

RCEM

Royal College
of Emergency
Medicine

RCEM QIP Portal User Guide

rcem.casecapture.com



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Your First Login

After your account is created, you will receive an email from noreply@casecapture.com containing the instructions to complete your first login and set your password



No email received?
Click on the below icons to contact the Quality Team.



noreply@casecapture.com <noreply@casecapture.com>
To:

Welcome to CaseCapture, you have been successfully created.

Please set your password by clicking the following link:

If you don't set your password in 15 minutes for security reasons, you will need to reset your password.

1. Go to this link rcem-uat.casecapture.com
2. Click the login button
3. Click 'Forgotten your password?' and follow the instructions



Finding your Way Around

- ❖ You will find a drop-down menu in the top right corner of the website
 - ❖ Use this menu to navigate between the different QIPs you are participating in and, if you work at multiple EDs, which hospital/s you are working with
- ❖ You will find a circle user icon in the top left corner of the website
 - ❖ Use this menu to go to your profile or log out





Resetting your Password

🔑 Please use the [reset password service](#) to reset then create a new password for your account



No email received?
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the Quality Team.



Reset Password

Enter your new password

Password Rules

- Passwords must be at least 8 characters
- must have at least one digit ('0'-'9')
- must have at least one uppercase ('A'-'Z')
- must have at least one symbol (!"£\$%^&* _+-=,.< > / ? ' @ # ~ [] { })

Email

Password

Confirm password

Reset



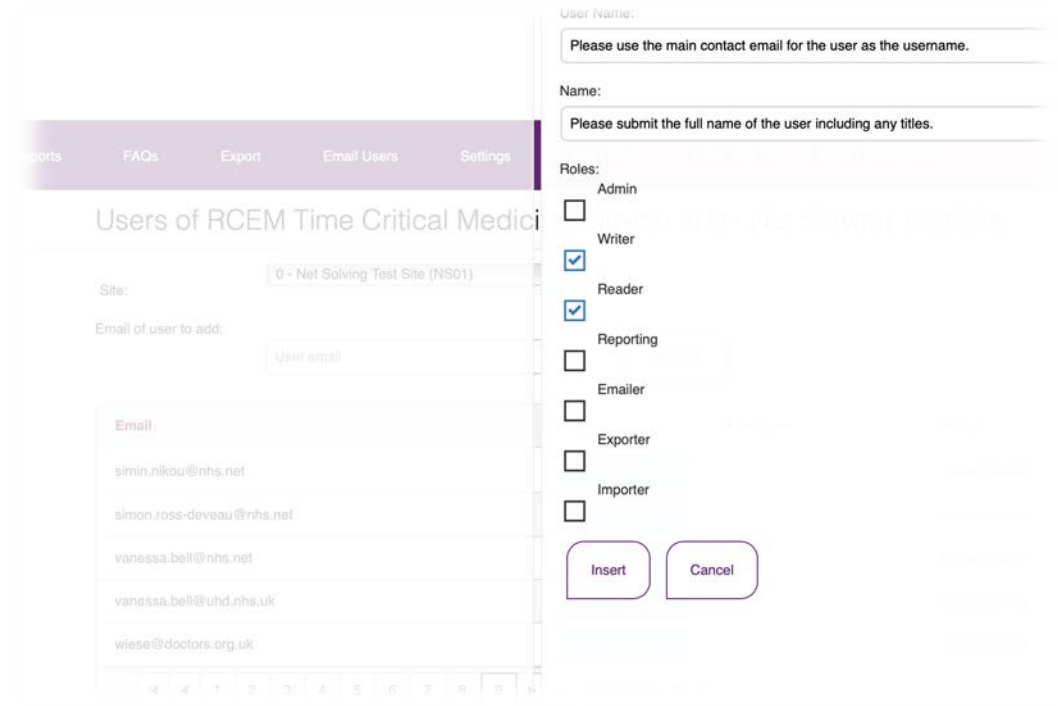
Adding User Accounts

- Only local QIP administrators can add local user accounts for data protection purposes – the RCEM Quality Team cannot add accounts or manage access on your behalf
- On this portal, users are added to each QIP and ED they are participating in – if a user is participating in multiple QIPs and/or across multiple EDs, ensure they are added to each QIP and ED they will be participating in
- Types of account permissions:

