

INSTRUCTIONS FOR FILLING OUT FORMS OF THE ELECTRONIC MEDICAL RECORD (Version 0.1.0)

All the modules of this computerized medical record, aimed at the epidemiological analysis of the data, have been realized using Adobe Acrobat Pro DC software. For the compilation you must use the program Adobe Acrobat Reader version X or later (free charges download from the site www.adobe.com). All functions are activated under the Windows operating system (any version), while under other operating systems (Apple, Linux, Android) it is not possible to send data automatically (see below). There is no compatibility with other pdf clones.

The files containing the fillable forms have an explanatory name of some of their characteristics. The type of format of the pdf file name resembles the following type:

00-001_2022-1222_ *name* _distribuito.pdf

where the first two digits indicate the order number of the module (00 to 15); the second group of digits indicates the version (in this case 0.0.1); the third group of digits is related to the year (in this case 2022); the fourth group of digits indicate the month and the day (in this case 22 December); the *name* indicates the content of the form and the diction "*distribuito*" indicates the version containing the fillable fields (NO changes can be made to the software structure. Otherwise, the form will be unusable). Consult the following reference link from time to time to check that you have the latest updated version of the software.

<http://www.tarcisioniglio.it/>

[the seven English protocol questionnaires that patient can self-fill](#)

[all English protocol questionnaires](#)

All modules are checked and updated (for errors or for additions and / or improvements) in real time on the dedicated reference site. For any problem or accidental damage locally, download a fresh copy of the necessary modules.

ALL MODULES.

All lines of the forms have a reference index (composed of letters and numbers); a definition of the contents (with possible specification of the answers and / or formats allowed) and a colored area to accept the answer chosen by the compiler. If the answer area has a red filiform frame, then the answer is mandatory and non-compilation makes it impossible to send the file and the automatic exclusion of the same from the epidemiological analysis.

There are some colored fields with no table of contents and no content definition. In this case, these are service fields that the program can autofill.

Where indicated, follow the required format. For example, the dates are in the format dd/mm/yyyy, i.e. two digits for the day, followed by the / sign (the bar at the top of the 7 key on the Italian keyboard), two digits for the month, followed by the / sign (the bar at the top of the 7 key on the Italian keyboard), four digits for the year.

All modules always have at least one required field. This figure relates to the patient's identification which must be copied from the patient's documents enrolled in the study. This information is automatically replicated on all the sheets of the single module and is the trace that allows the reordering of the information and the recall of the data of the individual patient both on any printed sheets and in the epidemiological analysis performed on the general database.

All forms have two buttons: **SAVE** and **SEND**. With the SAVE button you can save a copy of the form at any time on the local computer, even in a partially completed way while waiting to complete the data collection. It is advisable to save the file by giving it the patient's identification and the form number (for example: AAABBB00C00D123E_07.pdf). When all the patient's data is present, the SEND button will be activated. After pressing the SEND button, the program saves a copy of the form locally; it collects only the answers, compresses them, and encrypts them; then, it attaches them in a file of a few KB that it sends by e-mail to the scientific coordinator for epidemiological analysis. If there is no e-mail manager on your computer, an attachment is prepared that the compiler must send by hand by attaching it to an e-mail to the dati.epi@libero.it address.

Form "ADL".

This module is designed to collect data from four distinct days of observation on the patient's behavior in social life.

Lines **N031 to N036** indicate the behaviors to be observed. Below are the observed behaviors that will be chosen by clicking the **##** column relative. For each choice made, specify the minutes of execution and the initials of those who fill out the form after the observation. Each of the four columns presents the possibility of marking the date of the day related to the observation.

In line **N030**, the computer automatically calculates the ADL score for the day to evaluate changes over time. The epidemiological inquiry will assess the statistical significance of the variations.

Form "BARTHEL".

In the lines **from B_A01 to B_A04** report the complete data of the compiler to contact in case of further information to be investigated and deepened after filling in and sending the form. Enter the place where you fill out the form. The date of compilation is mandatory.

In line **B000**, enter the patient's code (in all capital letters).

Rows **B_01 to B_11** indicate the behaviours to be observed. For each row, enter the response code relevant to the observed behaviour in the box. The computer will automatically calculate the total score according to the Barthel scale, based on the individual values reported in the answers.

