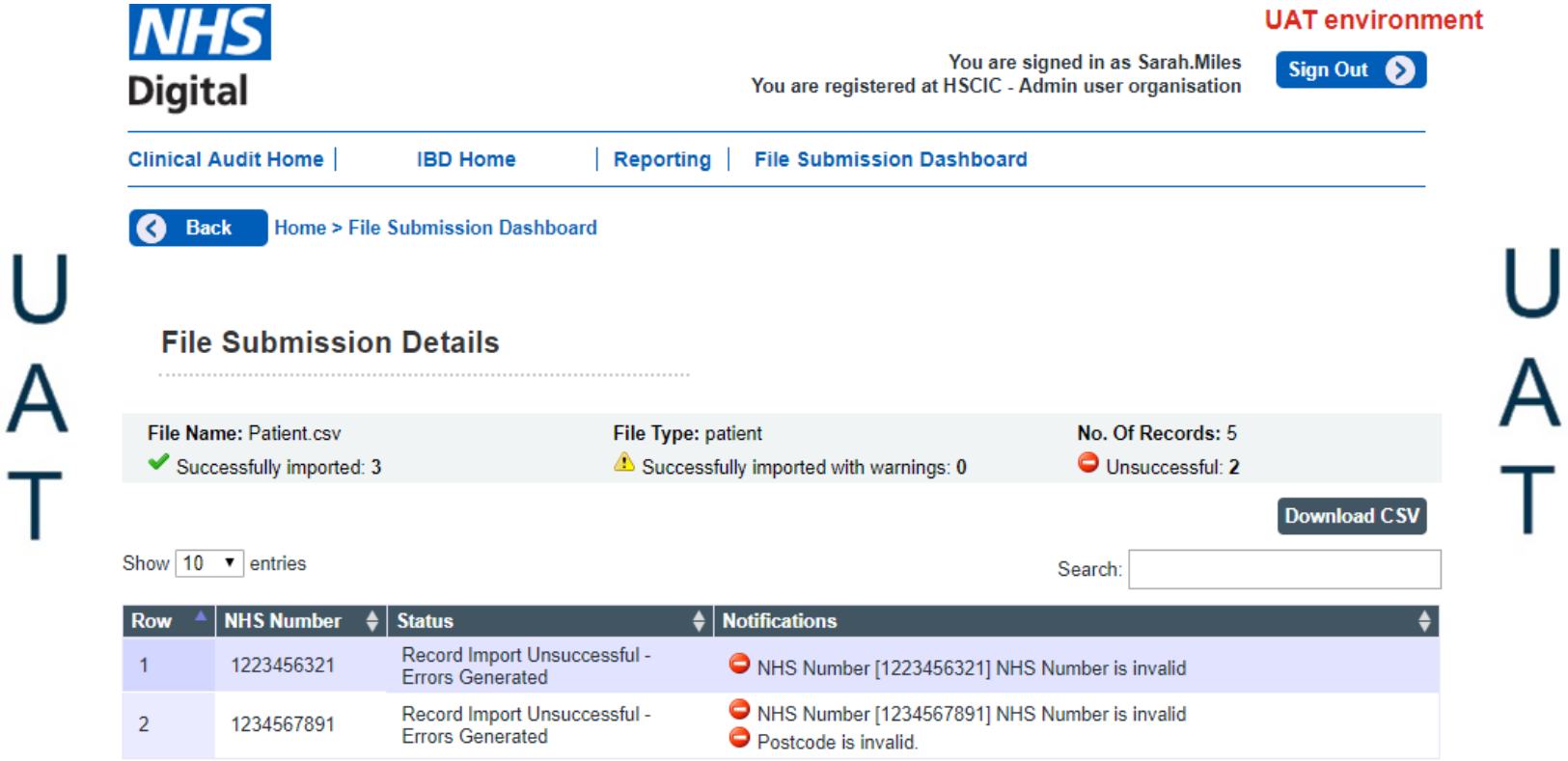
This report shows that 3 records were successfully imported. 2 were rejected because the NHS Numbers/Postcode were invalid. Correcting on your Webtool the errors on the patients' records will mean they will upload successfully when you next make a submission to the Registry.