Admin – Allows users to create/manage other local accounts

Writer – Allows users to submit and edit data

Reader – Allows users to view results/data

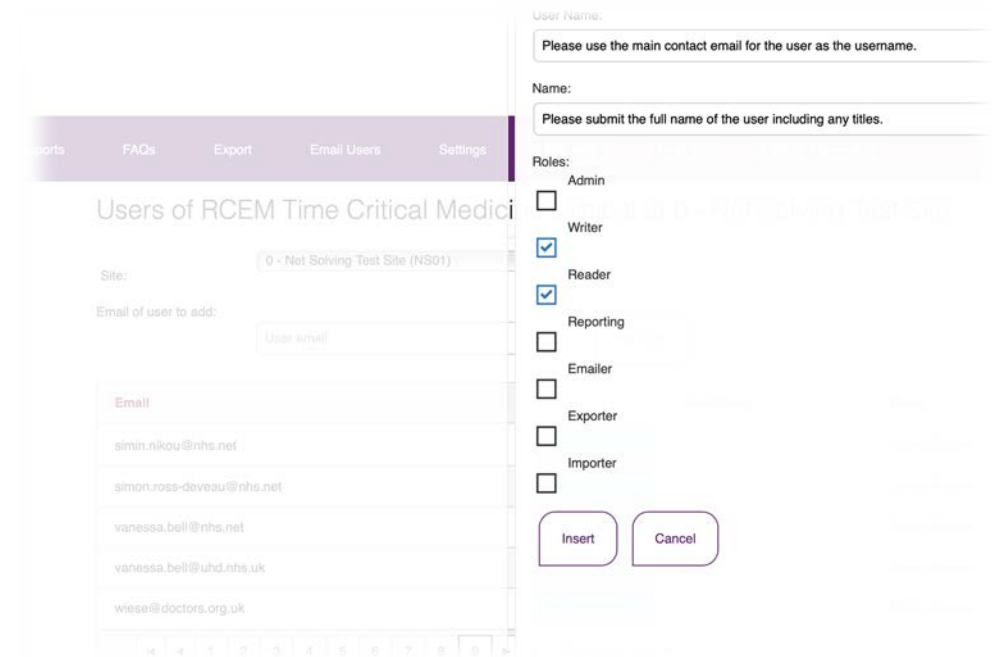


The screenshot shows the 'Email Users' form in the RCEM case capture system. The form is titled 'Users of RCEM Time Critical Medicine' and includes a navigation bar with links for Reports, FAQs, Export, Email Users, and Settings. The form fields include: 'Site' (set to '0 - Net Solving Test Site (NS01)'), 'Email of user to add:' (with a placeholder 'User email'), and a list of email addresses: 'simin.nikou@nhs.net', 'simon.ross-deveau@nhs.net', 'vanessa.bell@nhs.net', 'vanessa.bell@uhd.nhs.uk', and 'wiese@doctors.org.uk'. On the right side, there is a 'Roles' section with checkboxes for Admin, Writer (checked), Reader (checked), Reporting, Emailer, Exporter, and Importer. At the bottom right, there are 'Insert' and 'Cancel' buttons.



Adding User Accounts – Cont.

- ❖ The local QIP admin will select the relevant QIP and then select *User* from the top bar menu, leading to the *User Management* page for the QIP
- ❖ Using the *Add User* field, they will enter the new user's email address, select *Add User* and complete the form that opens
- ❖ Once completed, the QIP Admin will select *insert*, and the user will receive an email from noreply@casecapture.com confirming they now have access to the QIP



The screenshot shows the 'User Management' interface for 'RCEM Time Critical Medicine'. The top navigation bar includes 'Reports', 'FAQs', 'Export', 'Email Users', and 'Settings'. The main heading is 'Users of RCEM Time Critical Medicine'. Below this, there are fields for 'Site' (set to '0 - Net Solving Test Site (NS01)') and 'Email of user to add:' (with a 'User email' input field). A table lists existing users with their email addresses: simin.nikou@nhs.net, simon.ross-deveau@nhs.net, vanessa.bell@nhs.net, vanessa.bell@uhd.nhs.uk, and wiese@doctors.org.uk. To the right, the 'User Name:' field is populated with 'Please use the main contact email for the user as the username.' and the 'Name:' field is populated with 'Please submit the full name of the user including any titles.' Below these are 'Roles' with checkboxes for Admin, Writer (checked), Reader (checked), Reporting, Emitter, Exporter, and Importer. At the bottom right are 'Insert' and 'Cancel' buttons.







