



## INSTRUCTIONS FOR THE FOLLOW-UP CANCER QUESTIONNAIRE TRACKING FORM (10/13/2014) (FTF, VERSION 1, 10/13/2014)

### I. General Instructions

The follow-up cancer questionnaire tracking form should be completed for all participants who are contacted for the follow-up cancer questionnaire. This form should be started as soon as question 7 on the follow-up cancer questionnaire asking about permission to send the medical release form to the participant is updated. Only one form per participant is allowed.

### II. Detailed Instructions for Each Item

0a. Enter the date this form is last updated in the DMS.

1a. Record the status of the Medical Record Release form.

Not applicable – The participant does not recall a diagnosis of cancer. The medical record release form is not sent.

Refused – The participant (or proxy) refused to be interviewed, or the participant (or proxy) agreed to be interviewed, but refused to have a medical record release form sent to them.

Sent to participant – The medical record release form has been sent to participant, but not yet returned.

Received – The signed medical record release form has been received.

Unable to Retrieve – The medical record release form was sent to the participant, but not returned after attempts to retrieve it by ARIC staff. Record the reason the medical record release form was not retrieved in question 1a1.

If question 1a is recorded as 'e. Unable to retrieve', complete question 1a1.

1a1. Record the reason the medical record release form was not retrieved. For example, the participant chose not to sign the form after receiving it, or after trying the standard approaches for retrieving the medical record release form, the participant still did not return the signed form.

1b. Record the date that the status of the medical record release form is updated.

1c. Record the staff code of the staff member that updated the status of the medical record release form. If question 1a is recorded as 'a. Not applicable', 'b. Refused' or 'e. Unable to Retrieve', save and close the form.

If question 1a is recorded as 'c. Sent to participant', update questions 1a1 and 1c; save and close the form. Update the form when the medical record release is received or it is determined that the medical record release cannot be retrieved.

If question 1a is recorded as 'd. Received', update questions 1a1 and 1d; continue to question 2a.

2a. If the participant reported a diagnosis of cancer and question 1a is recorded as 'c. Sent to participant' or 'd. Received', select yes and continue on to question 2b. NOTE: If first cancer is a non-melanoma skin cancer and therefore medical records are retrieved instead of pathology records, record the status of medical records retrieval instead of the pathology records as appropriate in questions 2b-2p.

2b. Record the status of the Biopsy Pathology Record Retrieval for the first cancer.

Not applicable – The participant does not recall a biopsy for the first cancer.

Requested – A request has been sent to the doctor/medical facility for biopsy pathology records.

Received – The biopsy pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The biopsy pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for biopsy pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 2b1.

2b1. Record the reason the biopsy pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

2c. Record the date that the status of the biopsy pathology record retrieval is updated.

2d. Record the staff code of the staff member that updated the status of the biopsy pathology record retrieval.

2e. Record the status of the Surgery Pathology Record Retrieval for the first cancer.

Not applicable – The participant does not recall a surgery for the first cancer.

Requested – A request has been sent to the doctor/medical facility for surgery pathology records.

Received – The surgery pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The surgery pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for surgery pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 2e1.

2e1. Record the reason the surgery pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

2f. Record the date that the status of the surgery pathology record retrieval is updated.

2g. Record the staff code of the staff member that updated the status of the surgery pathology record retrieval.

2h. Record the status of the Progression Pathology Record Retrieval for the first cancer.

Not applicable – The participant does not recall a progression for the first cancer.

Requested – A request has been sent to the doctor/medical facility for progression pathology records.

Received – The progression pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The progression pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for progression pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 2h1.

2h1. Record the reason the progression pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

2i. Record the date that the status of the progression pathology record retrieval is updated.

2j. Record the staff code of the staff member that updated the status of the progression pathology record retrieval.

2k. Record the status of the Recurrence Pathology Record Retrieval for the first cancer.

Not applicable – The participant does not recall a recurrence for the first cancer.

Requested – A request has been sent to the doctor/medical facility for recurrence pathology records.

Received – The recurrence pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The recurrence pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for recurrence pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 2k1.

2k1. Record the reason the recurrence pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

2l. Record the date that the status of the recurrence pathology record retrieval is updated.

2m. Record the staff code of the staff member that updated the status of the recurrence pathology record retrieval.

2n. Record the status of the Additional Medical Record Retrieval for the first cancer.

Not applicable – Washington County has not requested any additional medical records.

Requested – A request has been sent to the doctor/medical facility for additional medical records.

Received – The additional medical records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The additional medical records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for additional medical records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 2n1.

2n1. Record the reason the additional medical records were not retrieved. For example, the doctor's office has no record of the participant.

2o. Record the date that the status of the additional medical record retrieval is updated.

2p. Record the staff code of the staff member that updated the status of the additional medical record retrieval.

3a. If the participant reported a second diagnosis of cancer, record Yes and continue on to question 3b. If the participant did not recall a second cancer diagnosis, record No; save and close form. NOTE: If second cancer is a non-melanoma skin cancer and therefore medical records are retrieved instead of pathology records, record the status of medical records retrieval instead of the pathology records as appropriate in questions 3b-3p.

3b. Record the status of the Biopsy Pathology Record Retrieval for the second cancer.

Not applicable – The participant does not recall a biopsy for the second cancer.

Requested – A request has been sent to the doctor/medical facility for biopsy pathology records.

Received – The biopsy pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The biopsy pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for biopsy pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3b1.

