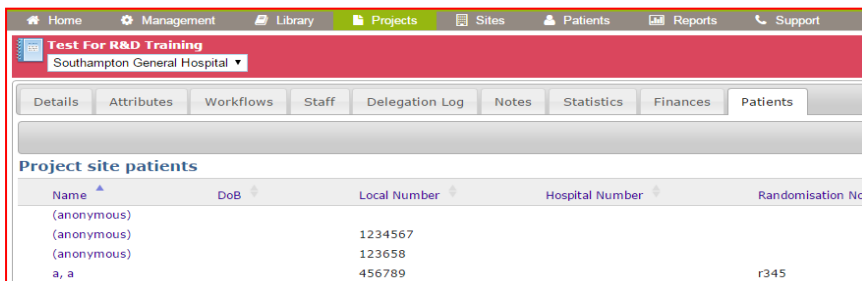


Edge – adding patient visits

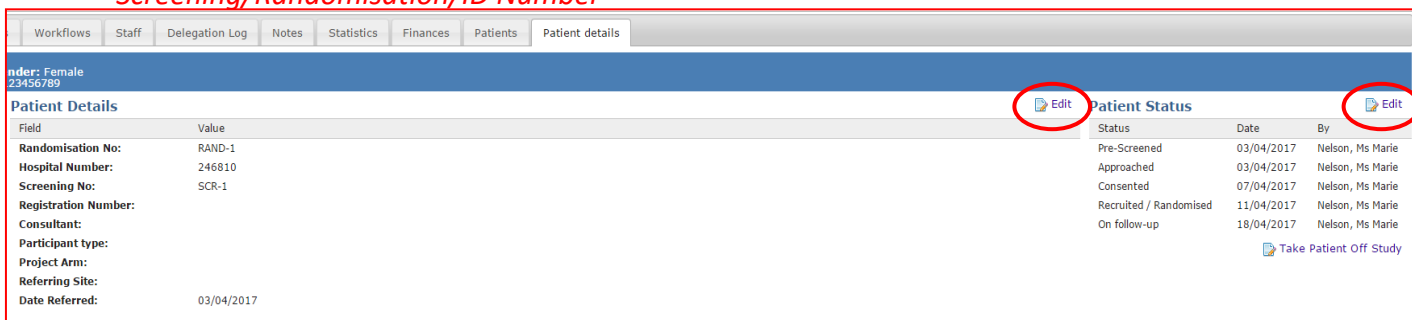
1. Enter site (red) level of project

2. Select Patient tab then select patient

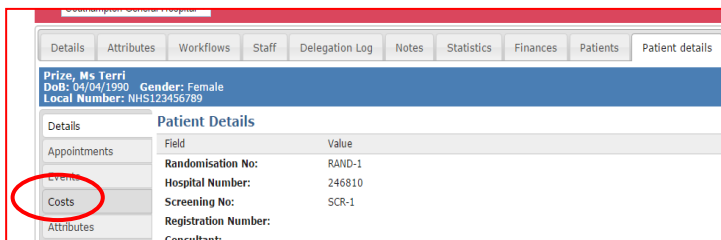


3. Check that patient details and status are fully completed and up to date. Use the Edit function to update.

Minimum dataset to include Name, DOB, NHS number, Hospital number, Screening/Randomisation/ID Number

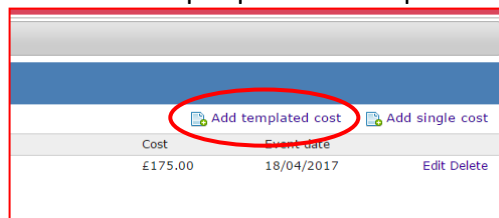


4. Select the costs tab at the side



5. Select "Add templated cost"

6. Select the "per patient" template

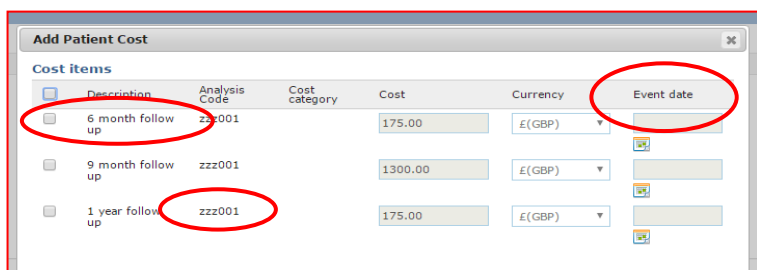


7. Select the visit that has occurred and enter the date. Scroll down through template and add any extras including extra procedures and refreshments. The visit must only be added **after** the visit has actually occurred to ensure all additional procedures are captured.

8. Save

The template will be based on the protocol visit schedule and the study costing template. Extra items/activities that can be charged for will be shown and will have been agreed during the set-up of the study Analysis (cost centre) code must be present for complete data to be extracted – this will be pre-filled.

Please do not add patient travel for a visit – this is for reference only at this stage and is invoiced separately.



NB: Commercial studies should all have these templated costs, if missing please raise with your Edge Champion. Non-commercial studies are not yet all using these templates, but some will have them without costs attached.

For any additional support please contact your local Edge Champion or edge2admin@uhs.nhs.uk