No email received?
Click on the below icons to contact
the Quality Team.





Updating User Access

- ✦ Only local QIP administrators can update local user accounts for data protection purposes – the RCEM Quality Team cannot manage access on your behalf
- ✦ QIP admin will select the edit icon  to update or change user access
- ✦ QIP admin will select the delete icon  to remove user access

Roles		
Writer,Reader		



Before you Begin...

- For each record, its status is shown by the colour of the record/section, including if mandatory data is missing
 - Once a case is complete, you should lock the record
 - If a case is incomplete or has errors, it is not yet submitted and does not count towards the QIP
- To search for a record, you can select the *Show search* button and search the existing records
- To unlock/delete a record, the QIP Admins must contact RCEM by email with the case number




Reference			Record Status	
000			Complete	
000			LOCKED	
123456789			Incomplete	
000			Errors	

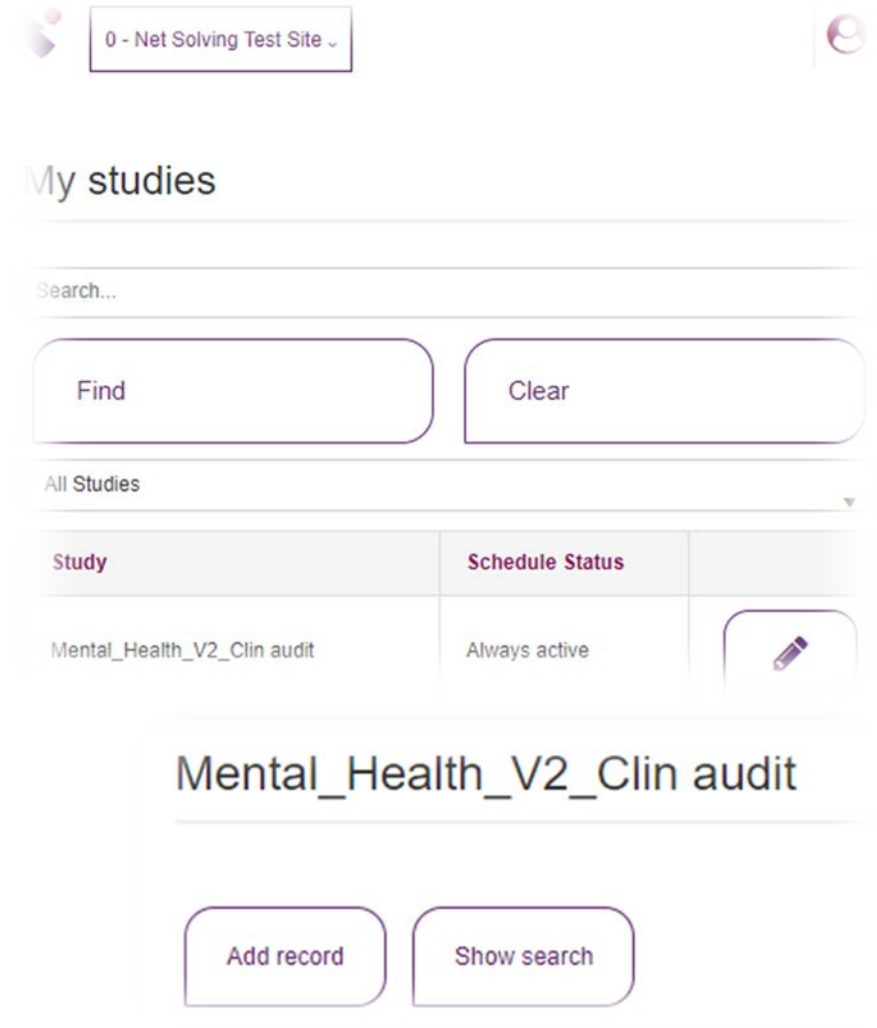
	Complete		Incomplete		Errors		Not saved
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Assessment and observation - Include/Exclude whole section	Parallel Assessment tab - Include/Exclude whole section
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Entering Clinical Records

- ❖ Select the QIP you will be submitting clinical records for - either through the *My Studies* page and selecting the edit icon  or by using the top right drop-down menu
- ❖ If you have access to multiple EDs, ensure the correct ED is showing in the top right drop-down menu before continuing
- ❖ To create a new record, select *Add record*
- ❖ To view/edit an existing record, select the edit icon 
- ❖ To lock a complete record, select *Lock record* or the lock icon 




0 - Net Solving Test Site

My studies

Search...

