QRESEARCH

NUFFIELD DEPARTMENT OF PRIMARY CARE HEALTH SCIENCES

How to Request Data from QWeb:

Using ICD-10 Clinical Codes to Build a New Code Group

To access data from the QResearch database, Code Groups need to be built and linked to a Project. This Guide explains how to build ICD-10 Code Groups using QWeb. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, '*How do I Build a new Code Group? (ICD-10)'.*

Please note - you do not need to have Project Approval to build your Code Library, but Data will not be released until Approval has been granted.

***Related Documents you may find useful**:*

Building a New Code Group using SNOMED Codes
Building a New Code Group using BNF Codes
Building a Code Group using QWeb Code Group Libraries
Linking Code Groups to Projects created by other QWeb Users
Code Group Versions: An Overview
Saving and Checking In Code Groups
Merging Code Groups
Sharing Code Groups with other QWeb Users/Requesting a Review
Reviewing someone else's Code Group
How to make your own Code Groups visible to others
Projects: An Introduction
How to Make a Project Application
Turning an Application Into a Project
Using my Code Groups in Projects

QWeb is a regularly updated piece of software. The accompanying User Guides and Videos are frequently reviewed to ensure compatibility with the latest version of QWeb. It is important that you use the most recently published User Guides and Videos to ensure maximum accuracy. These can be found at:

https://www.qresearch.org/qweb-guides

QResearch welcomes feedback on these User Guides and Videos. If you have any suggestions or questions, please feel free to contact us here:

https://www.qresearch.org/about/contact-us/

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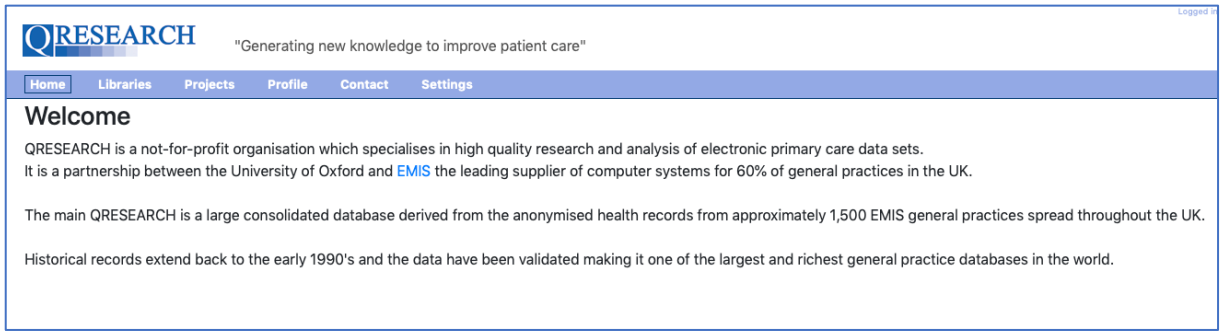
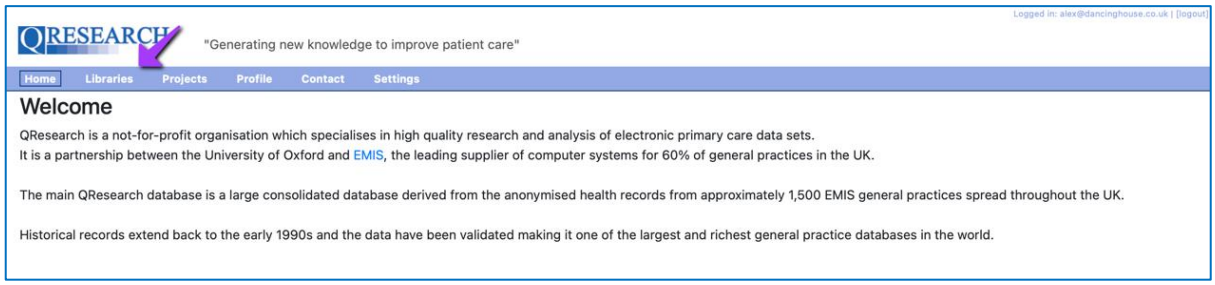
Building a Code Group Using ICD-10 Codes

