

## **SECTION 15. PARTICIPANT TRANSFER**

It may happen that a study participant moves out of the district served by the Clinical Center at which he/she has been seen. If the area to which the participant moves is sufficiently far from the Clinical Center so that it is unreasonable to expect the participant's continued compliance with visit schedules and the new location is not within the area served by any other AASK Clinical Center, all efforts should be made to continue to follow the participant's clinical course. If it is possible to do so, GFRs should be obtained at the remaining intervals corresponding to those originally specified in the protocol.

If, however, the area to which the participant moves is served by another AASK Clinical Center, the participant should be transferred to the care of the other AASK Center and the following steps should be taken:

1. Identify and contact the receiving center.
2. Discuss feasibility of a transfer with staff.
3. Discuss the options with your patient. Be sure to stress the importance of continuing in the study (intent to treat).
4. Complete Form #46
  - Be sure that this form is keyentered after the last visit at the sending center
  - Form initiates the assignment of the receiving clinical center to the patient ID.
  - Affects who can view the patient-specific data.
5. Patient resumes follow-up visit schedule at the new local AASK center

Once a transfer is complete (electronically),

1. A report confirming the transfer will be sent to all of the central facilities as well as the sending and receiving clinical centers.
2. Historical patient care records and/or forms will be forwarded from originating center to new center.
3. The receiving center may want to generate reports associated with patient as necessary (i.e., appointment schedules, any lab reports not forwarded,...)
4. All scheduling of visits and patient care will be the responsibility of the new local center.
5. Data entry will be the responsibility of the new local center.
6. Any associated reports from the time of transfer, forward, will be sent to the new local center.  
NOTE: Recruitment #'s will be at receiving center.
7. Arrangements need made for the transfer of blinded medications.

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Sample Report once transfer form is keyentered:  
NOTIFICATION OF AASK PATIENT TRANSFER

Date Report Prepared: January 24, 1996

A patient transfer Form 46 has been entered into the AASK system.

Patient 10001 XXXXX has been transferred

FROM: Case Western Reserve University (1)

TO: University of Florida (15)

The receiving center is now responsible for the follow-up of this patient.

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