

DAISY LAB

Long Distance Blood Kit Data Entry

1. Data entry of long distance protocol blood kits is done as kits arrive from FedEx.
2. Go to the DAISY web database
3. Select “Subject Data” from left side menu
4. Look up subject
5. Select “FFQ/Filter Paper” tab from menu across top
6. Select “LD/FFQ Outcome Data Entry” from secondary menu
7. Scroll down to “Blood Collection” section, select appropriate option in “Outcome” drop down
8. Enter the *date the kit was received in lab* for “Outcome Date”.
9. Click “Save Blood Collection Changes” – a new window should pop up with the clinic visit sheet. Be sure POPUP BLOCKERS are disabled
10. Print clinic visit sheet and process samples as usual
11. For sample data entry: select “Clinic Visit” tab from menu across top
12. Scroll to the bottom of page and click on “Add a New Clinic Visit”-Blank Visit Data page should be displayed
13. Select “No, mailed blood kit” from the ‘Filter Paper?’ drop down.
14. Enter all Clinic Visit data and number of samples for each sample type, from current Clinic Visit form-send date for antibody sample is next Tuesday
15. Click SAVE
16. Enter Sample data (box, space, volume) for each sample type by selecting the sample type tab, underneath “Clinic Visit” tab. Click SAVE for each page
17. Select ‘Samples Sent’ tab and complete for antibody sample
18. Click SAVE
19. Complete data collection for “Symptoms”, “24 Hour Vitamin”, “Tanner Stage”, and “Illness” if applicable. Click SAVE for each page
20. Complete “Other Data” as necessary: Consents, Med Release/Forms, Call Record, and Autoimmune Diseases. Click SAVE for each page
21. Initial in red all forms entered, at top right
22. Paperclip visit forms together and pull subject’s chart from records room
23. Return entire chart to EDIT basket
24. After editing chart, initial Clinic Visit form, put appropriate forms in basket and file chart in Records Room.