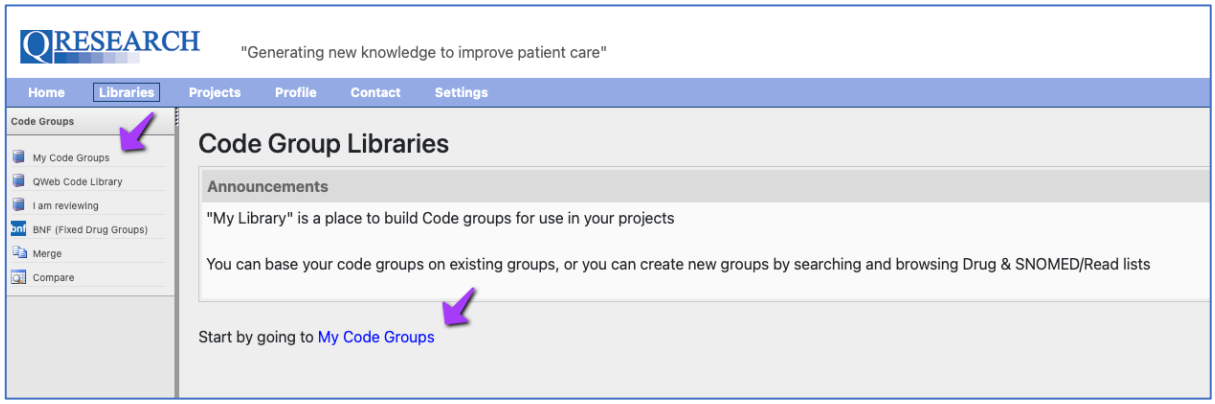
1. Use the Login function to take you to the Welcome screen:



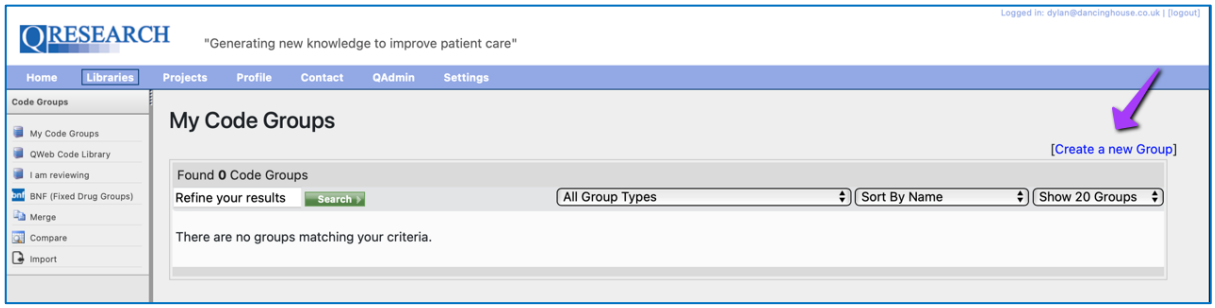
2. To start building a Code Group, select ‘Libraries’:



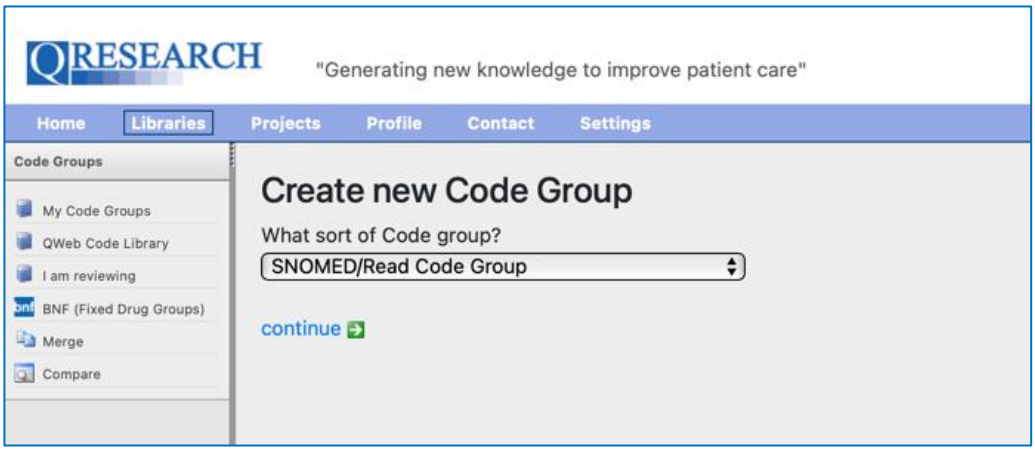
3. This takes you to the Libraries main page. From here you can access your personal Code Group Library by either clicking on the My Code Groups link in blue or by selecting ‘My Code Groups’ from the menu to the left:



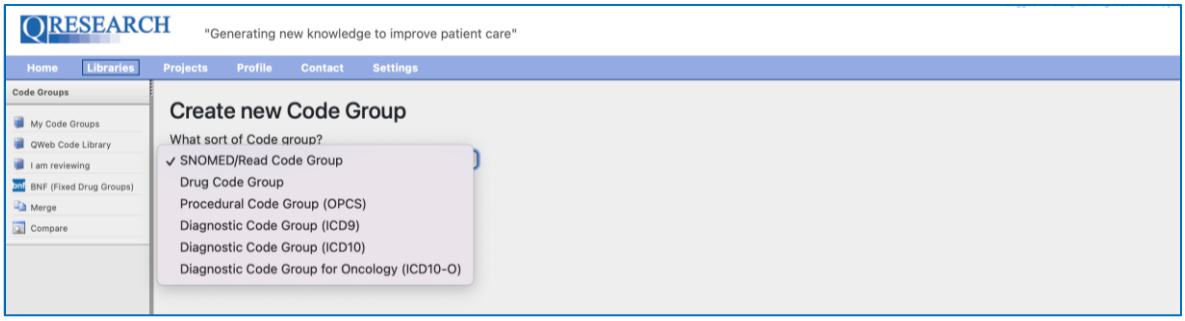
4. On first accessing your Library you will see the information below as no Code Groups have yet been added. To create a new Code Group, click on the blue link [Create a new group] in the top right-hand corner:



