

SOP to Anonymize the Patient ID database

1 Goal

This document describes how to change the patients' name, for a very long list of subjects, in which case you cannot afford changing all names manually with the regular Patient/Sample Definition program.

This SOP does not address anonymizing actual files such as RSQ, ISQ or AIM files. This can be done, and is a completely independent operation.

2 Personnel

XtremeCT operators

3 Tasks

3.1 Requirements

- You need to have a list of Patients for whom you need to change the names and/or dates of birth (DOB), with new names/DOB already defined.
- Using that list, create a text file listing the patients for which you need to modify the names. The list must use **commas** as separator between Patient Number, Names and DOB. Other separator will cause the program to stop, returning an error.
- The program assumes there are 3 columns in the input files. If there is only one comma, i.e. 2 columns, the program returns the error << Input Error: No DOB given >> and stops.
- Note that names containing commas may cause a problem. Names with 1 comma are fine. If Name has 2 commas, the 2nd comma will be considered a separator, and letters may end up in the DOB field.
- Such a list can easily be created with Excel for example, as a CSV or TXT file. This file should not contain any column header
- Once it is created, transfer the list to your workstation, for the example let's call the text file **DISK1: [MICROCT.SCRATCH]LIST_ANON.TXT**
- Here is what the text file could look like:

```
222, Study #01 - ID0001, 31/12/1999
223, Study #01 - ID0002, 02/03/1953
224, PTH3952,
225, BPP46-2,
226, NV6021,
```

- New names can contain special characters, and should be limited to 40 characters.
- An empty field after the 2nd comma will delete the DOB information.
- To not modify the DOB field, the same DOB must be entered in the text file.
- **Perform a Weekly Backup !!!** If your listing has mistakes in renaming, having an updated Weekly Backup is your best chance to recover your database in its original state.
- Check whether you have the program **UCT_CORRECT_SAMPLE_NAME_DOB.EXE** installed on your system, with the command: **\$ DIR UT:UCT_CORRECT_SAMPLE_NAME_DOB.EXE**. If the command returns an error, contact the support service (support@scanco.ch) to ask for its installation.

3.2 Execution

In the terminal, execute the command:

```
$ RUN UT:UCT_CORRECT_SAMPLE_NAME_DOB.EXE
Inputfile []: DISK1:[MICROCT.SCRATCH]LIST_ANON.TXT
```

The program will display an << End of file found >> message as it reaches the end of the text file.

3.3 Example of Terminal Prompt

```
$ RUN UT:UCT_CORRECT_SAMPLE_NAME_DOB.EXE
Inputfile []: DISK1:[MICROCT.SCRATCH]LIST_ANON.TXT
Old:          222 John Doe#3                      01/01/2000
New:          222 Study #01 - ID0001                31/12/1999

Old:          223 -Panoramix                        02/03/1953
New:          223 Study #01 - ID0002                02/03/1953

Old:          224 Jane Smith /6,d                   23/07/1940
New:          224 PTH3952

Old:          225 Dupont & Dupond                    14/07/1932
New:          225 BPP46-2

Old:          226 N. V.                              29/12/1985
New:          226 NV6021

End of file found
$
```

In this example, Patient #222 has his name and DOB modified. Patient #223 has only a change of name, and keeps the same DOB. Patients #224 to 226 have all changes in name and DOB, especially no DOB is entered.

3.4 Notes

Changing patient's name and/or DOB in the database will only affect anything using the database to make use of the data. Names, Age and DOB exported in UCT_LIST or UPAT_LIST outputs will be affected for example. Names, Age or DOB displayed in all programs will be updated. New scans will be attributed the updated name in their headers. If no DOB is entered, the Age reported will be 0 yrs.

However, this does not affect the headers of past scans RSQ, ISQ and AIMS files. The headers contain hard coded information – among which the Patient Name or DOB – that have been written while creating the file, when your patient's name might not have been encrypted yet. The headers' information is not linked to the database after they have been updated. If one does not update file headers information, name discrepancies may subsist later on between database and file headers.