

DAISY LAB

D. Clinic Visit Paperwork

The following is a list of what you might find in the chart and what to do with it.

Stuff to go directly to the basket:

- ◆ FFQ's
- ◆ Cedar Follow-up Questions

What to do with Interviews:

- ◆ Edit interviews (see editing help in green binder)
- ◆ Make any editorial marks on interview in red
- ◆ Note any questionable or missing info on back of check list & attach to front of interview
- ◆ Ask interviewer any questions &/or give to them to call for more information
- ◆ Once editing is complete, write "ed", your initials & date on top right corner of cover sheet and place in the basket.

What to do with all the stuff in the Chart:

**FOR ALL FORMS - PUT "✓" & YOUR INITIALS IN THE TOP RIGHT CORNER ONCE IT IS ENTERED*

- ◆ **Clinic Visit Sheet** - enter & paper clip with others in back of chart
- ◆ **24 hr Vitamin Questions** - look up vitamin brand code on vitamin sheet in binder & mark in red next to brand name; enter & insert directly behind matching Clinic Visit Sheet
- ◆ **Positive Illness Sheet** - enter new & all old ones, insert each behind its respective clinic visit sheet and staple.
- ◆ **Consent Forms** - enter new & old - put new ones in basket for PI signature, put all others together in paper clip & leave in chart
- ◆ **Medical Release Forms** - enter & put on front of individual packet, put ones with typed name in basket for Orchid
- ◆ **Family Structure Data Sheet p.1** - enter all changes & leave in front of chart
- ◆ **Family Structure Data Sheet p.2** - if no changes or additions, leave in chart, if there are changes or additions, put in basket for data entry
- ◆ **Calling Due Sheet** - enter date of interview and interviewer in call tracking, then discard (shred)
- ◆ **NEC or SOC Individuals** - enter date rec'd in form tracking & write date rec'd on form, put in basket
- ◆ **Pregnancy FFQs** - enter "yes" rec'd & date rec'd in form tracking & write date rec'd on left, bottom side; put in basket