|  |
| --- |
| **GENERAL INSTRUCTIONS** – delete this box from the completed form. Red text represents instructions to you – to be deleted from the final version.**NOTE: This form is designed to be a starting point on a Participant Identification Log. Update it as necessary for your specific study.** * The Participant Identification template will link the assigned study identification (ID) to the participant’s identity. This template can be used to link enrolled participant identity or protected health information to their research data. This is what is also known as a Master Code.
* The study team should follow all IRB approved confidentiality procedures. If the study team indicated that this information was stored electronically, this template can be used to develop an electronic spreadsheet within a HIPAA-compliant system.
* Add participant study ID, name, and unique identifying information.
* Additional unique personal identifiers, such as Medical Record Numbers (MRNs) may be included to minimize participant misidentification. If participants have more than one ID number to be linked together (for instance, a screen number), add additional columns.
* The specific information stored on this type of log to link the participant to the data is at the study team’s discretion but should be the least amount of identifiable information necessary to maintain the link.
* Additional pages should be printed or rows added as required for study needs.
* Page numbers do not automatically update as it is unknown how many pages will be necessary for the entire study. The page information in the footer should be added when study data collection is complete and no additional adverse events will occur.
 |

| **Participant Study ID** | **Participant Name** | **Participant MRN** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |