Filling out PDF Forms

This PDF form contains "**roll-over** or **double-click** " help functionality.

This form allows you to enter data directly onto the screen. After completing the form, you are able to print the document so that you can fax/mail the document.

To fill out a form:

1. Select the hand tool.
2. Position the pointer inside a field, and click to type text.
3. After entering text or selecting a check box, do one of the following:

    - Press tab to accept the form field change and go to the next form field.

    - Press Shift+Tab to accept the form field change and go to the previous form field.

    - Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.

4. Once completed, print the form.

CTSU Data Transmittal Form Instructions for TAILORx/ PACCT-1

- All CRF's, reports etc should be faxed to **301-545-0406**.

- All submitted documents <u>must</u> include the new bar-coded transmittal form. Forms will not be processed properly if the transmittal is not included.

- Transmittal forms are now study specific for certain studies on the CTSU menu. It is **crucial** to select the appropriate form for your study when submitting documents.

- Complete 1 transmittal form for each patient and protocol. Be sure to include your contact information in case of questions.

- Be sure patient ID and protocol number are present on the top of each submitted page. If this is not done, you will be asked to resubmit.

- Please remove all patient identifiers or HIPAA protected information.

- Do not fax more than 50 pages in a single transmission. This may cause the system to malfunction, potentially losing pages.

- Be sure to complete the transmittal form in its entirety. If the transmittal form is not complete and correct for each submitted form(s), the documents may be returned.

- Please check your fax machine to be sure faxes were successfully sent.

Refer to the <u>PACCT-1 Instructions for Case Report Form Completion</u> document for additional guidance *[CTSU Website -> Protocols -> PACCT-1 -> Documents -> Case Report Forms]*.

Please contact CTSU Help Desk at 1-888-823-5923 if you have any questions or have problems faxing

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Linking practice to progress

- Record only one patient and Protocol ID per Data Transmittal Form *(DTF)*.
- Ensure Patient ID and Protocol ID are recorded on each page of each item submitted.
- Ensure pages are in proper sequence; two-sided forms muct be copied by site prior to faxing.
- *DO NOT* fax more than 50 pages in one submission.
- *DO NOT* submit amended Case Report Forms *(CRFs)*.
- Complete a TAILORx Unsolicited Data Modification Form to update data on previously submitted forms or RDC-entered data.

Date: __ __ - __ __ - __ __ __ __
      m m   d d   y y y y

Total Pages Faxed: _____
(including transmittal)

Patient ID: __ __ __ __ __

Site Name: _____

NCI Code: __ __ __ __ __

Site Address: _____

Completed By *: _____

Phone # *: _____

Email Address *: _____

* *The above contact information will be used if a data submission needs to be re-submitted with corrective action.*

PLEASE NOTE: Sites submitting items improperly will be contacted to take corrective action and re-submit data.

CRFs/ Reports/ Documents	Submitted	# of pages	Visit						
			Baseline	End TX	FUP	Sec Primary	Non Prot TX	Recurrence	Death
On Study Form	☐		☐						
Chemotherapy Form	☐			☐					
Radiation Therapy Form	☐				☐				
Follow Up Form	☐				☐				
Cross Registration Form	☐				☐				
Non-Protocol Therapy Form	☐						☐		
Second Primary Form	☐					☐			
Pre-Registration Form	☐		☐						
TAILORx Material Submission Form	☐		☐						
TAILORx Source Document Tracking Coversheet *(SDT)*	☐		☐			☐		☐	☐
Path Report *with/ without ERPR/Her2 reports*	☐		☐			☐		☐	☐
ERPR Report *or* Her2/neu Report	☐		☐			☐		☐	☐
Physician Note	☐		☐			☐		☐	☐
Surgical Report	☐		☐			☐		☐	☐
Radiology Report	☐		☐			☐		☐	☐
Lab Report	☐		☐			☐		☐	☐
Mammogram Report	☐		☐			☐		☐	☐
CTSU Data Clarification Form *(DCF)*	☐								
CTSU Unsolicited Data Modification Form *(UDM)*	☐								

SUBMIT ONLY THE ABOVE SPECIFIED FORMS TO THE CTSU FOR DATA MANAGEMENT PROCESSING.
No other forms/ documents can be processed by the CTSU Data Management Center.
Submit any forms requested by ECOG directly to ECOG for processing.

Revised xx/xx/xxxx