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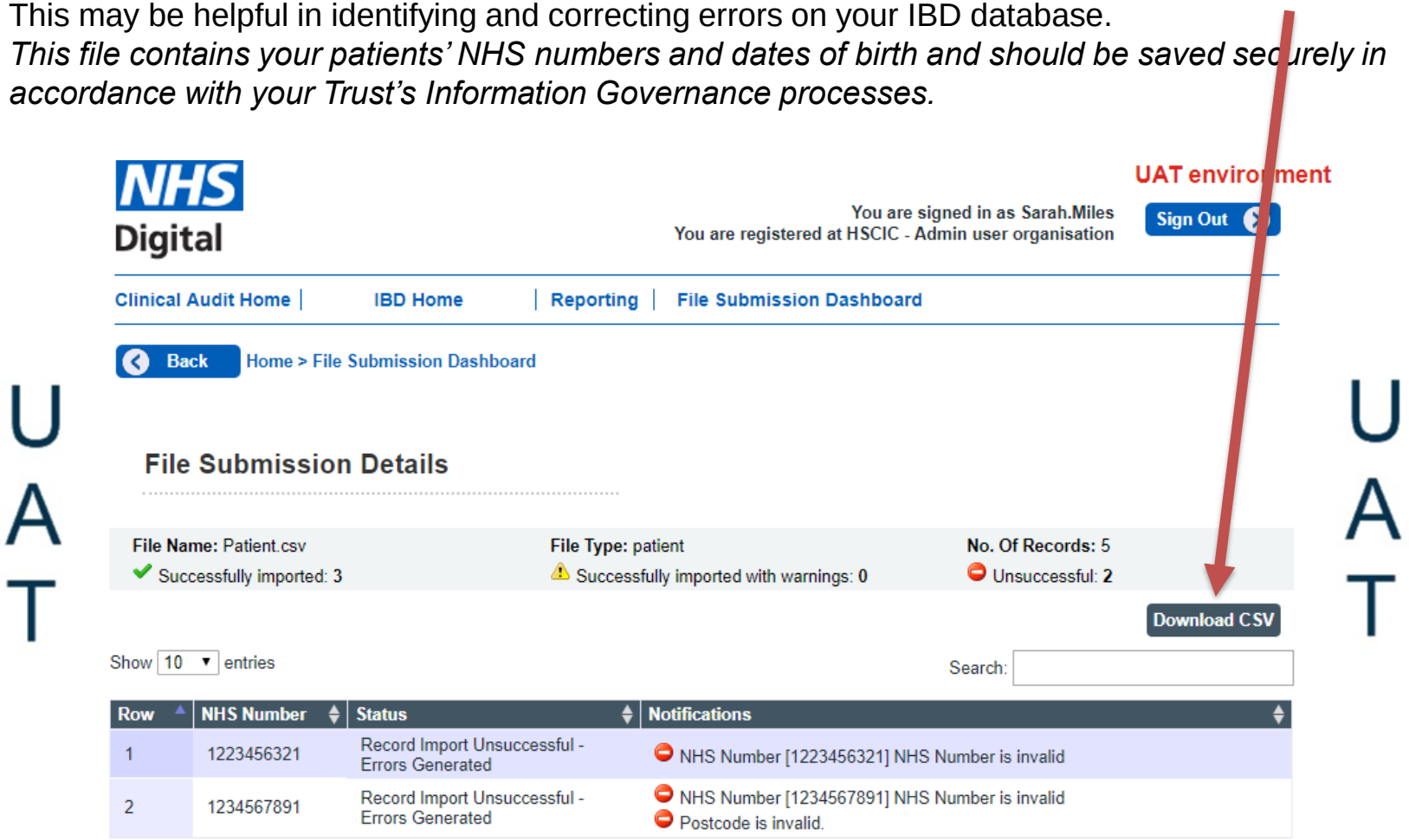
You can download a copy of the notifications and errors for each file by clicking Download CSV. This may be helpful in identifying and correcting errors on your IBD database.
This file contains your patients' NHS numbers and dates of birth and should be saved securely in accordance with your Trust's Information Governance processes.



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