Adverse Event Reporting System (AERS)

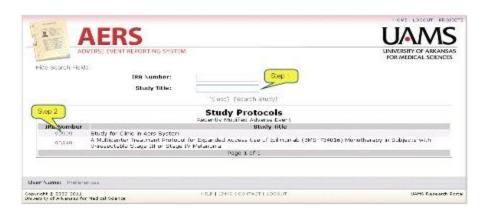
AERS is an application developed to allow clinical research staff to collect adverse event, AE, information from patients using Common Terminology Criteria for Adverse Events, version 4, CTCAE v4, event definitions. Research staff can review ongoing AEs, review previously resolved AEs, and enter new AEs for a patient.

Accessing AERS

AERS is accessible from the Clinical Trial Management System, CTMS, dashboard or through a link in EPIC. When accessing AERS through the CTMS dashboard, research staff must search for the specific study in which the patient is enrolled, then search for the patient. When accessing AERS through EPIC, staff will be taken directly to the patient's AE record.

CTMS Dashboard

- To search for a research study, go to the IRB Number or the Study Title search box, enter the appropriate information, and click [Search Study].
 Note: The most recent studies that you have searched for are listed in the Study Protocols List.
- 2. Select the study in which the patient is currently enrolled by clicking the IRB Number in the Study Protocols list.

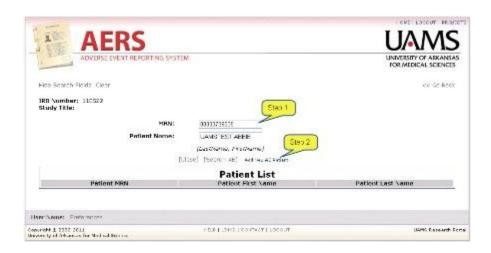


3. Once you are in a research study, search for patients by typing in the patient medical record number or patient name into either the **MRN** or **Patient Name** search

box and click [Search AE].

Note: The most recent patients you have edited or searched for are listed in the Patient List.

4. Click **Add New AE Patient** if this is the first time you are entering AE data for a patient or click on the Patient MRN to navigate to the adverse event collection screen.



EPIC

1. When in the patient's chart, type **.aers** into the form to initiate the jump from EPIC to AERS.

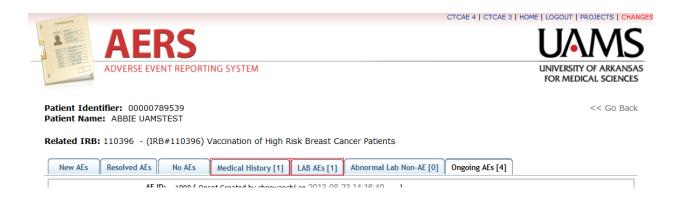
Adverse Events

Once inside a patient's AE record, there are seven tabs: New AEs, Resolved AEs, No AEs, Medical History, LAB AEs,, Abnormal Lab Non-AE, and Ongoing AEs:

- New AEs tab allows research staff to create new AEs. This is the default tab when entering a patients AE record and there is no any exist records on AERS
- Resolved AEs tab allows review of all AEs that have been reported and resolved.
- No AEs tab allows research staff to report that there are no AEs. This function is not available if there are any current, ongoing AEs.
- Medical History tab allows review of ongoing medical history AEs
- LAB AEs tab allows review of all Lab based AEs that pushed by CALAEGS . Those out of range with empty grade AEs would not be sent to EPIC
- Abnormal Lab Non-AE tab allows review of all Lab based AEs that have been

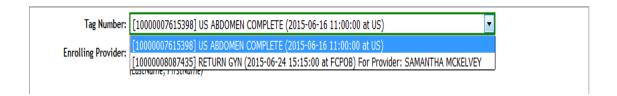
- graded as No Grade: Non AE, abnormal lab result. This tab would not be sent to EPIC and will be moved to LAB AEs tab if the grade is changed to normal grades.
- Ongoing AEs tab allows research staff to review all AEs currently ongoing and not resolved. This is the default tab when entering a patients AE record.

