

General process description for submitting a case to the ECARUCA database

ECARUCA is a European database, which collects cytogenetic and clinical data of rare chromosomal aberrations from all (cyto)genetic centres that are member of the European Cytogeneticists Association(ECA).

For submission of data into the ECARUCA database, you need to have an account.

If the cytogeneticist / clinician does not have an account with ECARUCA yet, he / she can fill out the account request form. An account will be assigned within 48 hours.

The process of submitting cases to the ECARUCA database is summarized in the following steps:

1. **Submit cytogenetic information.** The cytogeneticist presents a *new case* by online submission of patient data, karyotype and any other cytogenetic and/or molecular data.

After the cytogeneticist has entered the name and email address of the clinician, ECARUCA will contact this person.

2. **Check.** The Daily Management (DM) will check the submitted case. Sometimes it will be necessary to contact the cytogeneticist in order to provide the DM with additional information, i.e. additional cytogenetic and/or molecular data. Upon acceptance, the DM will enter the aberrations and the case status becomes *pre-registered*.
3. **Submit clinical information.** The clinician enters the clinical data online. Case status: *registered*.
4. **Check.** The Clinical Data Manager will check the submitted clinical details. Sometimes it will be necessary to contact the clinician in order to provide the DM with additional information. Upon acceptance, the case status becomes: *accepted*.
5. **Completion.** The DM will make the case available for querying by account holders when no additional studies are expected and the breakpoints are certain. Case status: *completed*.