5. This will take you to the following page:



In the first dropdown menu ('What sort of Code Group?') there are several types of Code Groups to choose from:

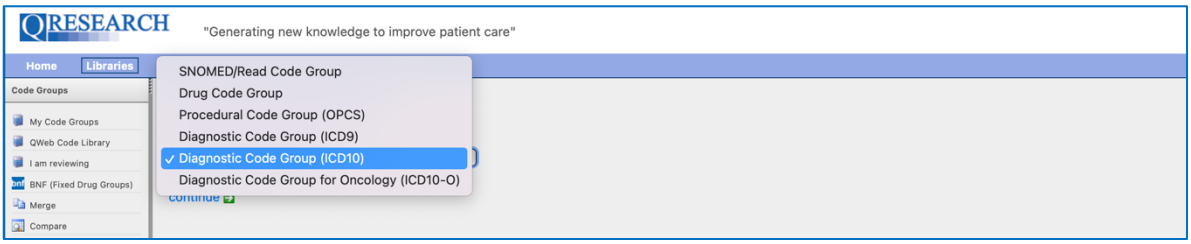


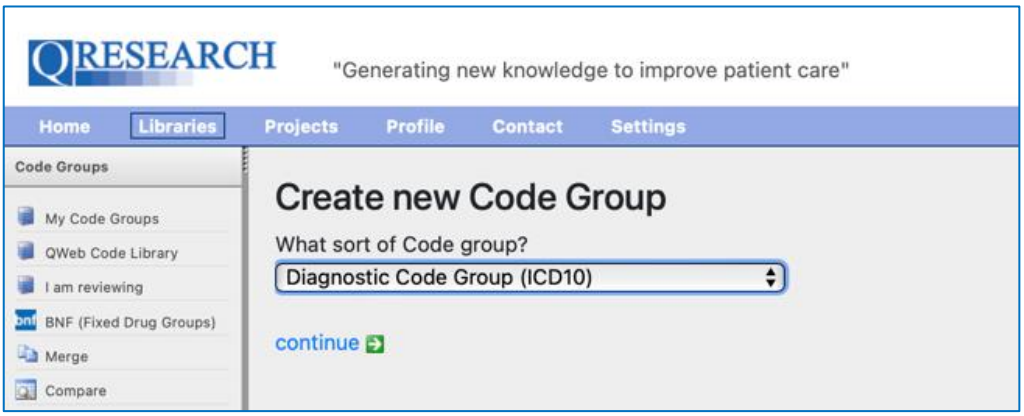
The types of Code Groups refer to the types shown in the table below:

Type of Code Group	Description
SNOMED/Read	Systemized Nomenclature of Medicine Clinical Terms (SNOMED International)/ Read Clinical Codes (retired 2020) (NHS UK)
Drug	BNF Classification of Prescribed Drugs (British National Formulary)
Procedural (OPCS)	Classification of Interventions and Surgical Procedures (Department of Health, UK)
Diagnostic (ICD9)	International Statistical Classification of Diseases and Related Health Problems – 9th revision (World Health Organisation)
Diagnostic (ICD10)	International Statistical Classification of Diseases and Related Health Problems – 10th revision (World Health Organisation)
Diagnostic (Oncology - ICD10-O)	International Statistical Classification of Diseases for Oncology (World Health Organisation)

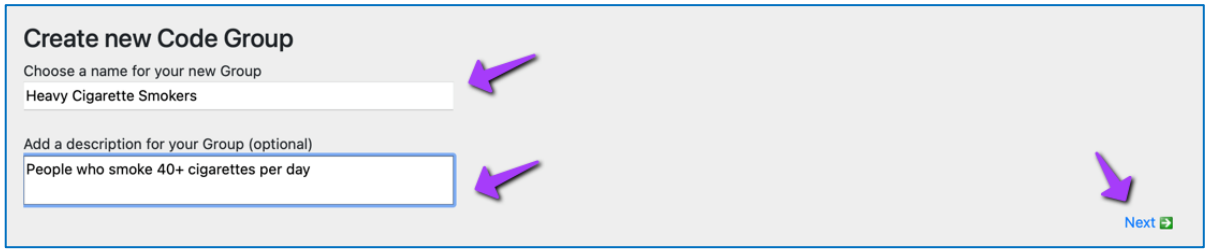
QWeb assumes an existing knowledge of these data types but if familiarisation is required, see the Appendix of this Guide for links to further information and training tools.

