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 **CANCER TRIALS SUPPORTUNIT**

PATIENT ENROLLMENT TRANSMITTAL FORM

CTSU patient enrollment hours are 9:00 am – 5:30 pm ET – Mon.-Fri. To enroll a patient:
1) Complete this cover sheet
2) Upload the form to the Regulatory Submission Portal and select the Enrollment/Transfer document type.
   (*For Emergencies call the CTSU Help Desk.)
3) Call the CTSU Help Desk with any questions. (1-888-823-5923 or ctsucontact@westat.com)

1. Date:*(MM/DD/YYYY)* _____/_____/20_____   Enrollment Cover sheet plus(__)

2. Patient is to be enrolled on: _____
    Lead Organization Name and Protocol Number

3. Enrollment Contact Person:_____ Phone: _____
    First name   Last name
    Fax:_____   E-mail: _____

4. Treating Institution: _____
    Name   City   State

5. Treating Institution's NCI code: [ ] [ ] [ ] [ ] [ ]

6. Treating Physician: _____   CTEP ID: [ ] [ ] [ ] [ ] [ ]
    First name   Last name

7. Indicate organization to receive enrollment credit: _____
    Organization name

ADDITIONAL INFORMATION (Optional)
For expedited shipping please provide your Federal Express Account Name and Number.* Account

Number: _____

*Available for selected protocols as outlined in the drug shipment information in the protocol. This information must be completed for each patient enrollment where expedited drug shipment is available.