3b1. Record the reason the biopsy pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

3c. Record the date that the status of the biopsy pathology record retrieval is updated.

3d. Record the staff code of the staff member that updated the status of the biopsy pathology record retrieval.

3e. Record the status of the Surgery Pathology Record Retrieval for the second cancer.

Not applicable – The participant does not recall a surgery for the second cancer.

Requested – A request has been sent to the doctor/medical facility for surgery pathology records.

Received – The surgery pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The surgery pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for surgery pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3e1.

3e1. Record the reason the surgery pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

3f. Record the date that the status of the surgery pathology record retrieval is updated.

3g. Record the staff code of the staff member that updated the status of the surgery pathology record retrieval.

3h. Record the status of the Progression Pathology Record Retrieval for the second cancer.

Not applicable – The participant does not recall a progression for the second cancer.

Requested – A request has been sent to the doctor/medical facility for progression pathology records.

Received – The progression pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The progression pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for progression pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3h1.

3h1. Record the reason the progression pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

3i. Record the date that the status of the progression pathology record retrieval is updated.

3j. Record the staff code of the staff member that updated the status of the progression pathology record retrieval.

3k. Record the status of the Recurrence Pathology Record Retrieval for the second cancer.

Not applicable – The participant does not recall a recurrence for the second cancer.

Requested – A request has been sent to the doctor/medical facility for recurrence pathology records.

Received – The recurrence pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The recurrence pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for recurrence pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3k1.

3k1. Record the reason the recurrence pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

3l. Record the date that the status of the recurrence pathology record retrieval is updated.

3m. Record the staff code of the staff member that updated the status of the recurrence pathology record retrieval.

3n. Record the status of the Additional Medical Record Retrieval for the second cancer.

Not applicable – Washington County has not requested any additional medical records.

Requested – A request has been sent to the doctor/medical facility for additional medical records.

Received – The additional medical records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The additional medical records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for additional medical records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3n1.

3n1. Record the reason the additional medical records were not retrieved. For example, the doctor's office has no record of the participant.

3o. Record the date that the status of the additional medical record retrieval is updated.

3p. Record the staff code of the staff member that updated the status of the additional medical record retrieval.

4a. If the participant reported a third diagnosis of cancer, record Yes and continue on to question 4b. If the participant did not recall a third cancer diagnosis, record No; save and close form. NOTE: If third cancer is a non-melanoma skin cancer and therefore medical records are retrieved

instead of pathology records, record the status of medical records retrieval instead of the pathology records as appropriate in questions 4b-4p.

4b. Record the status of the Biopsy Pathology Record Retrieval for the third cancer.

Not applicable – The participant does not recall a biopsy for the third cancer.

Requested – A request has been sent to the doctor/medical facility for biopsy pathology records.

Received – The biopsy pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The biopsy pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for biopsy pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 3b1.

4b1. Record the reason the biopsy pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

4c. Record the date that the status of the biopsy pathology record retrieval is updated.

4d. Record the staff code of the staff member that updated the status of the biopsy pathology record retrieval.

4e. Record the status of the Surgery Pathology Record Retrieval for the third cancer.

Not applicable – The participant does not recall a surgery for the third cancer.

Requested – A request has been sent to the doctor/medical facility for surgery pathology records.

Received – The surgery pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The surgery pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for surgery pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 4e1.

4e1. Record the reason the surgery pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.

4f. Record the date that the status of the surgery pathology record retrieval is updated.

4g. Record the staff code of the staff member that updated the status of the surgery pathology record retrieval.

4h. Record the status of the Progression Pathology Record Retrieval for the third cancer.

Not applicable – The participant does not recall a progression for the third cancer.

Requested – A request has been sent to the doctor/medical facility for progression pathology records.

Received – The progression pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The progression pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for progression pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 4h1.

- 4h1. Record the reason the progression pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.
- 4i. Record the date that the status of the progression pathology record retrieval is updated.
- 4j. Record the staff code of the staff member that updated the status of the progression pathology record retrieval.
- 4k. Record the status of the Recurrence Pathology Record Retrieval for the third cancer.

Not applicable – The participant does not recall a recurrence for the third cancer.

Requested – A request has been sent to the doctor/medical facility for recurrence pathology records.

Received – The recurrence pathology records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The recurrence pathology records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for recurrence pathology records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 4k1.

- 4k1. Record the reason the recurrence pathology records were not retrieved. For example, the medical facility has no pathology record for the participant.
- 4l. Record the date that the status of the recurrence pathology record retrieval is updated.
- 4m. Record the staff code of the staff member that updated the status of the recurrence pathology record retrieval.
- 4n. Record the status of the Additional Medical Record Retrieval for the third cancer.

Not applicable – Washington County has not requested any additional medical records.



Requested – A request has been sent to the doctor/medical facility for additional medical records.

Received – The additional medical records have been received, but not yet blinded and sent to Washington County.

Sent to Washington County – The additional medical records have been received, blinded and sent to Washington County.

Unable to Retrieve – The request for additional medical records was sent, but medical records were not returned after attempts to retrieve them by ARIC staff. Record the reason the medical records were not retrieved in question 4n1.

- 4n1. Record the reason the additional medical records were not retrieved. For example, the doctor's office has no record of the participant.
- 4o. Record the date that the status of the additional medical record retrieval is updated.
- 4p. Record the staff code of the staff member that updated the status of the additional medical record retrieval.