6. In this Guide we are using ICD10 Codes. To use these Codes, select them from the first Dropdown menu and click on the blue continue link:

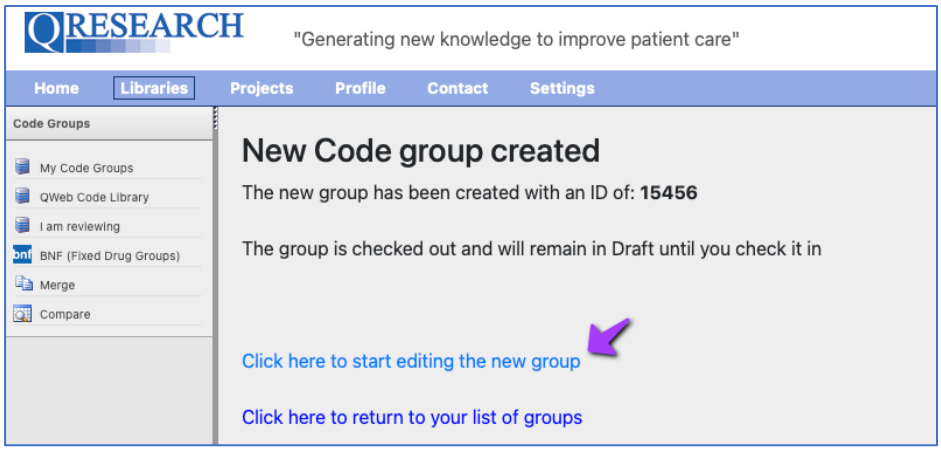




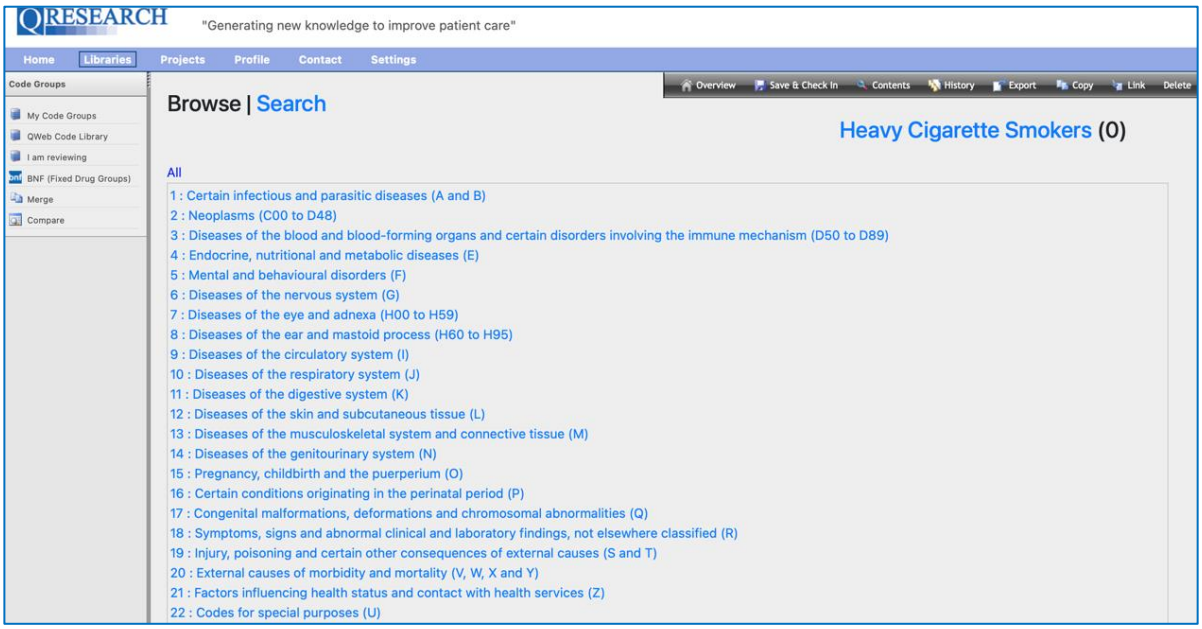
7. Next, create a name for your Code Group and add an optional Group description (example below). Type in the boxes and then click on the blue Next link:



8. Now that you have created a name for your Code Group, QResearch will assign it a numeric ID. You can then start selecting codes for your Group by selecting the blue link 'Click here to start editing the new group':

