

## **College Health Surveillance Network (CHSN) Monthly Protocol for Individual Schools**

As soon as possible each month, *but by the 12th at the latest*, the designated IT person should abstract, de-identify and upload EMR data for the previous month as follows:

1. Include all visits for students (graduate and undergraduate) ages 15 to 50, regardless of the ICD9 and CPT/E&M codes associated with the visit.
2. Use a confidential algorithm to convert the appropriate record identification field (typically either the student I.D. number or the medical record number) in each EMR to a record identifier that is unique for each student but will not be traceable back to the student without the algorithm.
3. Strip all identifying and demographic information fields, except for age, gender, ethnicity and graduate/undergraduate standing, and of all information not specified in the “School Import File Layouts” document provided by CHSN. [N.B. The order of priority for demographic information is sex, graduate/undergraduate, age, ethnicity. Should there be concerns about the potential identification of non-standard students (for example, a 47 year old undergraduate Native Hawaiian male), ethnicity can be deleted from the record.]
4. Organize the records according to the format specified in the “School Import File Layouts” document provided by CHSN, using the column headings and order specified in that document (April 2013 version).
5. Each file name must include the label “ICD” or “CPT”, school initials and the month and year. So, for example, the file of ICD-10 codes from University of Virginia for January 2016 would have a name such as the following: ICD\_UVA\_JAN\_16. How you write the school name, month and year is not constrained (so, for example, ICDvirginia1-16 would also be fine).
6. Upload the prepared files, in **comma delimited or pipe delimited format** to <https://cacsprd.web.virginia.edu/chsn/ExternalLogin/Login> (Make sure that the files are not open in another application, which will result in an upload error.)

### **Resources for handling any problems or questions:**

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