Baseline Checklist

***Tasks Prior to Visit Day:***

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK:** | **LOCATION:** | **Yes** | **No** |
| Schedule all procedures necessary for Baseline | EPIC/Study Protocol | ⧠ | ⧠ |
| Order procedures including blood draw/attach orders to visits : Is there EKG? Are there local labs to order? | EPIC | ⧠ | ⧠ |
| Link All Visits to Study in EPIC | EPIC | ⧠ | ⧠ |
| Schedule Patient 3 months out from baseline if possible | EPIC | ⧠ | ⧠ |
| Does Patient Need Reconsent? If so print Consent form. | eIRB | ⧠ | ⧠ |
| Print Off Inclusion Exclusion Checklist | G:Drive: Study Folder | ⧠ | ⧠ |
| Source Document Printed or Dot Phrase created? | G:Drive: Study Folder or EPIC | ⧠ | ⧠ |
| Print Patient Questionnaires that are paper  If electronic-Charge Tablet/Make sure your login is working | G:Drive: Study Folder  Check Protocol | ⧠ | ⧠ |
| Pull Visit Lab Kit  Do you need Dry Ice? If yes plan for this-Dry Ice is located at Baton Rouge Packing/Shipping | Storage Room | ⧠ | ⧠ |
| Label all Tubes with Subject number | Lab Kit | ⧠ | ⧠ |
| Review Lab Manual/Requisition/Protocol | Lab Manual/Study Folder | ⧠ | ⧠ |
| Separate tubes that will need to be drawn and stick in plastic bag for easy access |  | ⧠ | ⧠ |
| Make a Copy of last labs/include in visit paperwork | Faxed Copy or Print off the Copy | ⧠ | ⧠ |
| Review Medical History-check for exclusions | EPIC | ⧠ | ⧠ |
| Double check eRX | EPIC | ⧠ | ⧠ |