



NEW Process for Sending CIBMTR Recipient Paper Forms & Error Corrections

The CIBMTR is implementing a new paperless form submission and error correction submission process. In order to accomplish this, we needed to create a new email address for centers to send their paper forms/error corrections to.

Starting on Monday, June 22, 2015, centers sending in CIBMTR recipient paper forms and/or recipient error corrections will be required to use the following address: CIBMTRRecipientForms@nmdp.org or fax to 1-612-884-8719.

- CIBMTR recipient forms and error corrections that used to go to scanform@nmdp.org should now go to CIBMTRRecipientForms@nmdp.org
- NMDP forms and CIBMTR donor forms should continue to be sent to scanform@nmdp.org

For paper error corrections, please email them as Adobe pdf scanned documents. For special project error corrections (ex: TCSA, CVDR, BMT CTN, KGF), please write in large block letters at the top middle of each page - the special project that the error correction pertains to. If you do not know if it is a special project or not - leave the top middle of the page blank. This needs to be done on every page. You can easily add a header to a PDF document that will do this automatically or you can hand write it on the form before scanning and emailing to us.

- Please be advised that the fax number for recipient forms has also changed. Fax submissions should now be sent to 1-612-884-8719.

If you have any questions about the new recipient paperless error correction/forms submission process or the new email address, please contact Shirley Wayne at swayne@mcw.edu, Alisha Mussetter at amussett@nmdp.org or Allyson Draxler at adraxler@nmdp.org.

Sincerely,
CIBMTR Data Operations