INSTRUCTIONS FOR LAB ID FORM
LAB, VERSION 2.0, QUESTION BY QUESTION (QxQ)

I. GENERAL INSTRUCTIONS

The Lad ID Form is filled out by the study staff at Visit 5 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. For the Event field, record if this is happening at Visit 5 or another event.

0a. Date of Collection: Record the date the data was collected or abstracted. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

0b. Staff Code: Record the SPIROMICS staff code of the person who collected or abstracted the data. 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

Please answer every question on this form.

Item 1.   Carefully scan the barcode (using the barcode scanner) on the Lab ID label OR enter the Lab ID number from the Lab ID label that has been assigned to the participant for this visit. It is preferred that you use the barcode scanner but if you chose to enter the Lab ID into the DMS then please double check to make sure all characters have been entered correctly. Please capitalize LAB.

Save and close the form.