**Study Title:**   
**PI:**  
**Participant ID:**

**Date and form of initial contact:**  Phone  Email  Text  Epic My Chart

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Regarding:**

**Summary of Contact(s)\*:**

**Action Required:**

Person completing this note:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Document multiple contact attempts in the Summary of Contact Section. Include if the contact was in person, if the study team left a voicemail or was unable to contact the participant. In addition, document the date when participant replied (if applies).*