NOTE: In order to utilize any Center for Research applications, you will need a BSDAD or UCHAD account. If you do not have a BSDAD account, you can obtain a temporary collaborator account through the CRI but will need a BSDAD sponsor to submit a request on your behalf. This can be done here https://cri-app02.bsd.uchicago.edu/WebProvisioning/Service.aspx. Select “Request Collaborator Account Creation” and follow the instructions on the screen.

To utilize SEE Cohorts:

1. Navigate to https://seecohorts.cri.uchicago.edu
2. Log in with your BSDAD or UCHAD credentials.

3. Build Query*

   *Note: Examples provided below.
4. Select ‘Execute Query’
5. Explore Cohort

Basic Rules of Query Building:

- All dates are offset 0 to -365 days per patient. No date criteria can be added to the query.
- Within box variables are joined by “or” and different boxes are joined by “and”
- All events within the query will have to occur at the same encounter in order to produce results. Therefore, all encounters for each patient will be qualifying encounters.

Example: Identify all adult, male, Hispanic patients with Diabetes and Hypertension and without Peripheral Neuropathy.

1. Drag age at encounter selector to include 18 to >89
2. Expand Demographics by selecting + and then expand Gender by selecting the file folder. Highlight male and drag into criteria box on right side of screen.

3. Select ‘Add Group’
4. Expand Ethnicity, highlight Hispanic, and drag and drop criteria into the next box.
5. Select ‘Add Group’

6. Select ‘Find Criteria’. 
7. Type Diabetes in the Find Criteria search bar and select ‘Search’.

For this example, we will use all type 1 and type 2 diabetes codes by selecting the highest level codes for these groups. Remember to select both ICD9 and ICD10 codes. Drag and drop codes into the next group.
8. Select ‘Add Group’
9. Type hypertension in the Find Criteria search bar and select ‘Search’

For this example, we will use essential hypertension only. Drag and drop codes into the next group.

10. Select ‘Add Group’
11. Type peripheral neuropathy in the Find Criteria search bar and select ‘Search’

For this example, we want to exclude patients with hereditary and idiopathic neuropathy. After dragging and dropping the codes into the next group, select ‘Exclude Group’ from within the box.
12. Select ‘Execute Query’ in the upper right portion of screen.

13. Name query, select ‘Results to Return’, and ‘Execute Query’
Note: if summary statistics is all that is needed, you can stop here. However, if you would like to explore the cohort further, proceed to step 15.

15. Select ‘Build Cohort’. Be patient because this could take a few minutes.

16. Once the cohort is built, you may explore a patient further by selecting the ‘select’ button in any row.

For this example, we will explore patient id 47657.
All qualifying encounters for this patient are displayed for further exploration.
18. To explore the details of a specific encounter further, choose ‘Select’ within an encounter.

Note: For this example, we will choose the first encounter, 5846121.

Note: a new grey header bar appears that is the information for the patient at the selected encounter. In this example, the patient was 66 at the time of the most recent encounter but is 64 at the selected encounter. You will also see the qualifying ICD9/ICD10 codes in this view so that you can verify that this is a patient in your cohort. From this screen, you can explore procedures, labs, medications, and available notes for the selected encounter. You may also select the annotation tab and write notes to yourself.

19. To return to the encounter list for this patient, select the encounter tab or click ‘back to encounter list’. To return to the patient list, select ‘back to patient list’.

Note: choosing the back arrow from the browser takes you back to your saved queries.
20. From the patient list screen, you may remove patients that do not interest you after exploring the details by selecting ‘Remove’ in the patient row. You will be prompted to confirm.
21. Once you are satisfied with your cohort, select ‘Saved Cohorts’ from the toolbar.

22. If you would like to request your data, select ‘Submit Data Request’ from the Actions dropdown for your saved query. You may also append or delete from this dropdown menu.
Note: When you select ‘Submit Data Request’, you will be routed to the Analytics Core Request System website, aka ACReS. Log in with your BSDAD or UCHAC and follow the instructions on the screen, referencing your SEE Cohorts query in the comments in addition to other important information. Someone will be in touch with you following your submission within 2-3 business days.