

**HO07403**  
**Coordinator Screening and Enrollment Worksheet**

- Verify Lab Personnel are available for sample?**
  - **Stephanie Markovina** lab (608)265-8595, cell (240)426-2021
- Obtain Informed consent form (ICF)**
  - Verify has not expired, contains both Main study ICF and HIPAA
  - Make (and give) Copy for subject
  - Make copy for UWHC med record
- Confirm eligibility- MD MUST COMPLETE:**
  - Age ≥ 18 years
  - presumed or confirmed diagnosis of multiple myeloma, that require a bone marrow aspiration as part of their medical evaluation
  - Able to give informed consent
  - NOT known to be HIV positive or Hepatitis B or C positive. Testing is not required for this protocol.
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MD signature confirming eligibility Date
- Obtain BM aspirate: 5-10 mls in heparinized (green top) tube- label as noted below – do not label with name or MRN**
- Coordinator To Register the subject in oncore:**
  - **Log in** to Oncore
  - On the **CRA Console**, enter the protocol (HO07403) and then access **New Subject Registration**.
  - For this study, we are using a false MRN- comprised of the true MRN and an extension to indicate the times subject has participated. Ie MRN 12345678x01 for the first time, 12345678x02 for the second...**you will need to check oncore to see if subject has been previously registered and how many times.**
  - **Enter the institution (UWH) and patients MRN, then “Find”**. This will allow you to see if this subject is already registered in oncore on this study.
  - **Go back to New Subject Registration. Enter the Subject** using MRNx\_\_ (using the next subsequent number).
  - **Oncore will autogenerate a sequence number. Write the study number HO07403 and sequence number on the sample.**
  - Other data to enter:
    - Last and first initial, gender, ethnicity, race, DOB.
    - Date on study = date of collection
    - Date of consent/version consent/hippaa
    - Eligibility
    - Disease site
    - Registering physician
    - Arm assigned (BM collection)
- Arrange for sample pick up or deliver sample to Miyamoto lab: K4/5- place in hood**
- Place ORIGINAL Informed consent and this worksheet in basket in heme clinic for coordinator pick up.**