Honest Broker –

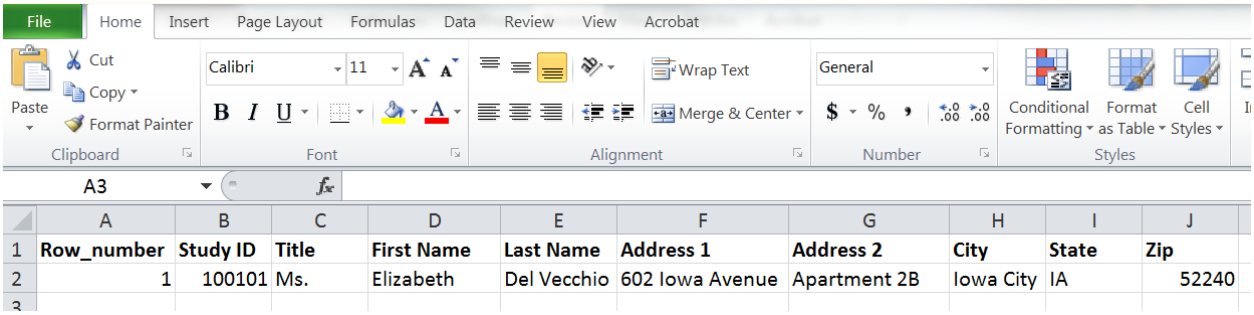
Please use the following procedure to assign a study ID number to each verified eligible subject and produce a mailing list containing the study ID number and contact information for each verified eligible subject.

Contact Tamara McMahon (tmcmahon@kumc.edu) and copy Betsy Chrischilles if you have questions (e-chrischilles@uiowa.edu)

Thank you,
Tamara

Procedure to assign a study ID number to each verified eligible subject and produce a mailing list:

1. If any patients were not submitted to your tumor registry staff for review, REMOVE them
2. If any patients were determined by tumor registry staff to be ineligible, REMOVE them.
3. What remains is the verified list.
4. Sort the verified list in ascending order by the value in the Row_number field (also called Order_ID in some study documents).
5. Assign one study ID number from your site's unique set of study ID numbers to the first 260 patients in the verified list:
    a. Assign all 260 study ID numbers
    b. If your site has fewer than 260 patients verified, assign study ID numbers in ascending order for as many patients as are on the verified list.
    c. If your site has more than 260 patients verified, be sure that you have assigned study ID numbers to the *first* 260 (sorted in ascending order by Row_number)
    d. Your site's unique set of study ID numbers is: {insert range}
6. Provide a mailing list to the survey team:
    a. The mailing list should contain up to 260 people
    b. The mailing list should have the following information: Row_number, study ID number, and the study contact information.
    c. An Excel spreadsheet should be used, if possible in the following format (otherwise survey staff will need to convert to this format for the mailings):
        - Row_number, Study ID number, Title, First Name, Last Name, Address, City, State, Zip – see example below
    d. FYI: Although you will provide a mailing list with 260 people on it, survey team members will mail study booklets to only the first 250 patients, reserving 10 for possible later use in the event a study booklet is returned unopened (bad address, deceased)
7. Merge Study ID number with the file you "froze" which linked the de-identified patient number *at the time of the initial query* with the actual medical record number (i.e. the "large cohort"). Obviously, there will be many more patients on this file than the number of Study IDs.



Row_number	Study ID	Title	First Name	Last Name	Address 1	Address 2	City	State	Zip
1	100101	Ms.	Elizabeth	Del Vecchio	602 Iowa Avenue	Apartment 2B	Iowa City	IA	52240