Form "NORTON".

In lines **N100 to N102** report the complete data of the compiler to contact in case of further information to be investigated and deepened after completing and sending the form. The date of compilation is mandatory.

In line **N000** enter the patient's id code.

Lines **N001 through N005** indicate the behaviors to be observed. Below are the observed behaviors that will be chosen by clicking the relative column. Your computer will automatically calculate your Norton A score in line **N006**.

In lines **N008 to N014** some clinical parameters to be observed are indicated. Below are the possible answers that will be chosen by clicking the relative column. Your computer will automatically calculate Norton B score in line **N015** and overall Norton scale score in line **N016**.

In the free field **NOTE_ N1** you may enter all the observations and additions, useful for the study, that you could not enter in the form.

In lines from **N020 to N025** are indicated some parameters on the judgment of autonomy to be observed in the patient. Below are the possible answers that will be chosen by clicking the relative column.

In the free field **NOTE_ N2** you may enter all the observations and additions, useful for the study, that you could not enter in the form.

Form "TINETTI".

In the lines from **T_A01 to T_A04** report the complete data of the compiler to contact in case of further information to be investigated and deepened after completing and sending the form. Enter the place where the form is filled in. The date of compilation is mandatory.

In the **T000** line, enter the patient's id code.

Lines **T_01 through T_16** indicate the behaviors to be observed. For each row, open the drop-down menu and choose the relevant response to the behavior observed with a click of the mouse. The computer will automatically calculate the score according to the partial and total Tinetti scales.

Module "ENB".

This pdf form contains the electronic summary of the results and evaluations obtained after the administration of the ENB test. The editorial key is under copyright and reflects the official scheme present in the publication. For specifications and explanations, please refer to the original paper text.

Module "ENB" (maps and materials).

These are two modules to be used for the administration of the ENB test on the psychological evaluation of the patient. Attach and send the final summary report of the specialist.

Module "HAMILTON-D".

Enter the patient's social security number and the date the test was performed in the specified line.

Boxes **HD001 through HD021** indicate the behaviors to be observed. Enter in each rectangle within the box the value with the chosen answer. All fields are mandatory, to prevent accidental submissions of forms that are not completely completed and whose total score cannot be evaluated. The computer will automatically calculate the total score of the "Hamilton Rating Scale for Depression" as you enter the individual values.

FORM "FSS".

This form can be used in paper form if the patient is able to self-fill. In any case, there is the possibility of transmitting the electronic copy by reporting next to the single question, the value from 1 to 7 chosen by the patient. In the case of an electronic module, the sum of the scores scored will be automatically summed.

MODULE "MSIS-29".

This form can be used in paper form if the patient is able to self-fill. In any case, there is the possibility of transmitting the electronic copy by reporting next to the single question, the value from 1 to 5 chosen by the patient. In the case of an electronic module, the sum of the scores scored will be automatically summed.

"ECDVENA" FORM.

It is used to collect observations during the execution of the echo color Doppler of the jugular veins to evaluate the venous compression syndrome. After filling in the first three fields, we move on to the bifurcation of the positivity found based on the laterality of the vein (right or left), the static of the patient (supine or standing position), the height of the vessel (J1, J2, J3), type of image (black, intermediate, white).

MODULE "ESS".

This form can be used in paper form if the patient is able to self-fill. In any case, there is the possibility of transmitting the electronic copy by reporting, next to the single question, the value chosen by the patient. In the case of an electronic module, the sum of the scores scored will be automatically summed.

"EDSS" MODULE.

This form can be used in paper form at the patient's bedside. In any case, there is the possibility of transmitting the electronic copy after clicking on the symptomatology chosen from the list of the electronic form.

MODULE "FIM".

This form can be used in paper form at the patient's bedside. In any case, there is the possibility of transmitting the electronic copy after clicking on the symptomatology chosen from the list of the electronic form. It is possible to record on a single form the data relating to the pre-treatment, post-treatment, and follow-up clinical situation.

DO NOT change the structure of the forms. Any changes could irreparably compromise the software. If you have problems or any anomaly happens, download the original modules again .

Do not hesitate to contact the author of the software if you have any doubts.

Any comments, reports, advice, suggestions, etc. can be made by e-mail to tarcisio.niglio@libero.it who will evaluate and make any feasible changes.