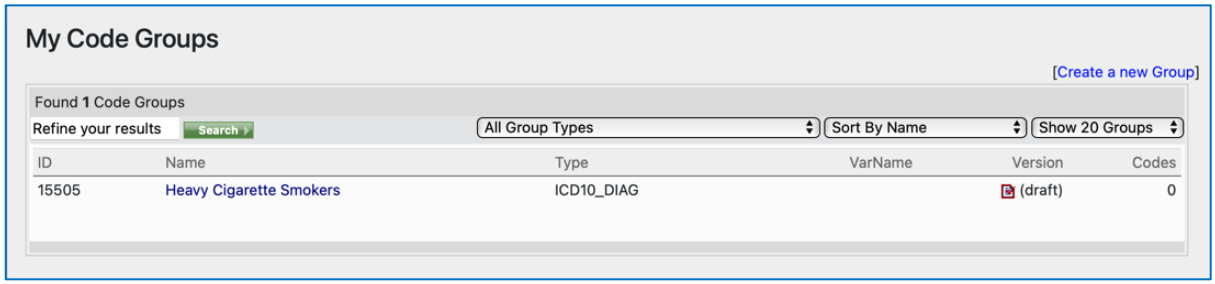


This takes you to the default Browse option, where the 22 ICD-10 Chapter Codes are displayed:

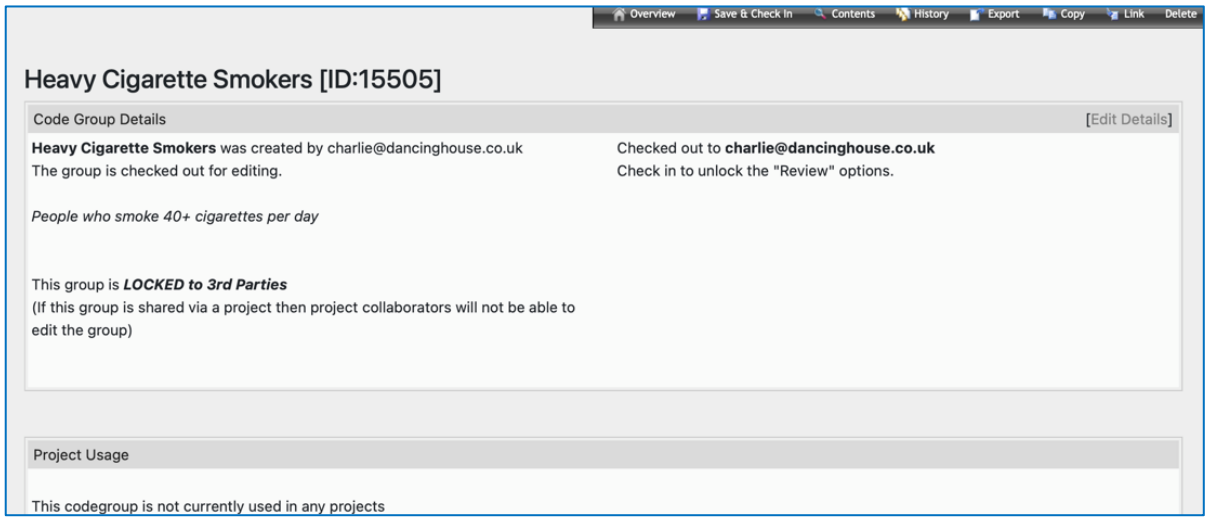


See Step 11 to learn about the Search function. Continue to Step 9 to build Codes using the Browsing function.

Alternatively, you can view your Code Groups in 'My Code Groups':



Here you can view/edit the Code Group Details by clicking on the name of the Group in blue which takes you to the information below:



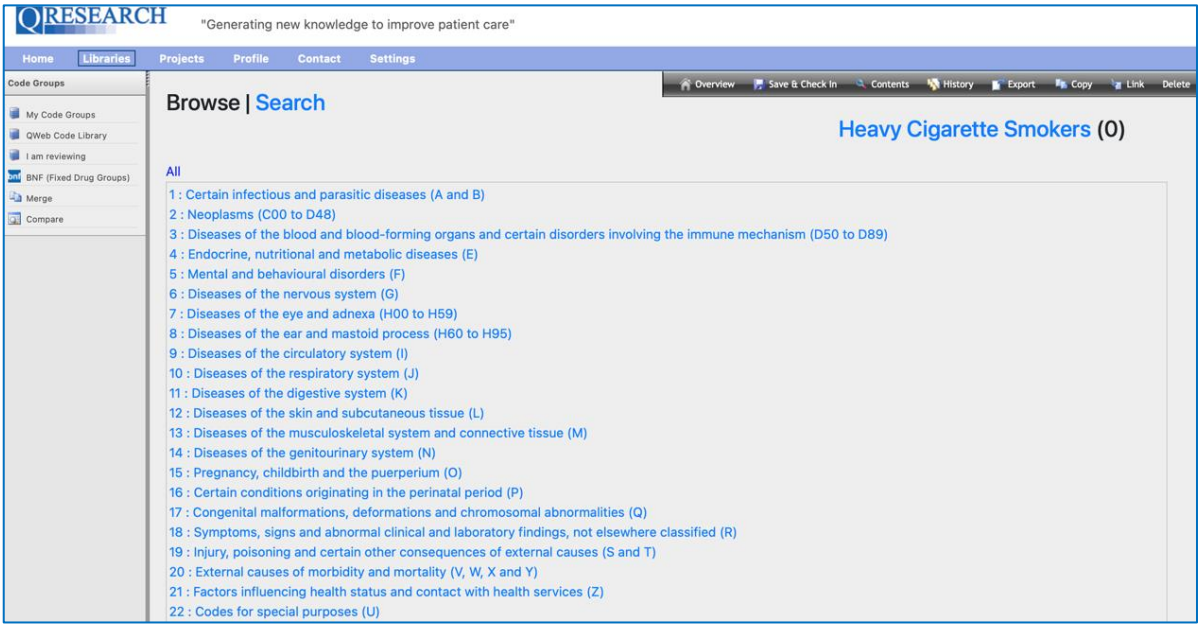
You can click on the Edit Details link on the top right to edit the Code Group name/description:

