How to Search for Patients in CREDIT

Patient File Cabinet & Prestudy

These instructions show users how to search for a patient in CREDIT in both the Patient File Cabinet and Prestudy.

Important: CREDIT stores patients in two separate 'lists.' A patient can be found in the Patient File Cabinet, Prestudy, or both. A new patient is added on the Prestudy side. If they failed screening or were never enrolled in a study, they would only exist in the Prestudy 'list.' Patients that are enrolled in a study would be copied to the Patient File Cabinet 'list,' but it's also possible a patient is only in the Patient File Cabinet 'list.' This would happen because of patients being added to CREDIT who were enrolled in a study before CREDIT went live. **You can only search one 'list' at a time.**

Step 1: From the <u>CREDIT homepage</u>, select Patient File Cabinet (A) or Prestudy (B).

Patients A	Prestudy B	Protocols	Print	Mail	Reports	? Help	C) Main Menu	My Account		
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CHRISTUS Institute for Innovation and Advanced Clinical Care										
Version 2017: Welcome, Demo! <u>View My Events</u>										
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Step 2: Select the institution. IRBs have a purple background and red text, facilities have a white background and black text, and the user's 'home' facility has a yellow background with red text. This step doesn't necessarily matter for just searching for patients since you can find patients from any institution no matter which you pick, but it does determine the originating hospital when you add a patient.

Please select the Institution	
Baylor College of Medicine IRB	
Chesapeake IRB	
CHRISTUS Health IRB	
CHRISTUS System Office	
IntegReview IRB	
LA-CHRISTUS Highland Medical Center	
LA-CHRISTUS St. Frances Cabrini Hospital	
LA-CHRISTUS St. Patrick Hospital	
NETX-CHPISTUS Mother Frances Hospital - Tyler	
NETX-CHRISTUS St. Michael Health System	
NETX-CHRISTUS Trinity Clinic	
New England IRB	
NM-CHRISTUS St. Vincent Regional Medical Center	
Ochsner IRB	
Quorum Review IRB	
Schulman IRB	
SETX-CHRISTUS Hospital - St. Elizabeth	
STEFIING IKB	
STX-SEN-URDENDED Sponn Rospital Reguille	

Step 3: In the bottom right of the screen, type in the text box (A) what to search for, and select options in the list (B) where to search. You can select multiple options. Then click **Search** (C).



Step 4: Select the patient that matches what you were looking for by clicking on a field that is blue and underlined. You can always customize your search options by clicking **Options** in the bottom right. This will allow you to specify which options are listed (**B** in step 3) and in what order, and how they are displayed once a search has been completed.

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Patients	Prestudy	Protocols	Print	Mail	Reports	Help	Main Menu		Log Out	
Searching Patient Name with the following keyword:										
1) Training	3									
Found 1 Record										
Patient Name	Initials Con	tact Date Outcom	e Patie	nt Protocol ID	Coordinator Inv	estigator				
Delete, Traini	ing JD 04/2	25/2017 Went C	n Study							

For technical questions related to CREDIT please call: 469.282.2014 Email: <u>CIIACC@christushealth.org</u>