

Minimalist Checklist for ICSR case processing:

Note: This checklist is designed for beginners. It's meant to help them reduce errors until they become more fluent. The checklist focuses on common critical errors that may occur frequently. Anyone is welcome to use this checklist to enhance their quality.

Preliminary Evaluations:

- Locate the source
- Search for duplicates
- Check for any outstanding action items
- Verify if any linked case(s) for Information Merging if Necessary
- Validate Case (Cross-check Receipt Dates and Ensure the Minimum Criteria)
- Verify the severity of the case for prioritization.

Post-case processing review:

- Updated reporter information based on latest report
- Validate Coding for Suspected and Concurrent Medications, Including Labeling
- Never missing the narrative
- Follow the conventions in narrative (For eg: Written chronologically, avoid passive voices, eliminating unnecessary spaces)
- Verify Coding for Accuracy of All Events and Related Conditions
- Confirm Awaiting Response for any Query
- Verify the severity and any unique considerations/conventions before routing the case

For example, if the case under serious category, it should be routed to QC; otherwise, adhere to conventions for less urgent cases

Disclaimer: This checklist has been crafted and shared by [DrugVigil](#). It may require periodic updates.