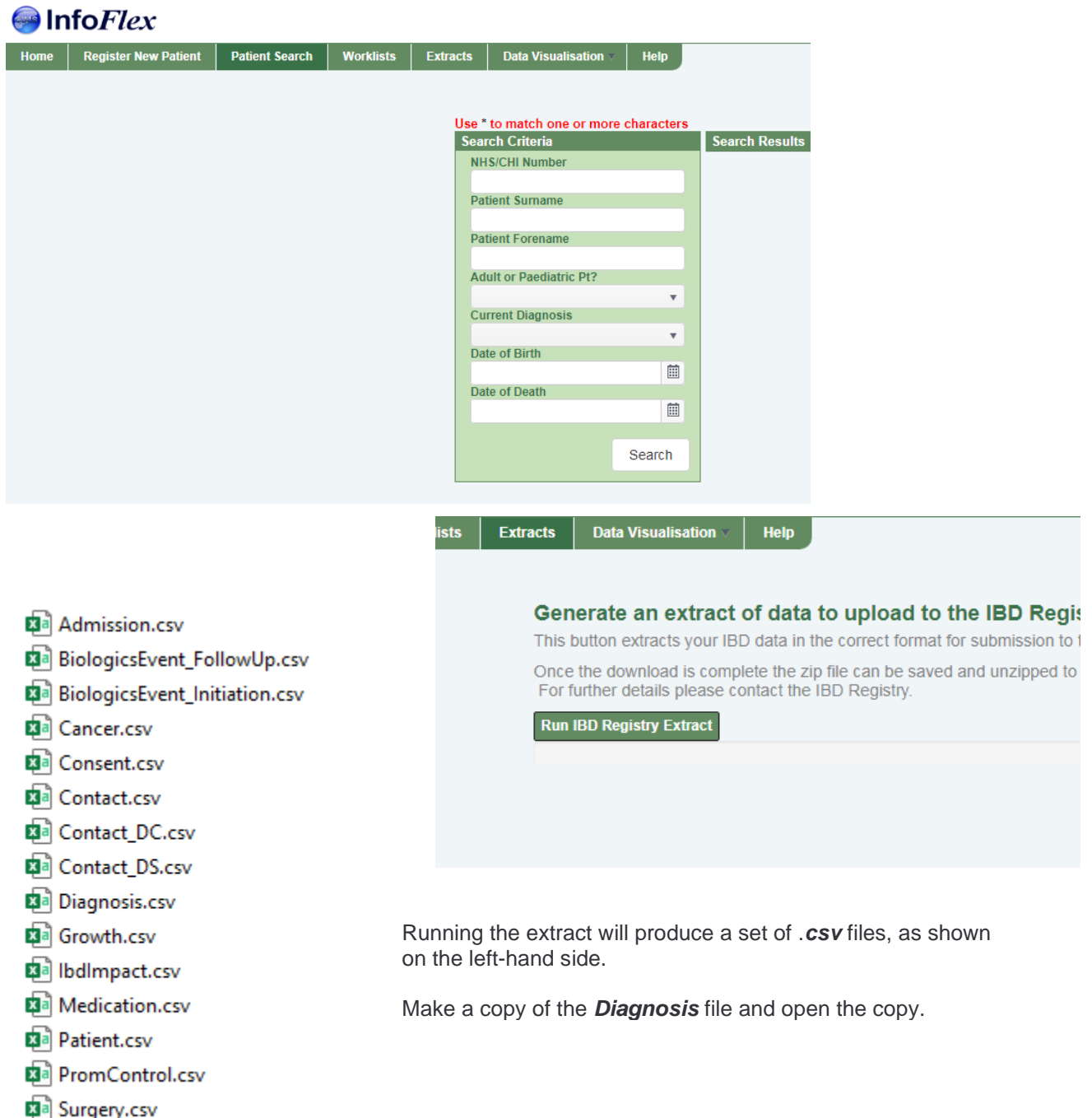


How to find a list of newly diagnosed patients

Run the Registry extract or find the most recent extract you have run, as below:



The screenshot shows the InfoFlex web application interface. At the top, there is a navigation menu with options: Home, Register New Patient, Patient Search, Worklists, Extracts, Data Visualisation, and Help. Below the menu, there is a search form titled "Search Criteria" with the following fields:

- NHS/CHI Number
- Patient Surname
- Patient Forename
- Adult or Paediatric Pt? (dropdown menu)
- Current Diagnosis (dropdown menu)
- Date of Birth (calendar icon)
- Date of Death (calendar icon)

A "Search" button is located at the bottom of the search form. To the right of the search form is a "Search Results" column.

