



INSTRUCTIONS FOR HOSPITAL RECORDS IDENTIFIER FORM (HRID)

I. General Instructions

This form should be completed one time for all *de novo* participants who enroll in BHFU and give consent for study team members to collect their SSN to connect with sources of medical information for the purpose of this study. The form should be completed after the study informed consent form is signed. If the study team already has the participant's SSN on file, study staff may complete the HRID form without the participant present.

After verifying in the BHFU Informed Consent Form (BICR) that the participant provided consent for the collection of their SSN for this purpose, the participant's Social Security Number will be recorded on this form.

For already enrolled *de novo* participants, use the CC-generated list to know which participants need to have the form completed.

II. Detailed instructions for each item

0a. Enter the date the form was completed.

0b. Enter staff ID of the person who administered this form.

1. Record whether the participant provided consent for study team members to collect their SSN to connect with sources of medical information for the purpose of this study. Site staff should reference item BICR3 when entering a response.
 - Select Yes if participant did consent to collection of SSN.
 - Select No if participant did not consent to collection of SSN and **End Form**.
2. Record the participant's Social Security Number. Verify the number by repeating it back to the participant.

If a participant who previously provided consent for study team members to collect their SSN for this purpose declines to provide their SSN, complete these steps:

- a. Update the consent options indicated on the informed consent form. Sign and date the consent form changes.
- b. Save a copy of the original BICR form as a PDF and maintain on file.
- c. Overwrite the original BICR form data in CDART with revised BICR form data. The value for item 0a on the BICR should remain the original date of consent.