Note: The number on each tab indicates the number of AEs on the tab. The reminding redbox shows the tab needs to be viewed before hitting the submit button on the ongoing Tab.



Reporting a New Adverse Event

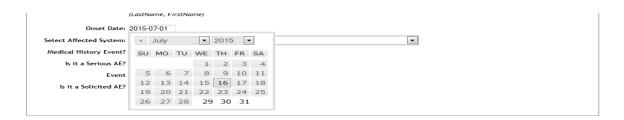
- 1) Type **.aers** to go from EPIC to AERS.
- 2) Click on the **New AEs** tab in AERS.
- 3) Select the dictation tag number that was inserted into the form in EPIC Note: The Tag dropdown will only show the last three visiting dates of this patient. If no select options show, please enter the tag number on the textbox.



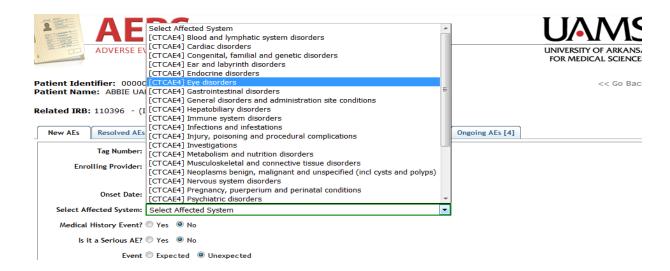
4) The Enrolling provider name will be prefilled if exist. If you wish to change to other provider, enter the enrolling provider's last name and first name on the textbox, a suggestion list of providers will showed. Please select the name of provider on the list to properly retrieve correct provider information. This will be the physician that is treating the patient.



5) Enter the onset date of the adverse event by selecting a date from the popup calendar



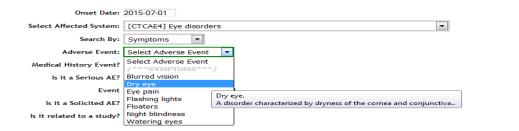
6) Select the affected system from the Select Affected System dropdown menu. This selection is based on the CTCAE version associated with the related IRB of this Patient.



7) Select the category of the selected affected system from the **Search By** dropdown menu.



8) Select the adverse event from the **Select Adverse Event** dropdown menu. Mouse hover will show description of this Adverse Event. If you see an event is grayed out, it means it already exist on this paitent. Please check on other tabs for the review.



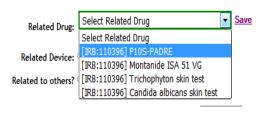
9) If the adverse event is a medical history event, click on **Yes** next to "**Medical History Event?**".

Note: This AE will be moved to Medical History Tab after done grading.

Medical History Event? Yes No
10) If the adverse event is a serious AE, click on Yes next to "Is a Serious AE?".
Is it a Serious AE? Yes No
11) If the adverse event is expected, click on Expected next to "Event".
Event Expected Unexpected
12) If the adverse event is a solicited AE, click on Yes next to "Is a Solicited AE?".
Is it a Solicited AE? Yes No
13) If the adverse event is related to a study, click on Yes next to " Related to a study?".
Note : The default option is "No" and if the adverse event is not related to the study, you will skip to Step 22.
Is it related to a study? Yes No
14)Click on one of the Study Relatedness options: Unlikely , Possible , Probably , or Definite and click Save.
Study Relatedness O Unlikely O Possible Probably Definite
15) If the adverse event is related to the study therapy, click on Yes next to " Related to a study therapy?".
Note : The default option is "No" and if the adverse event is not related to the study therapy, you may skip to Step 22.
Related to a study therapy? Yes No
16) If the adverse event is related to a study drug, click on Yes next to " Related to drugs? "
Related Drug: Yes No

17) Select the study drug that the adverse event is related from the drug list and click Save. Click **Add Drug** if there is more drugs related.

Note: A drug list will only show when there has related drug on the study.