Below the search form, there is a section titled "Generate an extract of data to upload to the IBD Registry". This section contains the following text:

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 get the data. For further details please contact the IBD Registry.

A "Run IBD Registry Extract" button is located below the text.

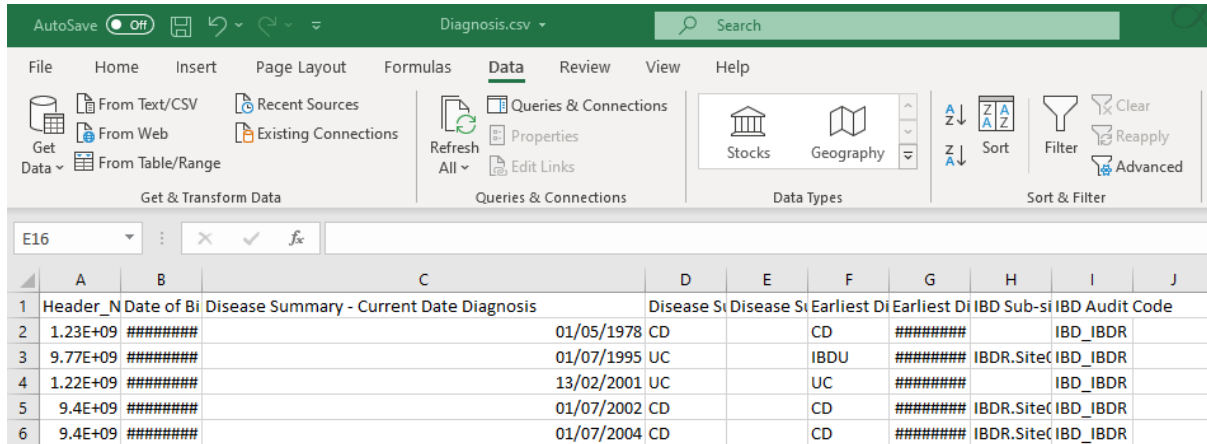
On the left-hand side of the page, there is a list of generated CSV files:

- Admission.csv
- BiologicsEvent_FollowUp.csv
- BiologicsEvent_Initiation.csv
- Cancer.csv
- Consent.csv
- Contact.csv
- Contact_DC.csv
- Contact_DS.csv
- Diagnosis.csv
- Growth.csv
- IbdImpact.csv
- Medication.csv
- Patient.csv
- PromControl.csv
- Surgery.csv

Running the extract will produce a set of **.csv** files, as shown on the left-hand side.



Make a copy of the **Diagnosis** file and open the copy.

Using the copy file of **Diagnosis**, sort the entries on Column C (Disease Summary - Current Data of Diagnosis) as below



| | A | B | C | D | E | F | G | H | I | J |
|---|----------|------------|--|-----------|-----------|-------------|-------------|------------|----------------|---|
| 1 | Header_N | Date of Bi | Disease Summary - Current Date Diagnosis | Disease S | Disease S | Earliest Di | Earliest Di | IBD Sub-si | IBD Audit Code | |
| 2 | 1.23E+09 | ##### | 01/05/1978 | CD | | CD | ##### | | IBD_IBDR | |
| 3 | 9.77E+09 | ##### | 01/07/1995 | UC | | IBDU | ##### | IBDR.Site | IBD_IBDR | |
| 4 | 1.22E+09 | ##### | 13/02/2001 | UC | | UC | ##### | | IBD_IBDR | |
| 5 | 9.4E+09 | ##### | 01/07/2002 | CD | | CD | ##### | IBDR.Site | IBD_IBDR | |
| 6 | 9.4E+09 | ##### | 01/07/2004 | CD | | CD | ##### | IBDR.Site | IBD_IBDR | |

Sort dates or times

1. Select a cell in the column you want to sort.
2. On the **Data** tab, in the **Sort & Filter** group, do one of the following:
 - To sort from an earlier to a later date or time, click  (Sort Oldest to Newest).
 - To sort from a later to an earlier date or time, click  (Sort Newest to Oldest).

You are then able to read off the records diagnosed patients between a certain date or time.