

Data Input Layout

Introduction

These instructions provide the information you need to be able to send data to National Records of Scotland (NRS) formerly General Register Office for Scotland (GROS) on diskette or CD; which type of diskettes to use, how they should be formatted and what format the data must be in.

Please follow the instructions carefully. If the data is not in the correct format our Computer supplier (ATOS Origin), might be unable to read it.

If you have any problems, please call 01387 259823.

The data can be held on as many disks as necessary, but each disk should contain just one file.

About The Diskettes or CD

The file should contain one header record and any number of data records between 1 and 5000 (attached layout – [Appendix A](#))

N.B. If any patients are known to be resident in England or Wales, they need to be put on a separate disk. For formatting guidance please contact Central Register, Southport directly on 01704 554135

On the following pages you will find detailed information about the layout of the data you may send us, whether it is for 'lagging' or 'tracing' studies

File Name

Each diskette or CD should contain one file and should be clearly labelled with the file name and place of origin.

Supporting Documentation

You should ensure that every diskette or CD is accompanied by a Diskette Description Form ([Appendix B](#)). Please take care to supply all the information requested.

NHSCR Survey Update File Format

File layout of FCS131SURVEYDATA is as follows:

Data for input to the NHSCR Survey Update program should be submitted as an **ASCII Test file in fixed length** format. Each line of text (or record) should have 348 characters, followed by CR and LF characters (Carriage Return and Line Feed). The first record in the file should contain a '1' followed by the Survey Code, followed by spaces, up to 348 characters. All other records in the file should start with a '2' followed by patient data (see below). There should be no more than 5000 records on the file.

Header Record:-

Record	Position			
From	To	Item	Size	Value
1	1	Record Identifier	1	1
2	7	Survey Code	6	
8	348	Filler	341	

Detail Record:- **ALL DATA SHOULD BE IN UPPER CASE**

Record	Position			
From	To	Item	Size	Value
1	1	Record Identifier	1	2
2	18	NHS Number	17	
19	38	Surname*	20	
39	53	Forename*	15	
54	68	Middle Name	15	
69	76	Date of Birth*	8	DDMMYYYY
77	77	Sex*	1	M, F, ?
78	157	Address	80	
158	161	Year Home Address Valid	4	YYYY
162	181	Former Surname	20	
182	201	Mothers Maiden Name	20	
202	213	Birthplace	12	
214	233	Occupation	20	
234	258	Patient Reference Number	25	
259	338	GP Name and Address	80	
339	348	CHI Number	10	

* Mandatory Fields

Any non-mandatory fields for which you do not hold information should be space filled.

Example

The start of a Survey Update file for survey code AB123 should look like this:-

(**Note** – only the first 74 characters of each record are shown).

1	AB123			
2	SMITH	JOHN	H	010119
2	BLOGGS	MARY		010219
2	JONES	JACK		311219

Data Submission Form

Please send this form with your diskette/s or CD/s to:

Medical Research Section
NHSCR
Monreith House
Crichton Business Park
Bankend Road
DUMFRIES
DG1 4ZE

From:

.....
.....
.....
.....
.....

Telephone number:

SR/SMR/MR Study number:

Filename	No. of records
DISK 1	
DISK 2	
DISK 3	
DISK 4	
DISK 5	
DISK 6	