

Lung Screening Study

Specifications for Completion of the Comments Continuation Form (CCF)

This form is to be completed by the Examiner when more space is needed to continue comments from an examination form, a Diagnostic Evaluation form (DE), or a Report of Adverse Events for NIH-Sponsored Clinical Trials (RAE).

Specifications for completing each item of the form are given below:

Administrative Section:

Barcode: This is the three-character form identifier (CCF) in barcode format. The barcode may be read by a barcode reader (wand) during the receipt of the form at the CC.

Participant ID: Affix a PID label to the space provided in the upper right corner of the form.

Screening Center: Enter the 2-digit SC ID.

Screening Center Staff ID: Enter your 4-digit staff ID number.

Page ___ of ___: If this form has multiple pages, indicate the page number of this page and the total number of pages (e.g., Page 1 of 4).

Date of Examination/DE Completion/RAE Completion: Record the date the original form was completed.

- For examination forms, this is the first item in the administrative section, "Date of Examination."
- For DE forms, this is the first item in the administrative section, "Date Abstracted."
- For RAE forms, this is the first item in the administrative section, "Date Completed."

Month and day should be zero filled, and two digits should be recorded for the year (e.g., 02/07/2001).

Comments Section:

- Check a box to indicate the data collection form to which the comments are related.
- For examination and DE forms: Enter the item number indicating the item on the data collection form to which the comments are related. Then enter the comments in the space provided to the right of the item number.
- For RAE forms: Use this section to record the details of the adverse event such as call logs, statements by the participant, details of diagnostic or treatment procedures, etc.

After completing the form:

- Keep the form together with the data collection form to which it is related and file it in the participant's file.

- When preparing transmittals to be shipped to the CC, the original CCF should be kept together with the original data collection form to which it is related.