Find Clear

All Studies




Study	Schedule Status	
Mental_Health_V2_Clin audit	Always active	

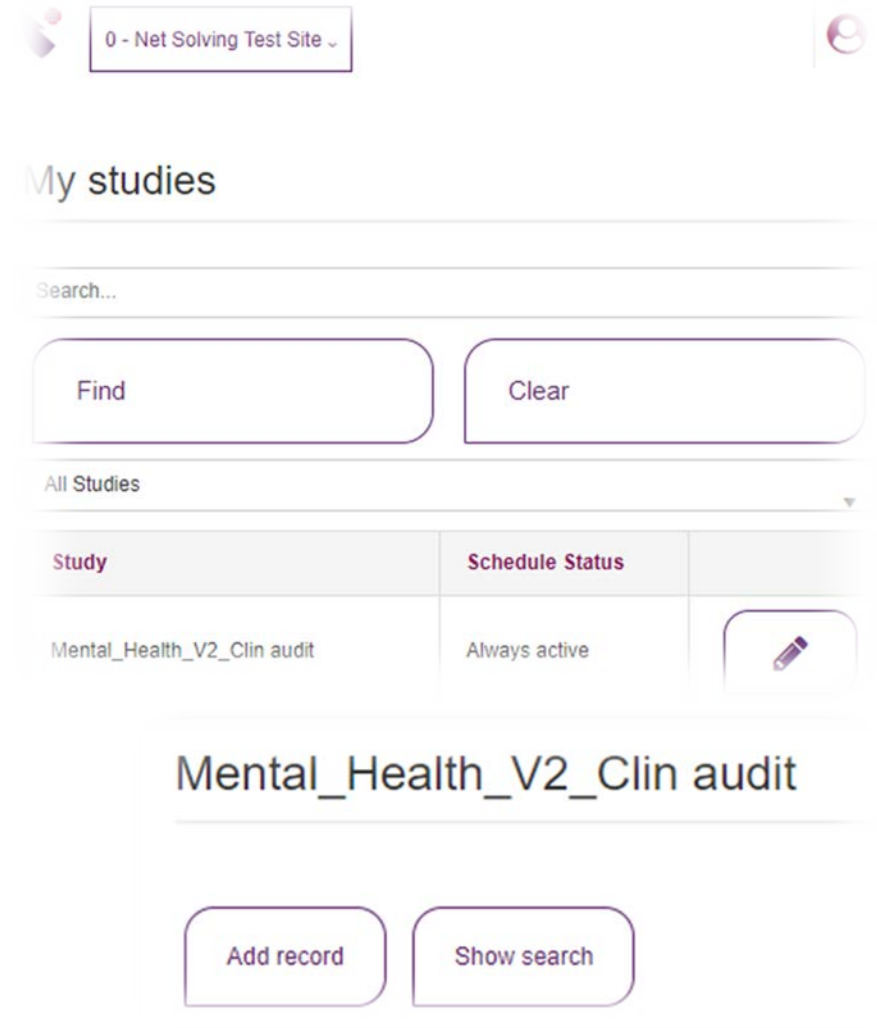
Mental_Health_V2_Clin audit

Add record Show search



Entering Organisational Data

- ❖ Select the QIP you will be submitting clinical records for - either through the *My Studies* page and selecting the edit icon  or by using the top right drop-down menu
- ❖ If you have access to multiple EDs, ensure the correct ED is showing in the top right drop-down menu before continuing
- ❖ To create a new record, select *Add record*
- ❖ To view/edit an existing record, select the edit icon 
- ❖ To lock a complete record, select *Lock record* or the lock icon 




0 - Net Solving Test Site

My studies

Search...

Find Clear

All Studies

Study	Schedule Status	
Mental_Health_V2_Clin audit	Always active	

Mental_Health_V2_Clin audit

Add record Show search



Need help?

rcem.casecapture.com

📞 Please call us at **020 7404 1999** and one of our team will be happy to assist you



✉ Alternatively, please email us at rcemqip@rcem.ac.uk to get in touch with the Quality Team

