

SOP#: PM-4

Submitting Outside Records for Entry in CRIS

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Review Interval Period: Biennial

**NCI Clinical Director Signature/
Effective Date:**

POLICY

All appropriate non-NIH medical record documents will be included in the Clinical Center medical record (i.e., CRIS). Documents of significance are to be selected for inclusion in the NIH medical record which are pertinent to either clinical care or research. In the interest of eliminating unnecessary bulk and retaining meaningful information, entire outside medical records are not routinely filed in the Clinical Center medical record.

PURPOSE

The purpose of the standard operating procedure is to provide guidance on records appropriate for entry into CRIS and to outline the appropriate procedure(s) for providing those records (paper or e-file) for entry/uploading to CRIS.

RESOURCES

- [CRIS PDF Reports Submission Site – Prod](#)
- NIH Clinical Center (CC) Health Information Management Department (HIMD) [Handbook](#)
- Adding CRIS Labels on PDF Documents: CCR Computer Corner [website](#)

PROCEDURES

Step 1: Identify Which Outside (Non-NIH) Record(s) Need to be Scanned into CRIS

Selected records include those that support pathology, medical history, baseline symptoms and prior therapies. While the participant is on study, records can include hospital/clinic records that identify adverse events, labs, and procedures.

Step 2: Submission to Health Information Management Department (HIMD)

Electronic Submission

A [secure website](#) allows NIH employees to submit electronic files of outside records (must be in PDF form) to HIMD for reviewing and uploading into CRIS. Submitting outside records electronically allows the records to be labeled in a more specific fashion.

- Please refer to the secure website for specific instructions.


Note: When labeling pdf files, the file name can only contain letters and numbers. If the file name contains any commas or special characters, you will receive an error or message when trying to upload on the website.

- A document type and date identified in the system will allow for ease of identification of outside records in CRIS. The team should have a standard for labeling that is standard across protocols.

Paper Submission – if unable scan and submit electronically

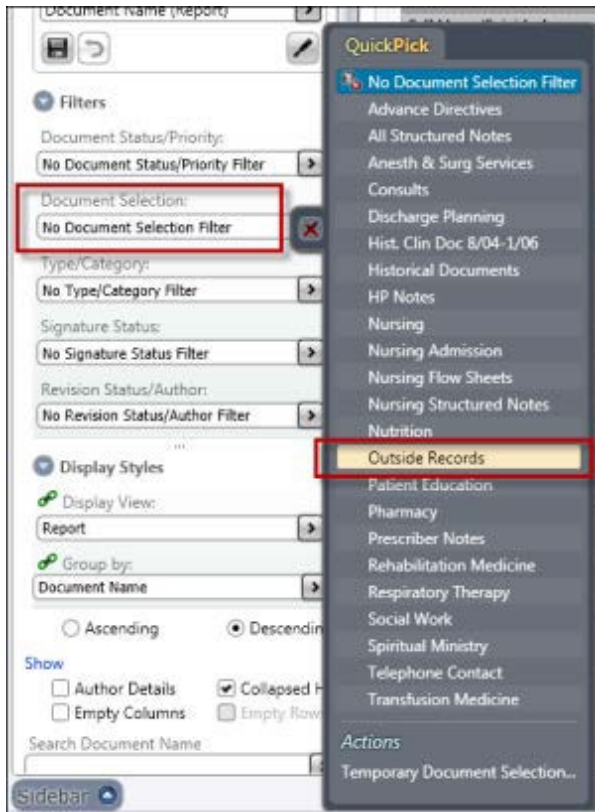
- Enter participant identification information on the outside record(s)
 - Include the participant’s name and Clinical Center medical record number in the bottom left-hand corner of each page to be uploaded. This can be printed clearly in ink or attach the Clinical Center patient label.
 - If the outside records are sent electronically, a “patient label” can be added via Adobe Acrobat – See Resources “Adding CRIS Labels on PDR Documents”
 - Send records to HIMD:
 - Hand carry to HIMD 10/B1L400
 - OR
 - Place in designated boxes for HIMD in patient care areas (i.e. clinics, inpatient units)
- The expected turnaround time is 72 hours. There may be exceptions when extraordinarily large batches of outside materials are received. There may be a delay of a day in this circumstance.
- Outside lab results are top priority
- Outside records are dated per the date of the document
- The paper outside records that are sent to HIMD are labeled in CRIS in one of the following categories:
 - Outside Imaging Results
 - Outside Lab Test Results
 - Outside Physician Notes
 - Other Outside Notes
 - Other Outside Diagnostic test results
 - Outside Pathology Results

Step 3: Viewing Outside Records

- Outside records can be viewed from the Documents Tab using the following Document Selection filters:
 - Outside Records (all outside medical information) – See Appendix A
 - Prescriber Notes (all outside prescriber notes)
- To view the scanned files use the media icon () shown next to the document name in CRIS – See Appendix B

Appendix A

Viewing Outside Records – Documents Selection Filter



Appendix B

Media Icon to View Outside Records

The screenshot displays a medical software interface with a top navigation bar containing tabs for PtList, Orders, Meds, Results, Docs, Flowsheets, PtInfo, Consents, Micro, Onc, and ClinSum. On the left is an Options Panel with sections for Chart Selection, Date Range, Display Format, Filters, and Display Styles. The main area shows a table of documents for the date 01/28/2020. A red arrow points to a media icon (a document with a play button) in the left column of the table, corresponding to the document 'Consent-Admin of Anesthesia and Performance of Proc...' at 00:00.

| Time | Document Name |
|-------|--|
| 20:10 | 02 Nursing Assessment and Care |
| 20:07 | Patient Education Note |
| 19:50 | VAD Observations |
| 19:50 | Pain Management |
| 19:45 | 01 Vital Sign Observations |
| 18:00 | Pain Management |
| 17:30 | VAD Observations |
| 15:56 | Chemotherapy/Biotherapy Treatment Note |
| 14:48 | Advance Directives |
| 14:25 | Admission Assessment |
| 14:13 | Medications/Herbal on Admit/Encounter |
| 14:09 | Medications/Herbal on Admit/Encounter |
| 14:00 | Pain Management |
| 13:30 | VAD Observations |
| 13:30 | 03 Plan of Care |
| 13:15 | 02 Nursing Assessment and Care |
| 13:15 | 01 Vital Sign Observations |
| 13:15 | History & Physical Examination |
| 13:15 | VAD Observations |
| 13:20 | 01 Vital Sign Observations |
| 11:20 | Central VAD Insertion/Removal/Repair |
| 09:05 | HSCT Pre-Transplant Visit Template Note |
| 00:00 | ADM Consent - General Admission |
| 00:00 | Medication Reconciliation - Admission |
| 00:00 | Consent-Admin of Anesthesia and Performance of Proc... |
| 00:00 | Report of Performance of Radiological Procedure |
| 00:00 | Surgical/Invasive Procedure Verification Checklist |