From this Code Group Details area click on Contents to return to the **Browse** and **Search** options and add new Codes:

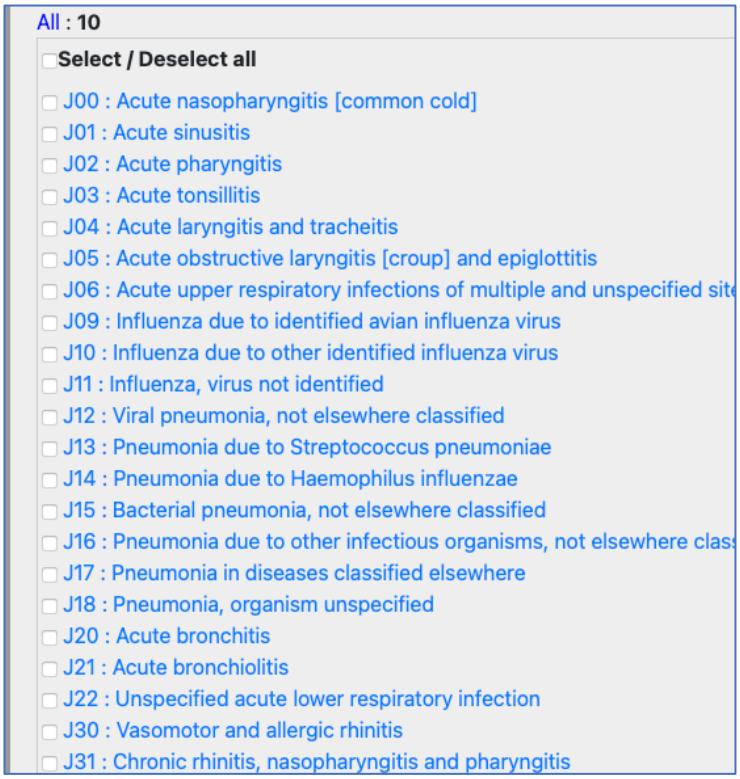
The next section of this Guide focuses on using the Browse Function. To learn more about the Search Function, see Step 12.

Building Codes using the Browse Function

9. If you are viewing Codes in Browsing mode, click on a Chapter's name (in blue) to access Categories and/or Subcategories to add:



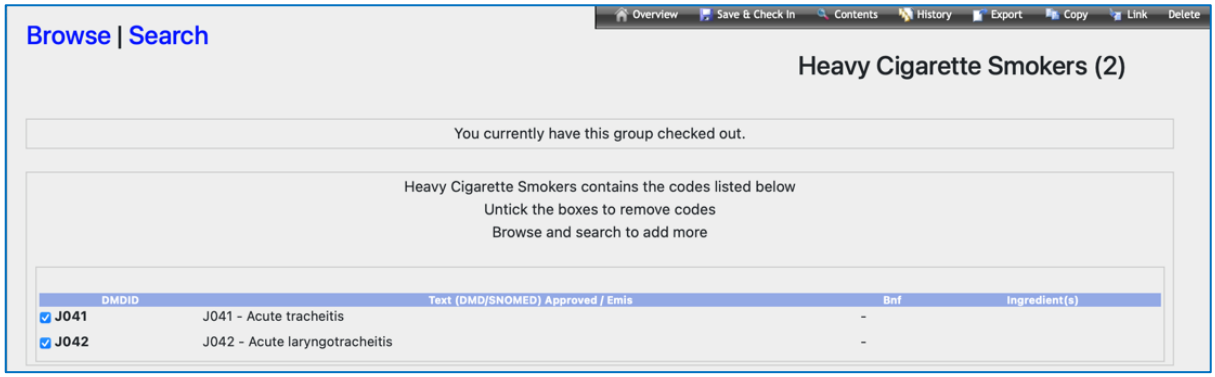
You can then access all the Categories in that Chapter (you can scroll down the online list for more Categories):



10. To select a Category's Code, tick its checkbox and it will be added to your Code Group:

11. Alternatively, click on a Category's name in blue to access and add its Subcategory Code/s. (You also have the option to 'Select All' of the Category or Subcategory Codes you are viewing on the page):

The number of Codes in your Group will be visible in the Counter the top right of the screen next to the group name in blue. The Group's Contents can also be viewed at this stage by clicking on the name of the Code Group in the top right of the screen. For example, if you click on Heavy Cigarette Smokers the Contents of the Code Group will be displayed:



If you wish to remove Codes from the Group this can be done in this area by unticking the boxes.

