

These instructions provide the information you need to be able to send data to NRS/NHSCR.

If you have any problems, please call 01387 242445.

The file should contain one header record and any number of data records between 1 and 50,000.

N.B. If any patients are known to be resident in England or Wales, please contact NHS Digital on <https://digital.nhs.uk/services/data-access-request-service-dars>

NHSCR Survey Update File Format

Data for input to the NHSCR Survey Update program should be submitted as an **ASCII Test file in fixed length** format. Alpha characters in upper case. Each line of text (or record) should have 348 characters, followed by CR and LF characters (Carriage Return and Line Feed). The first record in the file should contain a '1' followed by the Survey Code, followed by spaces, up to 348 characters. All other records in the file should start with a '2' followed by patient data (see below).

Submission of Data

Co-workers who have signed a Data Sharing Agreement or Confidentiality Declaration with NRS/NHSCR may submit data by the following method:

- by e-mail, from an [nhs e-mail](mailto:nhs.e-mail) or university account, to NHSCR Medical Research address at: dg.nhscr-scotland-medical-research@nhs.scot

We are unable to accept data from personal email addresses

File layout of FCS131SURVEYDATA is as follows:

Header Record:-

Record	Position			
From	To	Item	Size	Value
1	1	Record Identifier	1	1
2	7	Survey Code	6	
8	348	Filler	341	

Detail Record:-

ALL DATA SHOULD BE IN UPPER CASE

Record	Position			
From	To	Item	Size	Value
1	1	Record Identifier	1	2
2	18	NHS Number	17	
19	38	Surname*	20	
39	53	Forename*	15	
54	68	Middle Name	15	
69	76	Date of Birth*	8	DDMMYYYY
77	77	Sex*	1	M, F, ?
78	157	Address	80	
158	161	Year Home Address Valid	4	YYYY
162	181	Former Surname	20	
182	201	Mothers Maiden Name	20	
202	213	Birthplace	12	
214	233	Occupation	20	
234	258	Patient Reference Number*	25	
259	338	GP Name and Address	80	
339	348	CHI Number	10	

* Mandatory Fields

Any non-mandatory fields for which you do not hold information should be space filled.

Example

The start of a Survey Update file for survey code SR123 should look like this:-
(Note - only the first 74 characters of each record are shown).

```
1SR123
2          SMITH          JOHN          H          010119
2          BLOGGS        MARY          010219
2          JONES         JACK          311219
```