



Uploading files and images in REDCap

In some data collection instruments in REDCap files can be uploaded, for example the original ECG in PDF format. However, these files usually contain information on the patient's identity. This information can be visible, or invisible in the meta-data linked to the file. Before uploading, be sure to remove this information.

Remove patient identifiers from images

If the file is saved as an image (for example .jpeg) you can remove the information by adding black squares or cut-out these parts using the image editing software you prefer. NB: preferably save the image as .jpeg, other formats such as .png or .psd might save the image in 'layers' and therefore enable to unhide the hidden areas.

Redact patient identifiers from PDF files

Before uploading PDF files to REDCap, all data linked to the ID of the participant should be removed. Beware: a PDF file often contains "hidden" meta-data that might include the name of the patient! Removing the names on the document is not enough. Follow these steps to safely remove all identifiers:

1. Open the PDF in Adobe Acrobat Pro, this is important: by default, most computers open a PDF with Adobe Reader, you need to have Acrobat Pro installed to use the redaction tools.
2. Click on **"Tools"** → **"Redact"** → **"Mark for redaction"**
3. With the cursor, select the information that you want to redact, at least:
 - a. Patient name
 - b. Patient hospital ID number
 - c. Day and month of birth (do not remove the year of birth)
 - d. Thoroughly check the entire document for other identifiers.
4. When you are sure you have selected everything that needs to be redacted, click on **"Apply"**, then **"OK"**.
5. Adobe Acrobat should now prompt you to remove hidden information, if not you have to click on **"Remove Hidden Information"**, do not remove everything but follow these instructions:
 - a. Make sure there is no checkmark in front of **"Overlapping Objects"**, as these are important for the readability of the file. These should not be removed.
 - b. Place a checkmark before **"Metadata"** (important, these contain the ID of the patient)
 - c. If other data is available to be removed and you are not certain about the contents, remove them to be safe.
6. Click on **"Remove"**
7. Save the redacted PDF using a standard file name including the date of the report and the study ID of the patient, as stated in this protocol.

Example of how the redacted PDF file should look like:

09-JUN-2016 10:12:32

UMC Utrecht

██████████-1953 (63 yr)
Male
Room:
Loc:53

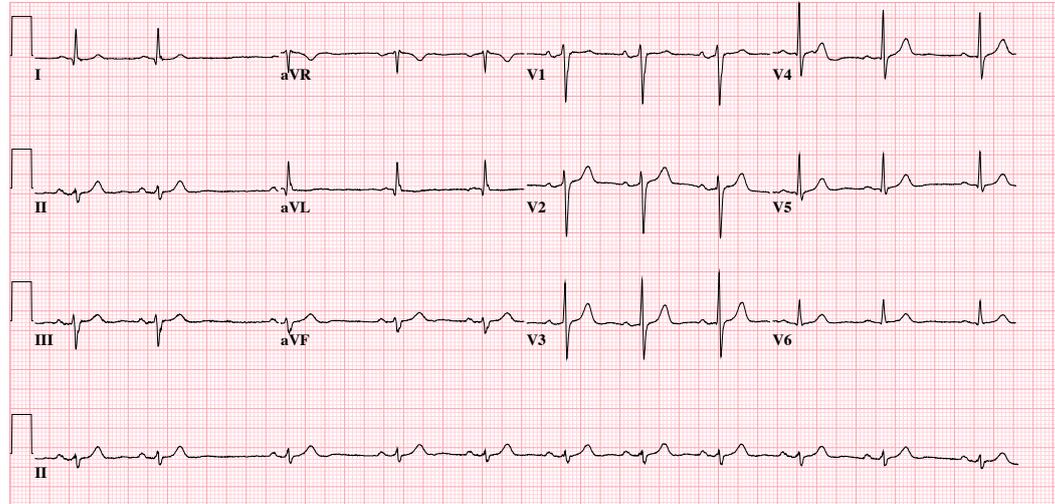
Vent. rate	65	BPM
PR interval	158	ms
QRS duration	100	ms
QT/QTc	366/380	ms
P-R-T axes	61 -27	69

Technician: 77
Test ind:

Referred by:

Confirmed By: ECG AFD COMPUTER

CCU:



25mm/s 10mm/mV 150Hz 8.0 SP2 12SL 241 CID: 0

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