Log into REDCap (http://redcap.ucsfopenresearch.org/) with your username and password. Create a new Data Entry Form/Classic REDCap Project >

Your new project will have a default Demographics form listed under Data Collection. Click Edit instruments >

On the Online Designer tab, Click the Demographics link under Data Collection Instruments.

Once on the Online Designer page, you can create/edit your forms.

Clicking on an instrument name from this screen will open the edit mode of your instrument (the Online Designer)

We are going to add two new Fields/Questions one at a time.

Click the blue Add Field Here button in between “Demographics Information” and “Frist Name”.

The Add New Field window will open, this where you will create your new question.
Click the Add Field Here button under your new field/question. This will be a calculated field to tally the "My health is" score.

> Fill out your Add New Field form like this.

< Notice the Variable Name “health”

Don't forget to Save when you are done

< Notice the values assigned to the choices (and the commas)

Now you are ready to test out your new calculated field. Go back to Data Collection on the very left of the screen and click on the Demographics form.

Enter any number in Study ID, press the Enter key

Your Health Score will now tally based on your radio button choice. You can add another radio button field/question (variable name “health2”) and have both tally in Health Score. Use the formula `sum([health]+[health2])` in your calculated field.

Have Support Information Available
Consulting & Data Extract Services its-arssupport@ucsf.edu
The 18 PHI Identifiers http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp
For a REDCap account: https://ucsf.service-now.com/ess/order_accounts.do
ITS Help Desk: 415-514-4100