

**Burn Model System
National Data and Statistical Center**

STANDARD OPERATING PROCEDURE (SOP) #109

SOP #109	Title: BMS Data Collection Form Storage	
Approved: BMS Project Directors	Effective Date: 10/22/2021	
Attachments: None	Revised Date:	
Forms: None	Review Date:	
Review Committee: BMS Project Directors		

Introduction:

The Burn Model System (BMS) Centers use an established set of rules for handling the storage of data collection forms at discharge and follow-up.

Purpose:

To have a procedure in place to assist data collectors and BMS Centers in issues of data storage.

Scope:

BMS and BMS longitudinal follow-up centers that collect follow-up data for the NDB.

Responsibilities:

BMS staff responsible for Form I and Form II data collection for the NDB (e.g., BMS researchers or clinicians, research assistants, study coordinators).

Procedures:

In the process of collecting discharge and follow-up data for national database (NDB) cases, paper data collection forms are gathered and the data from them are entered into the REDCap database. These data collection forms utilize office space that may be at a premium, and BMS Centers may need to strategize alternative ways of storing data. The following procedures are allowed and potentially recommended:

- a. When filling out the Patient Status Form (PSF) and the Medical Record Abstraction (MRA) forms, data collectors may enter the data directly from the medical record into REDCap (ie, paper medical record abstraction data forms are not required). However, data collectors who prefer to enter patient status information and/or medical record information onto a paper form may do so, and the NDSC will continue to provide electronic versions of the paper MRA forms.
- b. Scanning of paper documents and storing them on secure servers is a viable way to maintain the original data collection record while reducing physical space needs.
- c. The only forms that need to be stored as paper forms are the study

consent forms (unless eConsent is used) and the HIPAA forms (unless electronically signed). All other forms, including forms originally filled out on paper by the participant, may be stored digitally (i.e., scanned and saved to a secure server as described in b., above) if storage space is not available.

Because the storage capacity is different at each BMS Center, each Center must establish a procedure for data storage. The specific storage strategies taken may be different from center to center based on the services and staff available, but this procedure lays out optional and recommended strategies.

Training requirements:

Each center is responsible for training data collection personnel regarding their specific storage procedure.

Compliance:

During site visits, NDSC staff will confirm that the procedure exists and that staff have been trained regarding the procedure. There is no need to file the procedure with the NDSC.

References:

None

History:

None

Review schedule:

At least every 5 years.

