

## SCANNABLE FORMS GUIDELINES

### 1.0 MrOS Participant files

The MrOS Study forms should be completed at each visit/as part of the self-administered questionnaire.

#### **For self-administered questionnaire:**

After the participant has filled out the form in pencil, it should be reviewed for completeness and accuracy. At this time, the clinic staff will fill in the participant's answers in black ink pen.

#### **For the exam/clinic visit forms**

After the examiner has filled out the form, it should be reviewed for completeness and accuracy.

The visit forms should then be faxed to the designated MrOS Fax Number at the coordinating center, if possible on the same day of the visit.

The original forms are to be kept as a source document in the participant's clinic file with any lab reports or examiner visit notes.

### 2.0 MrOS Study Forms

The MrOS Study Forms are created with the Cardiff Teleform software program, which allows the data to be scanned or faxed into the MrOS database. In order for the computer to read the data as it is faxed in from the clinics, a few basic guidelines must be followed when filling out the forms.

### 3.0 Filling out 'Scannable' Forms

#### 3.1 The Basics

##### 1. Use a black pen

- Do not use a felt tip pen that bleeds

- Do not use a pencil

## 2. Avoid making any stray marks

- Do not mark or write in the lower left hand corner (the 'Page link' box)
- Do not mark or write in the lower right hand corner (the 'Form code' box)
- Do not make any extraneous notes anywhere on the form. Record notes only in designated areas.

## 3. Fill in the bubbles completely

- Stay within the lines
- Do not use an "X" or a "☐"

## 4. Do not fold, staple, or mutilate the data forms

### 3.2 Letters and Numbers

1. Print in capital letters
2. Print only one letter or number per box
3. Keep the letter/number completely inside the box
4. The letter/number should not touch or cross any of the box lines

The Cardiff Teleform software removes the box lines and may remove part of the character.

5. Do NOT cross your zeros (0), sevens(7) or 'Z.'
6. Avoid "curly-cues" on letters and numbers.

### 3.3 Correcting for a mistake.

See attached forms for examples.

### DOs:

- DO** cross out the wrong answer by drawing a line through the mistake.
- DO** fill in the correct answer in the appropriate bubble.
- DO** circle the correct answer.
- DO** initial and date the correct answer.
- DO** leave questions blank that the participant can't or refuses to answer.

**DO NOTs:**

- DO NOT** erase pen.
- DO NOT** use correction tape/white out (i.e. Liquid Paper)

**3.4 Faxing the Forms**

The completed MrOS Study Forms should be faxed to the Coordinating Center per the following guidelines:

1. All of the forms from one visit should be faxed together.
2. Always fax by feeding the tops of the forms into the fax machine.
3. Do NOT include a cover sheet, when you fax the forms in. (A cover sheet is not necessary because the fax number is a dedicated MrOS study fax line.)
4. Do NOT fax lab reports or any examiner visit notes.
5. Fax the forms to the UCSF Coordinating Center at (415) \_\_\_\_-\_\_\_\_.  
( The fax number will be provided in a future update.)

## Appendix

### MrOS Sample Data Form with Mistakes