



## INSTRUCTIONS FOR THE AFU/sAFU CANCER INTERVIEW TRACKING FORM (10/13/2014) (CTF, VERSION 1, 10/13/2014)

### I. General Instructions

The AFU/sAFU cancer interview tracking form should be completed for all participants who report a diagnosis of cancer during the follow-up interview. Only one form per participant per contact year is allowed for each interview type. If a form exists and the participant reports a new diagnosis of cancer during the follow-up interview, add a new tracking form with the next available occurrence number.

### II. Detailed Instructions for Each Item

- 0a. Enter the date this form is last updated in the DMS.
- 0b. Enter the contact year of the follow-up interview in which the participant reports a diagnosis of cancer.
- 0c. Indicate the follow-up interview type.
- 1a. Record the status of the Medical Record Release form.

Refused – A new diagnosis of cancer was reported, but the participant (or proxy) refused to have a medical record release form sent to them.

Sent to participant – The medical record release form has been sent to participant, but not yet returned.

Received – The signed medical record release form has been received.

Unable to Retrieve – The medical record release form was sent to the participant, but not returned after attempts to retrieve it by ARIC staff. Record the reason the medical record release form was not retrieved in question 1a1.

If question 1a is recorded as 'd. Unable to retrieve', complete question 1a1.

- 1a1. Record the reason the medical record release form was not retrieved. For example, the participant chose not to sign the form after receiving it, or after trying the standard approaches for retrieving the medical record release form, the participant still did not return the signed form.
- 1b. Record the date that the status of the medical record release form is updated.
- 1c. Record the staff code of the staff member that updated the status of the medical record release form. If question 1a is recorded as 'a. Refused' or 'd. Unable to Retrieve', save and close the form.

If 1a is recorded as 'b. Sent to participant', update question 1a1 and 1c; save and close the form. Update the form when the medical record release is received or it is determined that the medical record release cannot be retrieved.

If 1a is recorded as 'c. Received', update questions 1a1 and 1c; continue to 2a.

2a. Record the status of the Medical Record Retrieval.

Requested – A request has been sent to the doctor/medical facility for medical records.

Received – The medical records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The medical records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for medical records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 2a1.

2a1. Record the reason the medical records were not retrieved. For example, the doctor's office has no record of the participant.

2b. Record the date that the status of the medical record retrieval is updated.

2c. Record the staff code of the staff member that updated the status of the medical record retrieval.

3a. Record the status of the Additional Medical Record Retrieval.

Not applicable – Washington County has not requested any additional medical records.

Requested – A request has been sent to the doctor/medical facility for additional medical records.

Received – The additional medical records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The additional medical records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for additional medical records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3a1.

3a1. Record the reason the additional medical records were not retrieved. For example, the doctor's office has no record of the participant.

3b. Record the date that the status of the additional medical record retrieval is updated.

3c. Record the staff code of the staff member that updated the status of the additional medical record retrieval.