



INSTRUCTIONS FOR LAB ID FORM LAB, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Lab ID Form is filled out by the study coordinator at each visit in order to link the participant ID to their specific Lab ID.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

FORM DATE: Record date this is being completed. Select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

INITIALS: Record the staff code of the person entering the data on this form. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Item 1. Select which visit the participant has come in for today in which labs have been collected.

Item 2. Carefully enter the Lab ID that has been assigned to this participant for this visit. Double check to make sure all characters have been entered correctly.

Save and close the form.