18) If the adverse event is related to a study device, click on **Yes** next to "**Related to Device?**"

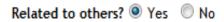
Related Device:	Yes		No
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19) Select the study device that the adverse event is related from the device list and click Save. Click **Add Device**

Note: A device list will only show when there has related device on the study.



20) If the adverse event is related to the study in some other way, such as a procedural reaction, click on **Yes** next to "**Related to Others?**"



21) Enter the description or name on the textbox next to **Related Others** and Click **Save.** Click **Add Others** if there is more others related.

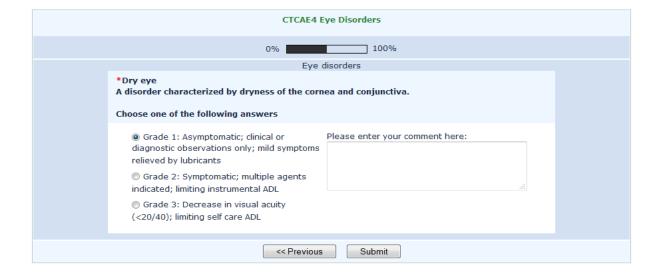


22) Click **Go Survey** to navigate to the Adverse Event grading page.



- 23) Select the grade of the adverse event by clicking on the button next to the corresponding grade, and enter any comments related to the adverse event that you feel are necessary.
- 24) Click on Submit to commit the adverse event or **<< Previous** to return to the adverse event selection page.
- 25)Once you have submitted the adverse event, it will appear under the **Ongoing AEs** tab.

AEKS	UAMS
ADVERSE EVENT REPORTING SYSTEM	UNIVERSITY OF ARKANSA FOR MEDICAL SCIENCES
Patient Identifier: 00000789539 Patient Name: ABBIE UAMSTEST	<< Go Bac
Related IRB: 110396 - (IRB#110396) Vaccination of High Risk Breast Cancer Patients	
New AEs Resolved AEs No AEs Medical History [1] LAB AEs [1] Abnormal Lab Non-AE [0] Ongoing AEs [4]	
Tag Number: 10000007615398 Enrolling Provider: Hutchins, Laura	
Enrolling Provider: Flucture (Lastkieme)	
Onset Date: 2015-07-01	
Select Affected System: [CTCAE4] Eye disorders	
Search By: Symptoms	
Adverse Event: Dry eye	
Medical History Event? Yes No	
is it a Serious AET Yes No	
Event Expected Unexpected	
is it a Solicited AET Yes No	
is ft related to a study? Yes No	
Study Relatedness Unititely Prossible Probably Definite	
Related to a study therapy? Yes No	
Related Drug: Yes No	
Related Drug: [IRB:110396] P10S-PADRE Save	
Related Drug: [Low Little Flore Low Little Flore Low Little Low Little	
Related Device: Yes No	
Related to others? Yes No	
Related Others: Add Others	
Go Survey	
Jser Name: chenwanchi Preferences	
ser name: chenwanchi - preferences	

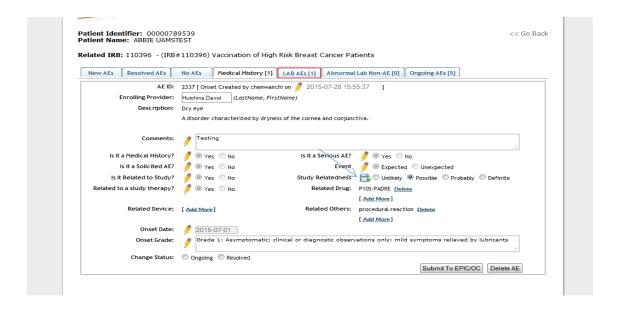


Reviewing and Updating Ongoing AEs

The default tab in AERS is **Ongoing AEs**, allowing for quick review and update of all ongoing adverse events. All adverse events that have not been resolved previously are displayed in the **Medical History/Lab/Abnormal Lab Non-AE/Ongoing AEs** tabs. Adverse events in those tabs can be updated as **ongoing without grade change**, **ongoing with grade change**, or **resolved**.

