

12. Declaring Recipients Lost to Follow-Up [table of contents](#)

Long-term follow-up is critical to understanding complications following HSCT. A form may be made Lost to Follow-up when the transplant center is unable to obtain follow-up data from a referring physician, or when the transplant center is unsuccessful in establishing contact with the recipient. Once a form is made Lost to Follow-Up, the transplant center should continue to attempt to establish contact with the recipient as forms must be made Lost to Follow-up annually. Forms can be made Lost to Follow-up via FormsNet3SM.

Use the following procedure to declare a recipient as Lost to Follow-up:

1. Verify that the recipient has had no contact with the medical staff at the transplant center.
2. Utilize the resources within the transplant center to locate the recipient. (e.g. contact the hospital's billing department, clinical visits to other departments, etc.).
3. Once all resources have been utilized and the recipient cannot be located, declare the recipient Lost to Follow-up for the specific visit using the Lost to Follow-up icon on the form track row in FormsNet3SM. Making a form Lost to Follow-up will remove the current follow-up form from the Forms Due Report. Forms must be made Lost to Follow-up yearly until the recipient is found or there is confirmation of death.

Manual Change History

Version Number	Date of Change	Type of Change (Add / Remove / Modify)	Summary of Changes
2.0	04/14/2014	Modify / Remove	Updated text in Paragraph 1; deleted item 3 under the Lost to Follow-Up procedure; updated text in item 3 (formerly 4) under Lost to Follow-Up procedure; deleted last paragraph.