



# NCIS GUIDE

## Document Upload

## 1 Background

NCIS is the National Cancer Information System which allows users to search for a patient across multiple hospitals and establish the patient's longitudinal record. Relevant documents can be uploaded into NCIS.Chart.

This NCIS Guide explains the step-by-step process to upload a document into an NCIS patient record. There are two ways to upload a document, either within the patient record tabs or within individual forms.

## 2 Document Upload Options

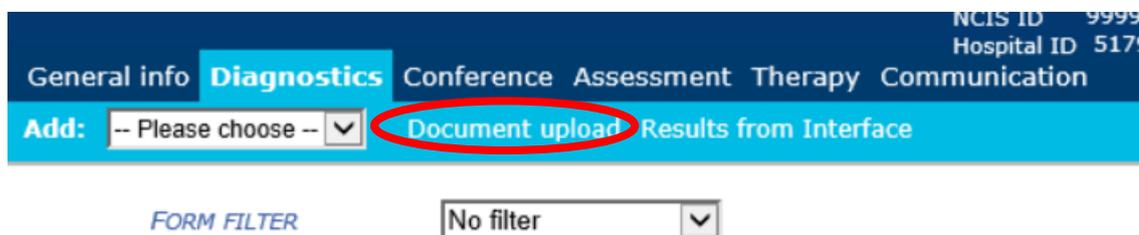
### 2.1 How to Upload a Document in the Patient Record Tabs in NCIS.Chart.

To upload a document into the tabs:

- 1: Open the tumour case of the patient in NCIS
- 2: Select the appropriate tab



- 3: Click on the document upload button



- 4: Date will default to today's date but can be changed. There is a free text for file name and comments.  
Document type shows which tab the document is saved to and this can be changed.

The screenshot shows the 'Upload document' form. The 'Date' field contains '23.12.2024'. The 'File name displayed' field contains 'Test Document Upload'. The 'Document type' dropdown is set to 'Assessment'. The 'Select file' section has a 'Choose Files' button and 'No file chosen' text. The 'Comments' field contains 'Test comment'. Red circles highlight the date, file name, document type, 'Choose Files' button, and the 'Test comment' text.

5: Click on Choose Files button to select document to upload. The document must be a pdf. Refer to local policy as to which drive can be accessed by NCIS. Once selected click save button.

This screenshot is identical to the previous one, but the 'Choose Files' button is highlighted with a red circle.

6: Once saved the document will appear in the list with date, document name and comments displayed. The document can be opened by clicking the attachment link.

Date	PDF	Name	Disease	Status	Event
04.04.22		<b>File upload - Test Diagnostic document</b> Comments: Test comment	not specified	  in progress	

## 2.2 How to Upload a Document in the Patient Record Forms in NCIS Chart

1. Open the tumour case of the patient in NCIS
2. Select the form that the document needs to be saved to. A 'choose file' button is available at the end of each form to upload documents, except for the conference form.

The screenshot shows the 'Assessment' tab in the NCIS Chart interface. The 'Height and weight' form is highlighted with a red circle. Below it, the 'Upload documents:' section is also highlighted with a red circle. The 'Upload documents:' section shows 'No documents!' and a 'Choose File' button. A file named 'Height and Weight summary doc.pdf' is listed below the button.

3. Click on Choose File. The following file types can be uploaded: pdf, bmp, csv, dcm, gif, jpeg, jpg, pbm, png, tif, tiff. Unlike the first option it is not possible to free text a file name or comments.

The close-up shows the 'Upload documents:' section with the 'Choose File' button. A tooltip is displayed over the button, listing the following file types approved for upload: .bmp, .csv, .dcm, .gif, .jpeg, .jpg, .pbm, .pdf, .png, .tif, .tiff.

4. Click Save at the bottom of the screen. When saved the date corresponds with the date on the form it is uploaded to. It appears as below within the form and the file can be opened by clicking on the attachment link.

**Upload documents:**

Date	File	Uploaded on	by
24.07.2024	 Test doc upload.pdf	24.07.2024	NCIS_meade, caroline

No file chosen

Last changes on 24.07.2024 at 13:52:36 o'clock by NCIS\_meade, caroline

When viewing the list within the tab, if there is a document uploaded a paper clip will appear and the file can be opened by clicking on the attachment link paperclip.

Date	PDF	Name	Disease	Status	Event
23.12.2024		Height and weight Report date: 23.12.2024	Tumour Case Diagnosis C81.9 05.01.2023	in progress	  

If one file has been uploaded then it will open it directly. If more than one file has been uploaded then a list will appear and you can select which one you want to open.

Date	PDF	Name	Disease	Status	Event
24.07.2024		Document	Malignant neoplasm region		
01.07.2024		Test doc upload.pdf			
01.07.2024		Test Doc upload 2.pdf			

Note: these documents are part of the form "01.07.2024 Height and weight"

18.01.2023 C91.0 Training Hospital

*Refers to Date of the form and not date on the uploaded file*