

Follow-up Tumor Assessment (FUTA) form: Source Documentation

(please also refer to [*SWOG CRA Manual for Oncology Research Professionals: General Forms and Guidelines, Chapter 16*](#) and [*Response Assessment, Chapter 11*](#))

Subject: 900100
 Page: Source Documentation: Follow-up - Follow-up Tumor: Assessment 2017-04-12

Instructions: Use this form to upload radiology reports from all scans performed to assess disease.

Please ensure all source documents are properly and completely redacted and free of PHI before uploading to Rave. Using a black pen or marker only works when the image is photocopied and the photocopy is then scanned and uploaded. Please use electronic redacting tools, covering PHI with labels or opaque tape, black correction tape, white-out or cutting out the identifiers and shred the clippings. Queries will be generated to replace images where PHI is still visible. **Please note form instructions. No special characters or HIPAA protected information in the name of the document. Please ensure names on uploaded documents are free of any special characters (i.e. #, \$, %, &, etc).**

#	Date of scan	Type of scan	Upload document?	Comments
1				

Comments

If you're not done completing the form, click the box below and click the Save button. Note that edit checks will still fire.

Save this form, but don't submit. **Type of scan will resolve expectations so it's important to select the correct title from the dropdown menu.**

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A few things to note (also highlighted in above form):

- For document uploads: Please be cautious to ensure that uploaded documents (including the file name of the document itself) are HIPAA compliant and do not include any protected health information. Please also note that “special characters” are not permitted in the file name. See also form instructions accessible from the question mark next to the “Upload document” field header.
- “Type of Scan” field: Please be cautious to ensure that the correct type is selected from the drop-down menu. Entries in this field will resolve expectations.