



Missed or Incomplete Visit/Telephone Contact (MV-1)

Purpose: Record reason for missed or incomplete in-person visit or telephone contact.
When: At the close of a visit window for any missed visit or contact. Use also to document specific forms not completed during a visit or contact.
Completed by: CitAD certified personnel.
Information obtained from: Patient and/or caregiver.
Instructions: Record whether the entire visit/telephone contact was missed or whether specific forms were not completed at a visit or contact. Record reason for missed/incomplete visit/telephone contact information. For visit ID, put the visit ID for the missed or incomplete visit. If study participation is terminated, do not complete a MV form for the subsequent visits. Document study participation termination by completing a Study Participation Closeout (SC) form at the time of the termination.

A. Clinic, patient, and visit identification

- 1. Clinic ID: _____
- 2. Patient ID: C _____
- 3. Patient four-letter code: _____
- 4. Date form completed:
 _____ - _____ - _____
 day month year
- 5. Visit ID: _____
- 6. Form revision date:
 1 7 - f e b - 1 1
 day month year

B. In-person visit/telephone contact information

- 7. Type of visit (*check only one*):
 In-person visit ()
 Telephone contact ()
- 8. Are the records for the entire in-person visit or telephone contact missing:
 Yes No
 () ()

10. _____

- 9. Reason for missing in-person visit or telephone contact records (*check all that apply*):
 - a. Patient scheduling conflict ()
 - b. Patient forgot ()
 - c. Patient was not feeling well ()
 - d. Patient in hospital or hospice ()
 - e. Patient was temporarily away from area ()
 - f. Patient refused ()
 - g. Patient has permanently moved from the area ()
 - h. Unable to contact patient ()
 - i. Caregiver scheduling conflict ()
 - j. Caregiver forgot ()
 - k. Caregiver was not feeling well ()
 - l. Caregiver in hospital or hospice ()
 - m. Caregiver was temporarily away from area ()
 - n. Caregiver refused ()
 - o. Caregiver has permanently moved from the area. ()
 - p. Unable to contact caregiver. ()
 - q. Visit was completed but records were lost ()
 - r. Unable to complete telephone contact before in-person visit ()
 - s. Other ()

_____ specify

Skip to item 12.

