

QUICK REFERENCE TO COMPLETING PAPER ANDA DATA COLLECTION FORMS

- Download and read all ANDA documents from Basecamp
- Using the data collection form specific to your site, PRINT as many copies as required instead of PHOTOCOPYING (if possible). Ensure the form is perfectly aligned to show the 4 black cornerstones
- Complete one form for each consecutive patient with a **BIRO** for 4 weeks (DO NOT use a pencil or felt tip pen)
- Print clearly in **CAPITAL** letters and within the boxes. Try NOT to write on box borders. To complete fields, see examples below:

Patient ID

1	2	3	A	B	C						
---	---	---	---	---	---	--	--	--	--	--	--

Dates

0	1
---	---

 /

0	5
---	---

 /

2	0	1	9
---	---	---	---

Fields without decimals *e.g. blood pressure*

1	2	0
---	---	---

 /

8	0	
---	---	--

 mmHg

Fields with decimals *e.g. weight*

	8	3
--	---	---

 .

4

 kg

Check boxes No

X

 Yes

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Note: If you make a mistake, **DO NOT USE WHITEOUT** - put a line through the mistake and clearly mark the correct answer

Check boxes No

X

 Yes

X

- To ensure data integrity and reduce data queries, ensure all questions are answered
- Before mailing forms, photocopy and retain copy of the completed forms in a secure location at your local site
- Send **ORIGINAL** forms to the ANDA Secretariat by **EXPRESS POST/REGISTERED POST**.
 - Keep a record of the tracking number
 - Advise the ANDA Secretariat by e-mail when forms have been posted

If you have any questions please do not hesitate to contact the ANDA Secretariat, Elspeth Lilburn on anda@nadc.net.au