Introduction

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Survey Form Utilizing REDCap

- Link: [https://redcap.georgetown.edu/redcap/surveys/index.php?s=iIf64E](https://redcap.georgetown.edu/redcap/surveys/index.php?s=iIf64E)
- Will be published on GU CRU website ([http://cru.gumc.georgetown.edu/](http://cru.gumc.georgetown.edu/))
- No log in ID or password required
- Used for both visits and sample drop offs
- Required fields
- Form will be time-stamped when completed
- CRU administration is notified when a form is submitted
- NO MORE PAPER REQUEST FORMS!
- NO MORE FORMS GETTING LOST IN THE FAX MACHINE!!
Study Coordinators’ Role

- Study coordinators are asked to fill out the Appointment Request form in its entirety.
- Will not be able to submit form if the fields with “Must provide value” are not completed.
- Built in validation tools to ensure data accuracy.
CRU Staff’s Role

- Designated CRU staff will receive an email notification when a new form is submitted.
- Email will contain the date and time form submitted.
- Email will NOT contain sensitive patient information.
- Rest of the appointment request procedures are the same.
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