



REPEAT VISIT ID FORM

ID NUMBER:

FORM CODE:

DATE: 06/01/2011
Version 1.0

ADMINISTRATIVE INFORMATION

0a. Date of repeat visit: / /
Month Day Year

0b. Staff ID:

Instructions: This form is completed for each participant who come back for a repeat visit 4-8 weeks after the original visit. This is different from the Phantom form which documents the phantom ID within the same visit. This form contains confidential information and should not be revealed outside the participants' field center and the Coordinating Center.

1. Repeat Visit ID:



INSTRUCTIONS FOR THE REPEAT VISIT ID (RVF) FORM

I. General Instructions:

A few participants will be invited to come back for a repeat visit 4-8 weeks after the original visit under a different ID. The Repeat Visit ID form is to document both the original participant ID and the repeat visit ID for these participants. This form is different from the Phantom form (PHT). The Repeat Visit ID form documents a new ID number for a repeat visit that takes place weeks after the original visit is completed, while the Phantom form documents the phantom ID for QC within the same visit. Both the Phantom form and this Repeat Visit ID form contain confidential information and should not be revealed outside the participants' field center and the Coordinating Center.

This form can be found under the administrative forms section of the form grid for the original participant that has come back in for the repeat visit.

II. Detailed Instructions for Each Item:

Item 0a. Enter the date of the repeat visit.

Item 0b. Enter the staff id of the person entering this form.

Item 1. Enter the repeat visit ID. Choose the next available repeat visit id from the list provided by the Coordinating Center. You will notice that the repeat visit ID number begins with a '6' after the letter of your site. (Example, F600000)

III. How to enter the Repeat Visit ID into the Data Management System (DMS)

Once you have entered the RVF form, you will need to add this id into the DMS so that you can add the forms for the repeat visit under the repeat visit ID. The following provides step by step instructions:

- 1) On the left side of the screen, select **Data Capture -> Subjects**.
- 2) At the top of the Subject Administration screen, click **Add Subject**.
- 3) Enter the Subject (Repeat Visit) ID.
- 4) Click **Finish & Add Another** to enter more new Repeat Visit IDs.
- 5) Click **Save** if done entering new subjects (Repeat Visit IDs)
- 6) Do **NOT** use the browser's back button.
- 7) After adding the Repeat Visit ID, go back to the menu on the left side of the screen and select **Data Capture -> Form Entry**.
- 8) Search for the Repeat Visit ID under the column labeled "Subject ID", click on it. The form grid will appear.
- 9) In the first row labeled "Administrative", click on the green arrow under the column "Form Name", and proceed to enter data.

NOTE: Repeat visit ID numbers are confidential. The central agencies (laboratories or reading centers) should NEVER be informed whether an ID is for a real participant ID or a phantom ID or a repeat visit ID.