



## Instructions for Log of Appended Documents (Form 2800 – Revision 2)

This section of the CIBMTR Forms Instruction Manual is intended to be a resource for completing the Log of Appended Documents Form.

E-mail comments regarding the content of the CIBMTR Forms Instruction Manual to: [CIBMTRFormsManualComments@nmdp.org](mailto:CIBMTRFormsManualComments@nmdp.org). Comments will be considered for future manual updates and revisions. For questions that require an immediate response, please contact your transplant center’s CIBMTR CRC.

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### Log of Appended Documents

The Log of Appended Documents (Form 2800) is used when attaching copies of source documentation from a recipient’s medical record to any CIBMTR data collection form. Attaching source documentation provides additional detail beyond the information that may be collected on CIBMTR forms. This source documentation may also prevent future data queries, and help researchers clarify questions on reported data.

**All attached documents must be in compliance with HIPAA regulations; remove all identifiers except for birth dates (an exception to the HIPAA privacy rules), CIBMTR identification numbers (CRID) and codes. Identifiers to remove include, but are not limited to:**

- Patient Name
- Medical Record Number/Account Numbers
- Patient Addresses/Phone Numbers/Contact Information/Social Security Numbers
- Billing IDs
- Order Numbers/Accession Numbers/Case Numbers/Specimen IDs/Visit Numbers

- Lab IDs or Prior Report numbers (commonly seen in biopsy reports or cytogenetics reports)

For additional information, see the National Institutes of Health's [Protecting Personal Health Information in Research: Understanding the HIPAA Privacy Rule](#) and [De-identifying Protected Health Information Under the Privacy Rule](#).

The CRID, CIBMTR Center number, form number, and question number in reference should be written on the upper right hand corner of each page of the source document attached to the paper form.

Prior to submitting the Log of Appended Documents, ensure that every question (1-6) is completed. The Form 2800 and attached source documentation may be submitted to the scanned forms e-mail box at [scanform@nmdp.org](mailto:scanform@nmdp.org).

After the documentation is received by CIBMTR staff, the Form 2800 will be entered into the FormsNet<sup>SM</sup> database and the source document(s) will be scanned for use by CIBMTR staff and researchers. The Form 2800 is not subject to CPI.

## Key Fields

Accuracy of the Key Fields is essential for ensuring that:

- Data are being reported for the correct recipient.
- Outcomes data accurately reflects appropriate transplant type and product for each transplant center.
- Data are being shared with the correct donor center, cord blood bank, cooperative registry, or other agency.

The Key Fields are located in the upper right corner of the paper form. Since the form cannot be filled out electronically, these fields do not auto-populate like forms completed in FormsNet<sup>SM</sup>. It is imperative that the fields are completed accurately.

**Date of HCT for which this form is being completed:** Report the date of the transplant for which the form is being submitted. If the recipient has had multiple transplants, ensure the reported date corresponds with the transplant for which the source documentation is being submitted.

**HCT Type:** Ensure the transplant type corresponds with the transplant for which the source documentation is being submitted. If the recipient has multiple transplant types for the transplant, select all that apply.

**Product Type:** Ensure the product type corresponds with the transplant for which the source documentation is being submitted. If the recipient has multiple product types for

the transplant, select all that apply. If the recipient has multiple cord blood units, select “cord blood.”

**Documentation for CIBMTR Form number:** Indicate the form for which the documentation is being submitted (i.e., 2400, 2100). Source documents may only be submitted for one CIBMTR form per Log of Appended Documents. Complete an additional Log of Appended Documents form for each CIBMTR form.

The exception is Form 2005 (Confirmation of HLA Typing). Documents relating to Form 2005 for the donor(s) *and* the recipient should be submitted on one Log of Appended Documents, but as separate instances. Indicate which instance relates to the donor and recipient in the margins of the form.

**Visit:** Indicate the visit anniversary for which the source document is being submitted. If the source document applies to a pre-transplant form or a form without a visit ID (such as the Form 2004, 2005, 2006, 2900), do not select any option.

## Log of Appended Documents


### Question 1: Total number of documents attached

**A document for this purpose is defined as the complete set of information provided and may span multiple pages. Do not report the number of pages.** Each document attached must be reported as a separate instance. Each page of Form 2800 allows for two instances to be reported.

Indicate the number of documents attached. More than one document may be attached, as long as it applies to the same CRID and CIBMTR form. Do not attach documents that do not apply to the CRID and form listed in the Key Fields section in the upper right corner. *Report the second document in questions 7-11. If additional documents are submitted for the same CRID and Form, copy the page and complete additional sections for additional documents.*


If the total number of documents attached requires more than one Log of Appended Documents page, report the total number of documents in question 1. On the subsequent Log of Appended Documents’ pages, report the total number of documents attached, and write “continued” outside the box as demonstrated below.

#### 1<sup>st</sup> Log of Appended Documents Page

1. Total number of documents attached: 

0	3
---	---

#### Subsequent Log of Appended Documents Pages

1. Total number of documents attached: 

0	3
---	---

*continued*

If a single source document contains multiple assessments, report each assessment as a separate document. For example, a bone marrow result requires a Log of Appended Documents for the 100 day Post-HCT AML Disease Specific Form (revision 3). If the bone marrow assessment report contains the results of the bone marrow morphology assessment, a FISH assessment, a cytogenetic assessment, and a molecular assessment, indicate that 4 documents are attached. This will require that 4 instances be completed. See Attachment 1 for this example of a completed Log of Appended Documents.

