

Lung Screening Study

Specifications for Completion of the Forms Transmittal Log

The Forms Transmittal Log must be completed for all forms prior to shipment to the Coordinating Center. One Transmittal Log is used for each type of form, e.g. Spiral CT Exam Form. A transmittal log should also be used for returning completed data retrieval to the CC (In response to a CC Edit Report). Follow these instructions for completing the Forms Transmittal Log:

1. Enter the date the shipment is mailed.
2. Enter the SC ID in the boxes provided.
3. Enter the staff ID of the person completing the transmittal log.
4. In the space marked “Last Day of Reporting Period,” enter the last day of the week covered by the transmittal. The reporting week includes forms completed from Friday through the following Thursday.
5. The “Log #” is a sequential number assigned to multiple batches mailed on the same day. For example, if a Missing Data Form, a Diagnostic Evaluation Form, and a Chest X-ray Screening Examination Form were mailed in the same shipment, each would have a separate Forms Transmittal Log. The Missing Data Form might be Log #1 of 3, the Diagnostic Evaluation Form would be Log #2 of 3, and the Chest X-ray Screening Examination Form would be Log #3 of 3.
6. Check the box next to the type of form accompanying the transmittal. Do not attach more than one kind of form to a single transmittal. An example of a form to be transmitted as “Other” would be a copy of the DE form plus accompanying medical records for quality assurance review.
7. Affix a PID label for each attached form in the space provided. If forms for more than 26 participants are transmitted at one time, attach extra Forms Transmittal Logs as necessary.
8. Enter the total number of forms from the front side of the log.
9. Enter the total number of forms from the back side of the log.
10. Enter the total number of forms being shipped.

Prior to mailing, the SC Coordinator should make a copy of the Forms Transmittal Log for study files.