Clicking on the

link in the upper right-hand corner of the page also enables you to view the Codes in your Code Group, and/or access the Search function again to select and add more Codes.

Your Group will be saved as Version that can be accessed in My Code Groups.

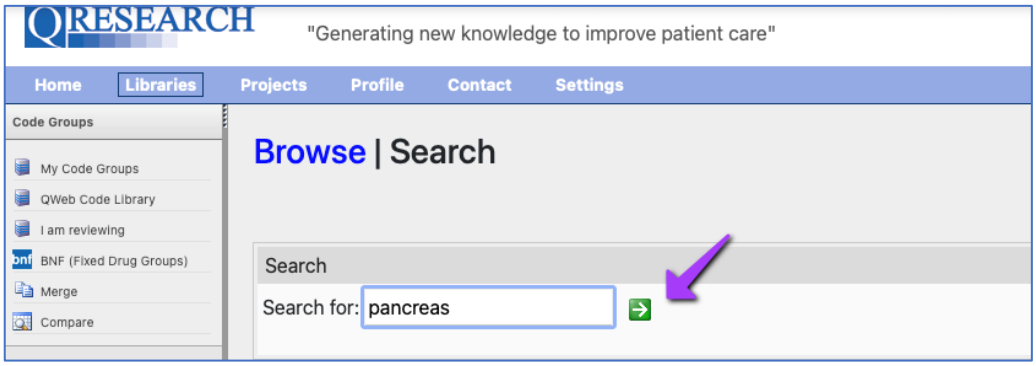
It will remain 'Checked Out' to you for editing until it is 'Checked In'. It will need to be 'Checked In' to be for data to be released to use in an approved Project or to be Reviewed by another user. (See the User Guide '*Saving and Checking In Code Groups*' for guidance on this.)

Once Checked In, a Version can be Checked Out by you for further editing or to another User for Review using the Review process. (For further details on this process, refer to the User Guides '*Sharing Code Groups with other QWeb Users/Requesting a Review*' and '*Reviewing someone else's Code Group'*.)

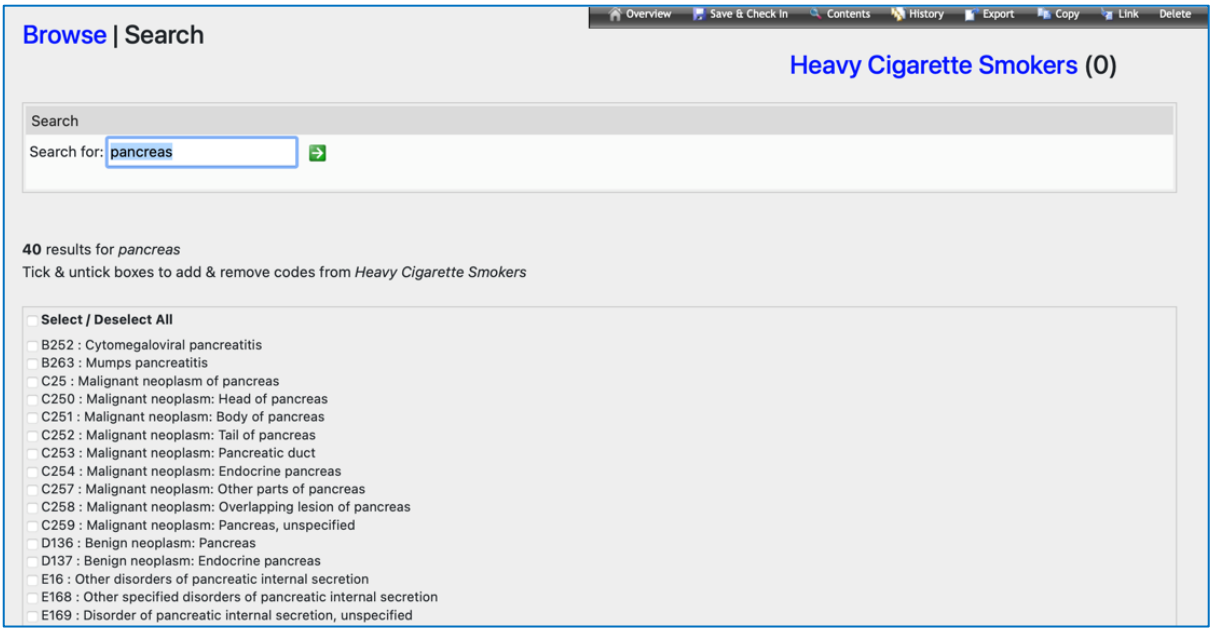
The next section shows how to use the Search function to Build a new Code Group.

