Information Sheet: Patient Document Tracking Log

The Patient Document Tracking Log should be used to keep track of documentation relating to the SOS study.

For each document being re-located, or sent to the CI or SOS Study Manager, a record should be kept using this form and includes the name of the document, to whom it was sent, the date it was sent and any relevent comment.

Document	Sent to	Date	Comment

Examples of when the Patient Document Tracking Log should be used include:

- when the CRF is sent to the Study Manager
- when a Serious Adverse Event Notification (Assessment Form 4) is sent to the required parties
- when an Adverse event (non-serious) reporting form is sent to the required parties
- when an Urgent Safety Measure (USM) reporting form is sent to the required parties