**This script is used for investigators who are using the Clincal Data Warehouse or are cold-calling patients to see if they would like to join a study.**

# Study Telephone Screening Script

Hello, my name is (contact person, first and last name) and I am calling from the (name of department) at the University of Southern California. Is (patient name) available?

[If no]: Thank you. I will try again another time.

[If no one answers, keeping patient privacy and HIPPA in mind, will you leave a message? If so what would you say?]

[If yes]: Thank you for answering my phone call. You are receiving this call because you are or were a patient at Keck Medical Center of USC or Los Angeles General Medical Center. This call does not imply that you have a health condition. ((Dr.) First and Last Name of principal investigator for the study) is conducting a research study at USC. The purpose of this call is to provide you more information about the research study. The purpose of the trial is to (describe purpose of study).

I want to be clear that participating in a research study is voluntary and is not the same as getting regular medical care.

Would you be interested in learning more about this study?

[If no]: Ok, we will not contact you in the future regarding this study. Thank you for your time and please have a great day. [End phone call].

[If yes]: Would now be a good time for you to discuss this study?

[If no]: When would be a good time to contact you about this study? [Record time and date]. We will contact you at that time. Thank you for your time and please have a great day. [End phone call].

[If yes]: First, I would like to inform you that we will be collecting information about you during this phone call. We will be collecting (enter/describe any information you will collect) and whether you decide to take part in this study or not. The information is being collected so that we can track those who are interested in scheduling an appointment and those who do not want to be contacted again for this study. Your taking part in this phone call is voluntary. If you do not agree to continue participating in this phone call, the care that you are receiving at the Keck Medical Center of USC or Los Angeles General Medical Center will not be affected.

Do you agree to continue participating in this phone call?

[If no]: Ok. we will not contact you in the future about this study. Thank you for your time and please have a great day. [End phone call]

[If yes]: Thank you. I will proceed in describing this clinical research study, please feel free to stop me at any time to ask questions.

[What would you say to the patient to describe the study in layman’s terms?]

Participation in this clinical research study is voluntary. The care that you are receiving at the Keck Medical Center or Los General Medical Center will not be affected by your decision to participate or not to participate in this clinical research study. If you decide to participate in this study but later decide to discontinue being part of this study, there will be no penalties or loss of benefits to which you were otherwise entitled. You may discontinue taking part in this research study at any time.

Do you have any questions at this time? [Answer any questions that the patient has]

Would you like us to send you a copy of the informed consent document to review? We will review the document with you in detail at your next scheduled doctor’s appointment.

[If no]: Ok, we will not contact you further about this study. Thank you and please have a great day. [End phone call].

[If yes]: [What will you say? Will you send the patient a copy of the consent? Should they contact you for more information? Who should they call? Should they call to set up a screening appointment after they read the consent?] After reading the informed consent form, please let us know if you would like for us to arrange the first study screening visit. Please do not sign the consent form at this time, the form will need to be signed in the presence of the study staff.

Please note that we can only conduct research related activities only after we obtain the signed informed consent form. Do you have any other questions or concerns at this time? [Respond to questions and concerns]. Thank you for your time and please have a great day. [End phone call].

[If the Patient Requests More Time]: Thank you for considering participating in this study. A copy of the informed consent form which provides more information about this study can be sent to you. Would you like to receive a copy of this document?

[If No]: Ok, when would be a good time to contact you in the future to answer any questions or concerns that you might have? [Record time and date]. We will contact you at that time. Thank you for your time and please have a great day. [End phone call].

[If yes]: Please provide a valid email address or home address to which the document can be sent. [Record Contact Details]. Please read the entire consent form carefully and do not hesitate to contact (enter name and phone number of contact) if you have any questions or concerns. When would be a good time to contact you in the future after you have reviewed the consent form? [Record Date and Time]. Thank you, you will be contacted at that time. Please have a great day. [End Phone Call].