Online Notifiable Disease Case Report Form

We greatly appreciate your commitment to report notifiable diseases to the District of Columbia Department of Health (DC DOH). This brief guide outlines how to access, return to, and submit the online notifiable disease case report form.

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Technical Assistance for Online Case Report Form Submission

If you have any questions or trouble submitting the case report form online, please contact us at redcap.epi.doh@dc.gov.

Last Updated: September 29, 2016
Section 1. Completing the Online Case Report Form

1. Open the link to the Notifiable Disease Case Report Form:
   https://redcap.doh.dc.gov/surveys/index.php/surveys/?s=DHNA4X8LJC.

2. Start filling out the case report form. Fill out the form questions in the order that they appear. The red asterisk (*) indicates fields that must be completed in order to continue to the next page and to submit the case report form.
3. To avoid losing information or to return to the form at a later time, you will need to obtain a unique code (known as a Return Code) that will allow you to retrieve the patient record. Click “Save & Return Later” to get the Return Code.

4. Record the Return Code in the box that appears on the screen then click “Close”. The Return Code is case sensitive and is different for each patient record. Again, this is the code that will allow you to return to that specific patient record if you want to make changes in the future or to continue filling out the form at a later time.
5. Once the box with the Return Code closes, a page that says your responses were saved appears. Click “Continue Survey Now” if you want to return to the place where you left off and continue filling out the form.

NOTE: If you want to return to the form at a later time, you can enter your email underneath “2.) Survey link for returning”, click “Send Survey Link”, and close the form at this point. This email will NOT include the Return Code. The following section “Returning to a Previously Started Case Report Form” describes how to return to the form at a later time.
6. Continue filling out the case report. Click ’Next Page” to continue to the next page or click “Previous Page” to return to an earlier page in the case report.

7. If required fields in the form are left blank, an error message will appear when you try to go to the next page.
8. Once you reach the last page of the form, click “Submit” to send the completed case report to DC DOH.

9. Once the form has been submitted, you can receive a confirmation e-mail by entering your email address. Note: the Return Code is again provided for your records.
Section 2. Returning to a Previously Started Case Report Form

1. Open the link to the Notifiable Disease Case Report Form:
   https://redcap.doh.dc.gov/surveys/index.php/surveys/?s=DHNA4X8IJC.

2. Move the cursor to the top right corner of the page where it says “Returning?”

   ![Notifiable Disease Case Report Form](image)

   Move your cursor here to return to a specific patient record

3. A box will appear as shown below. Click “Continue the survey”.

   ![Notifiable Disease Case Report Form](image)

   Click on “Continue the survey”
4. Enter the Return Code you recorded earlier for the specific patient record you want to access and click “Submit your Return Code”. The Return Code is case sensitive.

5. You will be brought back to the specific patient record that you started to fill out. You can then make changes or continue filling out the form if it was not completed.
Appendix: Frequently Asked Questions

I tried to access the online form, but the link did not work. What should I do?
Please try the link using a different browser, such as Chrome or Firefox. It is best to use a browser other than Internet Explorer. If that still does not work, please contact your IT Department or the DC DOH REDCap Team at redcap.epi.doh@dc.gov. Please take a screen shot of the error message to help us assist you.

I started filling out a case report form but did not submit it. Now, I want to return to the form, but I don’t have the Return Code. What should I do?
You will need to create a new form. Please make sure to click “Save & Return Later” on the bottom of the page to retrieve the Return Code for this new case report form.

I submitted the case report form and want to return to the form to make an update, but I don’t have the Return Code. What should I do?
Please contact DC DOH REDCap Team at redcap.epi.doh@dc.gov and include the patient’s initials and date of birth. We will respond within the next business day with the Return Code you will need to access the specific patient record. Please do not include patient’s full name in the e-mail.

If I need to delete a case report form that I created, what should I do?
Please contact DC DOH REDCap Team at redcap.epi.doh@dc.gov and include the patient’s initials and date of birth. Please do not include patient’s full name in the e-mail.

Once I have submitted a form to DC DOH, can I add additional information (including uploading additional documents)?
Yes. If you have the Return Code, you can return to the specific patient record by following the steps in the section “Returning to a Previously Started Case Report Form” of this document. If you have trouble returning to a patient record or don’t have the Return Code, please contact the DC DOH REDCap Team at redcap.epi.doh@dc.gov.