



# MRI REPEATABILITY TRACKING FORM

ID NUMBER:

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FORM CODE:

M	R	T
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DATE: 2/27/2013

Version 1.0

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*The purpose of this form is to track participation in the MRI Repeatability study. [NOTE: Participants can be selected retrospectively. Six months is the maximum amount of time from original scan to repeat scan; one week is the minimum and less than three months is preferred.]*

## ADMINISTRATIVE INFORMATION

0a. Completion Date:

		/			/				
Month			Day			Year			

0b. Staff ID:

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1. Did the participant agree to a repeat MRI?

Yes

No

1a. If no, specify reason: \_\_\_\_\_

2. Repeat MRI ID:

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## INSTRUCTIONS FOR THE MRI REPEATABILITY TRACKING (MRT) FORM

### I. General Instructions:

Twenty-five (25) participants per site (total of 100) will be invited to come back for a repeat MRI scan between 1 week and 6 months after the original scan was done under a different ID. The MRI Repeatability Tracking form is used to document whether an invited participant chose to have a repeat MRI scan performed as well as to document both the original participant ID and the repeat MRI ID for these participants. This form is different from the Phantom form (PHT) and the Repeat Visit ID form (RVF). This form contains confidential information and should not be revealed outside the participants' field center and the Coordinating Center.

This form can be found under the administrative forms section of the form grid for the original participant that has come back in for the repeat MRI scan.

### II. Detailed Instructions for Each Item:

Item 0a. Enter the date the form was completed. Ideally, this will be the same date that the participant was contacted. Note: The form in the DMS (CDART) has "Completion Date" as the question text. When the completion date of the form is different from the initial date of contact, enter the latter.

Item 0b. Enter the staff id of the person entering this form.

Item 1. Record whether the participant agreed to a repeat MRI. If the participant did not agree, record the reason in Item 1a.

Item 2. Enter the repeat MRI ID. Choose the next available repeat MRI ID from the list provided by the Coordinating Center. You will notice that the repeat MRI ID number begins with a '6' after the letter of your site. (Example, F600000)

### III. How to enter the Repeat MRI ID into the Data Management System (DMS)

Once you have entered the MRT form, you will need to add this ID into the DMS so that you can add the Procedure Completion form (PRO) under the repeat MRI ID. The following provides step by step instructions:

- 1) On the left side of the screen, select **Data Capture -> Subjects**.
- 2) At the top of the Subject Administration screen, click **Add Subject**.
- 3) Enter the Subject (Repeat MRI) ID.
- 4) Click **Finish & Add Another** to enter more new Repeat MRI IDs.
- 5) Click **Save** if done entering new subjects (Repeat MRI IDs)
- 6) Do **NOT** use the browser's back button.
- 7) After adding the Repeat MRI ID, go back to the menu on the left side of the screen and select **Data Capture -> Form Entry**.

- 8) Search for the Repeat MRI ID under the column labeled "Subject ID", click on it. The form grid will appear.
- 9) In the row labeled "Administrative", click on the green arrow under the column "Form Name", and proceed to enter data. Note that the PRO is the only form for which data should be entered for the Repeat MRI ID.

**NOTE: Repeat MRI ID numbers are confidential. The central agencies (laboratories or reading centers) should NEVER be informed whether an ID is for a real participant ID or a repeat MRI ID.**