Change onset fields on AE

All fields on the AE is editable if it has not been sent to EPIC yet. Simply click on the pencil icon next the fields you would like to change and click on the save icon after the change made.



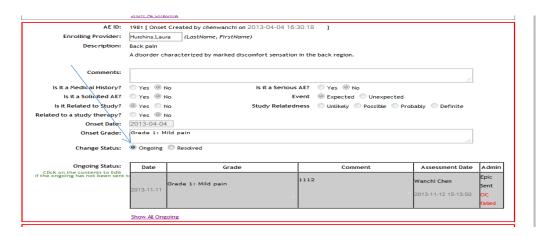
Delete AE

AE can be deleted if it has not been sent to EPIC yet. Just click on Delete button.



Ongoing Without Grade Change

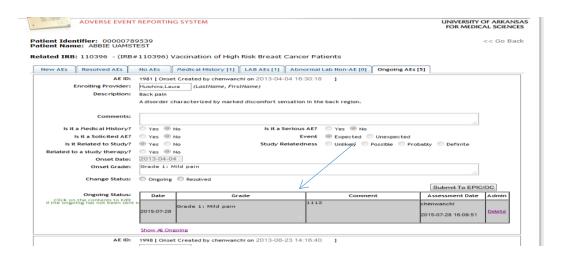
1. Select the **Ongoing** radio button to the right of **Change Status** in the AE that you wish to update. A redbox indicates this AE needs assessment.



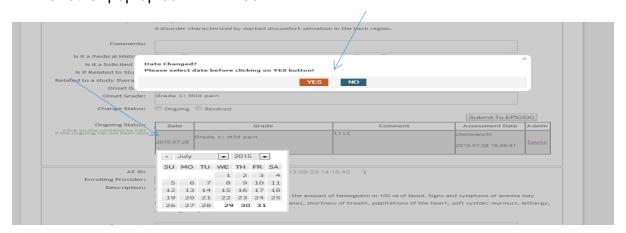
2. Click No on the Grade Changed? Box.



A new ongoing record will showed on the table of ongoing status. The ongoing date will be the assessment date and the grade and comment will be the same as the lastest onset/ongoing assessment.



4. If you would like to change the ongoing date, click on the column of the Date you wish to change, a calendar will pop up. Select a date and then click "YES" on another pop up confirm window.

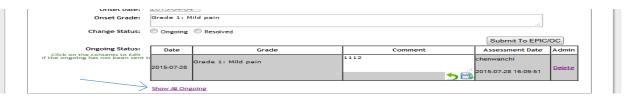


5. If you would like to change comment of ongoing AE, click on the comment you wish to change. The background color of comment will become white and a save

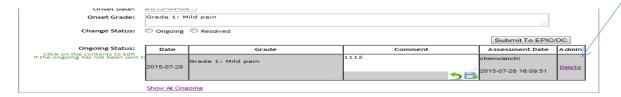
and a cancel icons will show. Enter your comment and click on save icon to make changes



If there is more than one ongoing records on this AE, you will see a show all ongoing link under the ongoing table. Click on it to view more ongoing records if need.

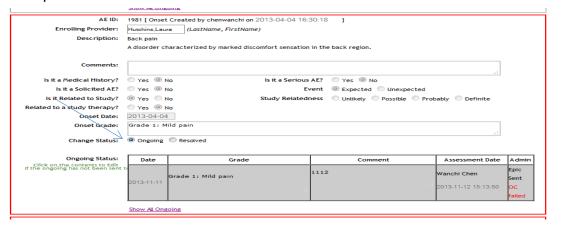


7. If the ongoing has not been sent to EPIC, you will see a delete link at Admin column. Click on it to delete the ongoing record



Ongoing With Grade Change

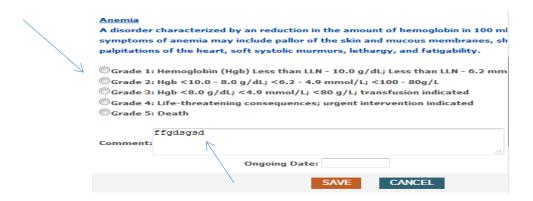
1. Select the **Ongoing** radio button to the right of **Change Status** in the AE that you wish to update.



