



# INSTRUCTIONS FOR THE ACHIEVE MRI ALERT AND RESULTS REPORTING FORM (MAR)

## ALERT CODES:

MRI	MRL	Alert from local radiologist
	MRB	Alert from brain MRI reading center

## I. General Instructions

The MRI alert and results reporting form is designed to track the date when participants were notified of any alert value as well as track when study results were reported to participants. Alert values identified from the MRI scan readings must be reported using these instructions below. Alerts that show up in the report should be processed and resolved in a timely manner by notifying the participant. The proxy or even the physician, when the participant is unreachable, is the person notified.

The 'ACHIEVE MRI Alerts Report' in CDART will list all unreported alerts by default. Data managers will also have the ability to run the Alerts Report for all alerts (resolved or not) for a given participant, in case they want to see when alert values were reported for a participant.

Field center staff are responsible for notifying the participant and, as determined from the participant's informed consent, the participant's physician. (Notification of alerts requires that the field center staff member review the instructions for reporting study results provided by the participant in his/her informed consent.)

Some study participants do not identify a personal physician or another provider of medical care. Field centers keep a list of local physicians whom participants can call. The local medical society is typically a good source for such a list and one that is acceptable to practitioners in the community.

This form may be accessed more than once. Only one occurrence of this form is allowed, so updates are made to a single record in CDART. The study participant does not need to be present when this form is completed. The information required is gathered at the time of the study visit.

Alerts will continue to appear in the CDART Alerts Report until the participant and/or physician is notified, and the notification details are entered in this form. Consequently, field center staff should make every effort to notify participants and/or physicians as soon as possible.

Note that this form will be completed for all participants whose MRI forms are completed in the ACHIEVE study. For the baseline MRI, this form applies to all de novo participants. All Cohort participants will have forms completed in the ARIC study. Their alert and results report will be generated in the ARIC study.

## II. Detailed Instructions for Each Item

- 0a.** Enter the date on which the participant was seen in the clinic.
- 0b.** Enter the staff ID for the person who completed this form.

The MAR is organized into two sections:

## **Section A. ALERTS**

This section denotes alerts that are identified from the MRI scan.

1. If there were any alert identified from the MRI scan, select 'Yes.' Otherwise, select 'No.'
2. If the answer to question 1 is yes, enter the alert code.
  - 2a. Enter the date of the notification.
3. If the answer to question 1 is yes, enter the alert code.
  - 3a. Enter the date of the notification.

## **Section B. RESULTS REPORTING**

4. Enter the date the MRI results were sent to the participant.