

## 7. The Visit Plan – How to set up & edit visits

- With the exception of the registration visit, which already comes with a newly generated patient, all visits need to be set up via the **Next Visit button**.
- A **Planned Visit Date** can be modified and with it the **order of the (unscheduled) visits** displayed on a patient's Visit Plan.
- As long as no form within a visit was saved, the visit can be **deleted**.
- In new trials (start in 2021) visits can be **hidden**.

# 7a. Video - How to set up and edit visits

The screenshot displays the SAKK DataCapture web application interface. At the top, the browser address bar shows the URL: `sakkst02.siak.ch/apps/WebObjects/ST21-productive-DataCapture.woa/1/wo/wHaRrgb6MNAAGQIPkczW3g_0SAKKP/78.0.1.1,29.5#`. The application header includes the SAKK logo and patient details: Date: 17.02.2021 - 15:05 (CET), Centre: CH-0999 Bern/TrainingCenter 2316, Country: Switzerland, Project: CRC Training SAKK 2316 (2.8\_011), Patient: UFN 2316\_0059, and Arm: ALND. A navigation bar contains links for 'My Reports', 'Patient', 'New patient', and 'Select (Patient, Centre)'. The main content area is titled 'Visit plan' and features a grid of visit events. The grid is organized into two main phases: 'Registration' and 'Follow-up phase'. The 'Registration' phase includes visits for Pre-registration, Eligibility, Randomization, Baseline, SG - Week 1, SG - Week 4, Start of radiotherapy, and End of treatment. The 'Follow-up phase' includes visits for Recurrence 1, Recurrence 2, 9 months, and 12 months. Each visit event is represented by a green icon with a checkmark, indicating that the visit has been completed. The grid also shows a 'Patient' status at the bottom left and a 'Next visit' label at the bottom right.

Visit plan	Adverse Events	Surgical procedures	Radiotherapy	Systemic treatment	Pathology	PRF
Planned visits						
Eligibility - Pre-registration	05.04.19					
Eligibility - Registration		21.10.19				
Randomization			21.10.19			
Medical History				22.10.19		
Physical Examinations					28.10.19	
Quality of Life						18.11.19
End of Treatment						07.01.20
Follow Up						
Recurrence						
Recurrence 1						29.05.20
Recurrence 2						29.05.20
9 months						11.07.20
12 months						09.10.20
Next visit						

## 7. Editing planned visit dates & deleting visits

- Planned Visit Dates are not part of a patient's data set.
- Modifying them usually only changes where a visit appears on the Visit Plan.
- The order of scheduled visits cannot be changed.
- Placing unscheduled visits incorrectly, might trigger Warnings on date fields within these and surrounding forms.

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- A visit can only be deleted as long as none of its forms are saved.
  - Deleted visits are just deleted from the patient's Visit Plan, but still available to be set up later again.

## 7. Hiding visits

- If visits cannot be deleted anymore, they can be hidden in new trials.
  - Missed out visits that actually should have been performed need to be completed as **'Not Performed'**. Do not hide them!
- Hidden visits are no longer part of the patient's data set and will not be analyzed or validated anymore.
  - Hide only visits not needed within the dataset!
- Hidden visits and their data can be viewed but not modified anymore.
  - Therefore, make sure to resolve all queries prior to hiding a visit!
- Hiding is reversible!
  - Nonetheless, hide with caution, as erroneously hidden visits lead to data loss when not discovered prior to analysis and a late reverse might result in unclear data!