If a single source document contains multiple pieces of information corresponding to one area of a form, such as the preparative regimen drug orders for the Pre-TED, report this as a single document. See question 5 for instructions about how to report a range of question numbers.

### **Question 2: Date of document**

Indicate the date of the source document. This may be the date of the progress note, exam, assessment, etc. If the date of specimen collection or assessment differs from the date of the report, choose the date of specimen collection.

There are rare situations when the source document may not have a date (such as a copy of a CIBMTR form page). If this situation occurs, then report the contact date for the reporting period or the transplant date for pre-transplant attachments.

### **Questions 3-4: Type of document**

Indicate the type of document submitted. Since only one type of document may be chosen per instance, choose the option that best represents the source document.

Determining which type of document to report can be difficult. For example:

- A VNTR/STR chimerism may be reported as “molecular testing.”
- If the recipient has cytogenetic and FISH results on one source document, report this as two separate documents, each with its own instance. Do not select both “cytogenetics” and “FISH.”
- The product processing report from the stem cell laboratory may be reported as a “laboratory report.”

If the document does not appear in the list, select “other document,” and specify the type of document in question 4.

### **Question 5: Specify question number document is referencing**

Indicate the question number for which the source documentation is being submitted. This should be the specific question number from the CIBMTR form indicated in the key field area. If the source document applies to a range of question numbers (such as chemotherapy orders corresponding to several questions on the Pre-TED form), indicate the first question number in the range of question numbers (i.e., on the Pre-

TED revision 4, report 168). In the margin, report the end of the range as demonstrated below.

5. Specify question number document is referencing: 

1	6	8
---	---	---

  
- 3 1 5

**Question 6: Form submitted via**

Indicate how the original form (i.e., 2400, 2100, etc.) was submitted. For example, if the Log of Appended Documents refers to Form 2400 for a recipient, indicate if the Form 2400 was originally submitted via paper (fax/mail) or electronically (FormsNet). If the form was submitted via e-mail attachment, report this as “paper (fax/mail).” The option “Electronic” indicates that the form was originally submitted in FormsNet<sup>SM</sup>. Do not report how the Form 2800 is being submitted.

**Attachment 1**

Log of Appended Documents referencing Form 2110 (revision 3)



**Log of Appended Documents**

	Registry Use Only
Sequence Number:	
Date Received:	

CIBMTR Center Number:

CIBMTR Recipient ID:

Today's Date:   
Month Day Year

Date of HSCT for which this form is being completed:   
Month Day Year

HSCT type:  autologous  allogeneic,  allogeneic,  syngeneic  
unrelated related (identical twin)

Product type:  marrow  PBSC  cord blood  other product, specify: \_\_\_\_\_

Documentation for CIBMTR Form number:

Visit:  100 day  6 month  1 year  2 years  > 2 years, specify:

**This form lists the reports and documents from the recipient's medical record that are attached to any of the CIBMTR data collection forms. All attached documents must be in compliance with HIPAA regulations; remove all identifiers except for birth dates, CIBMTR identification numbers and codes. Copy this page to record additional attachments.**

1. Total number of documents attached:

2. Date of document:   
Month Day Year

5. Specify question number document is referencing:

3. Type of document:
- 1  bone marrow biopsy / aspirate
  - 2  cytogenetics
  - 3  FISH
  - 4  HLA typing
  - 5  laboratory report
  - 6  molecular testing
  - 7  pathology / autopsy report
  - 8  copied page of CIBMTR / NMDP report form
  - 9  other document →

6. Form submitted via:
- 1  paper (fax / mail)
  - 2  electronic (FormsNet)

7. Date of document:   
Month Day Year

10. Specify question number document is referencing:

8. Type of document:
- 1  bone marrow biopsy / aspirate
  - 2  cytogenetics
  - 3  FISH
  - 4  HLA typing
  - 5  laboratory report
  - 6  molecular testing
  - 7  pathology / autopsy report
  - 8  copied page of CIBMTR / NMDP report form
  - 9  other document →

11. Form submitted via:
- 1  paper (fax / mail)
  - 2  electronic (FormsNet)

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**Log of Appended Documents**

**Registry Use Only**

Sequence Number:

Date Received:

CIBMTR Center Number:

CIBMTR Recipient ID:

Today's Date:     
Month Day Year

Date of HSCT for which this form is being completed:     
Month Day Year

HSCT type:  autologous  allogeneic, unrelated  allogeneic, related  syngeneic (identical twin)

Product type:  marrow  PBSC  cord blood  other product, specify:

Documentation for CIBMTR Form number:

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**This form lists the reports and documents from the recipient's medical record that are attached to any of the CIBMTR data collection forms. All attached documents must be in compliance with HIPAA regulations; remove all identifiers except for birth dates, CIBMTR identification numbers and codes. Copy this page to record additional attachments.**

1. Total number of documents attached:   *continued*

2. Date of document:     
Month Day Year

3. Type of document:
- 1  bone marrow biopsy / aspirate
  - 2  cytogenetics
  - 3  FISH
  - 4  HLA typing
  - 5  laboratory report
  - 6  molecular testing
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- 1  paper (fax / mail)
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8. Type of document:
- 1  bone marrow biopsy / aspirate
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  - 7  pathology / autopsy report
  - 8  copied page of CIBMTR / NMDP report form
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- 1  paper (fax / mail)
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