2. Click Yes on the Grade Changed? box.

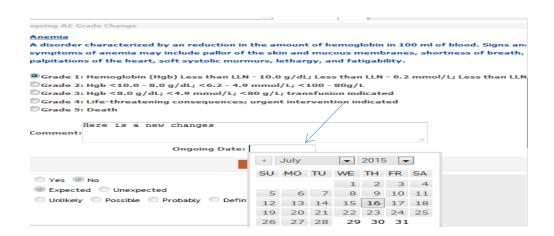


3. Select the new grade in the **Ongoing AE Grade Change** window.

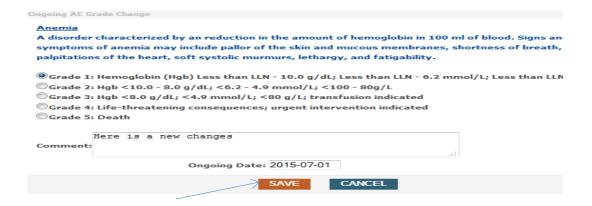


Note: Previous comments will be brought forward to the comment box in the grade change window. Change it if need.

4. Select the Ongoing Date.

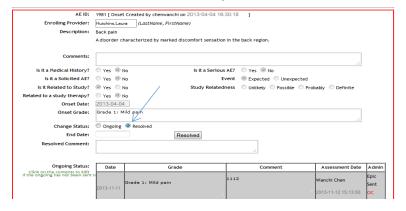


5. Click **Save** to save.

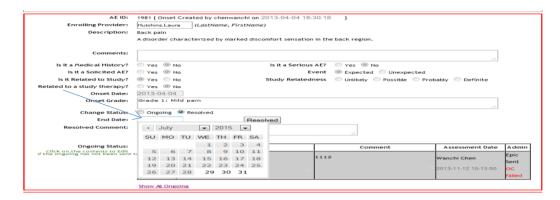


Resolved AE

1. Select the **Resolved** button to the right of **Change Status** in the AE that you wish to update. Related resolved fields will show up when it is selected.



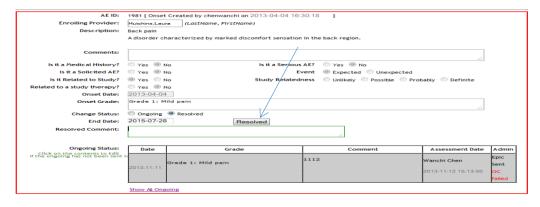
2. Enter the End Date of the AE.



3. Enter the **Resolved Comment** of the AE.

AE ID:	1981 [Onset	Created by chenwanchi on 2013-04-04 16:	30:18	1			
Enrolling Provider:	Hutchins,Laura (LastName, FirstName)						
Description:	Back pain						
2000.,	adv. pail. A disorder characterized by marked discomfort sensation in the back region.						
Comments:							
\					-:1		
Is it a Medical History?	○ Yes ◎ N	lo Is it a Serious	AE?	Yes No			
Is it a Solicited AE?	Yes	lo Ev	rent	Expected Unexpected			
Is it Related to Study?		lo Study Related	ress	Unlikely Possible Prol	bably Definite		
Related to a study therapy?	Yes	ło					
Onset Date:	2013-04-04						
Onset Grade:	Grade 1: Mild pain						
	II.						
Change Status:	Ongoing ® Resolved						
	2015-07-28 Resolved						
Resolved Comment:	7						
Ongoing Status:	Date	Grade		Comment	Assessment Date	Admin	
Click on the contents to Edit if the ongoing has not been sent t			1112			Epic	
	2013-11-11	Grade 1: Mild pain	1112	•	Wanchi Chen	Sent	
	2013-11-11	al al			2013-11-12 15:13:50	oc	
						failed	
	Show All One	oing					

4. Click Resolved.



5. This AE will be moved to Resolved tab after it is sent to EPIC.