Building a Code Group by Using the Search Function

12. You can use the Search function to search by text or Category/Subcategory number. For example, if you want to search for '*pancreas'* type in the word and click on the green box with the arrow:

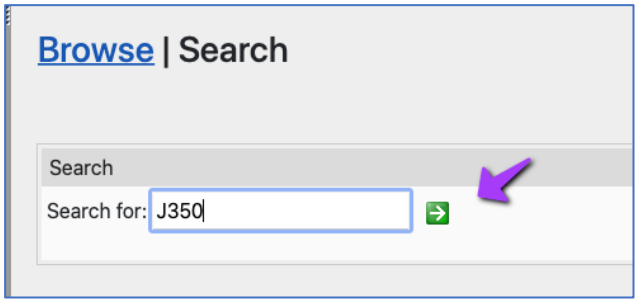


13. You will then see all 23 results for that search term. Tick the checkbox to select and add a Category and/or Subcategory Code or Codes to your Group, or alternatively Select All to add all of the Codes:

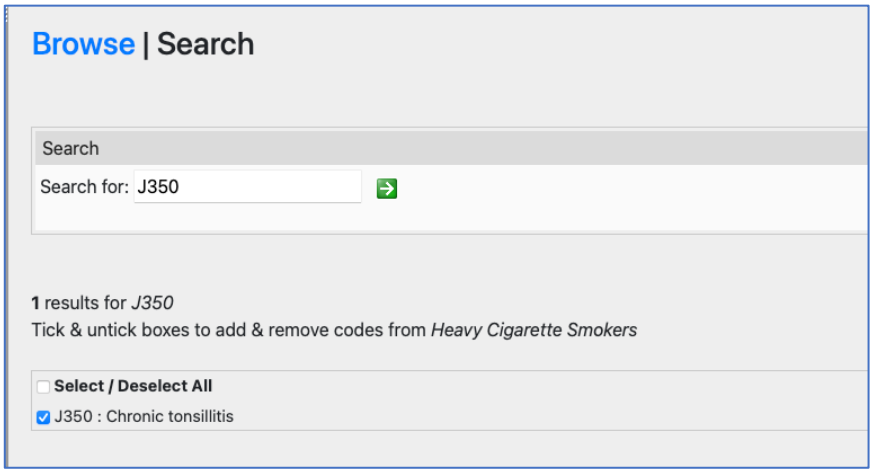


(The Counter to the top right of the screen records the total number of Codes selected.)

14. To Search for a Code by number, enter it into the Search box and click on the green box with the arrow:

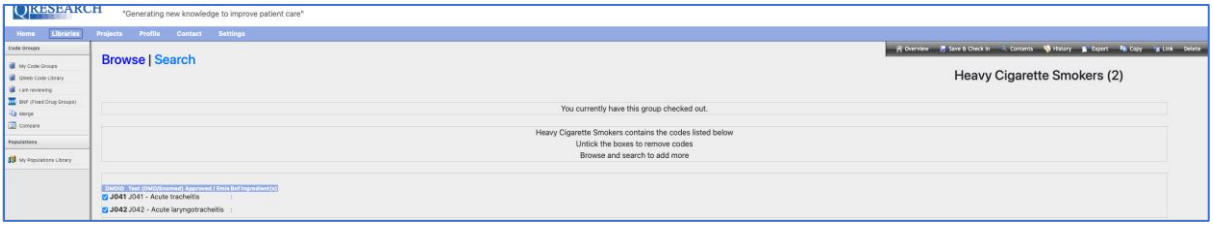


15. You will then see the Code displayed and be able to tick the checkbox to select and add it to your Code Group:



(The Counter to the top right of the screen records the total number of Codes selected.)

Any Codes that have been added can be Saved in a Code Group. This Group will remain 'Checked Out' to you for further editing until you Check it In. You can view the Codes in your Group contains by using the Contents function:



The Code Group will need to be 'Checked In' to be Reviewed or for data to be used in an approved Project. (See the User Guide '*Saving and Checking In Code Groups*' for further details.)

Further Information/Training Tools for Clinical Code Classification

World Health Organisation ICD-10 Interactive Self-Learning Tool:

https://apps.who.int/classifications/apps/icd/ICD10Training/ICD-10%20training/Start/index.html

BNF list of Prescribed Drugs:

https://bnf.nice.org.uk/drug/

SNOMED:

https://www.snomed.org/snomed-ct/snomed-in-action

https://digital.nhs.uk/services/terminology-and-classifications/snomed-ct

Read Codes:

https://digital.nhs.uk/services/terminology-and-classifications/read-codes