HALT-C Trial Q x Q

Missed Visit

Form # 24 Version A: 6/15/2000 (Rev. 07/14/2004)

Purpose of Form #24: The Missed Visit form records the reason for a missed HALT-C Trial visit, and informs the Data Management System (DMS) not to expect any other forms for that visit.

When to complete Form #24: Complete and data enter Form #24 whenever one of the HALT-C study visits is entirely missed. If a patient misses several visits but is still being followed, complete this form for each visit missed.

- Do not complete this form if a patient misses an appointment for a visit, but is re-scheduled within the time window for that visit.
- Do not complete this form if some, but not all, of the information for a visit is missing.
- Do not complete this form if the visit was missed because the patient will no longer be followed in the Trial. Instead, complete the Form #25, Early Termination from Trial.
- If two consecutive randomized phase visits were missed, also complete Form #924, Alternative Study Visit.
- If the visit is missed because of patient illness, complete the Adverse Event form, #60, or Serious Adverse Event form, #61, as appropriate.

Where to add Form #24: Form #24 is an addable form in the Data Management System. Add this form to the study visit that was missed. To add a form to a visit, click on the "Additional Forms" button at the bottom of the screen. Choose "#24: Missed Visit" from the pull down menu, and then click the "OK" button. To see where this form has been added, click on the "More" link in the upper right hand corner of the screen.

SECTION A: GENERAL INFORMATION

A1. Affix the patient ID label in the space provided.
- If the label is not available, record the ID number legibly.

A2. Enter the patient's initials exactly as recorded on the Trial ID Assignment form.

A3. Enter the three-digit code for the visit that was missed.

A4. Record the date this form is completed using MM/DD/YYYY format.

A5. Enter the initials of the person completing the form.

SECTION B: MISSED VISIT INFORMATION

B1.   Enter the <u>primary</u> reason for the missed visit, using a code from the Missed Visit Codes table.
        If codes 1 – 10 do not apply, enter 99 for "Other" and complete question B1a.

<u>Missed Visit Codes</u>

Patient too sick ………………………	1	Transportation difficulties …..	7
Patient refusal ………………………..	2	No childcare ………………...	8
Patient forgot …………………………	3	Sick relative ………………..	9
Unable to schedule visit …………….	4	Work related …………………	10
Cannot locate patient ……………...	5	Other …………………………	99
Patient moved to another location …	6		

B1a.   If question B1 is coded 99 for "Other", specify the reason for the missed visit. Twenty-five
        characters, including punctuation and spaces, are provided.