



INSTRUCTIONS FOR CT ACQUISITION FORM CTA, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The CT Acquisition Form is a nineteen-item form to be completed by the CT technologist during the CT scan and returned to the study coordinator after scans and reconstruction are checked and it has been verified that all criteria are met. The study coordinator will then enter the form into the data management system (DMS).

A copy of that paper form should be scanned and emailed or faxed to the CT reading center at the University of Iowa, Department of Radiology.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

FORM DATE: Record date this is being completed on the paper copy of the form. In the DMS, select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

INITIALS: Record the staff code of the person entering the data on this form. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR CTA

Record the information for each item as requested on the form.

For Item 10 Body Mass Index will be used to determine large, medium or small mAs/mA setting. The BMI values will be provided by the study coordinator. The correct BMI is located on the ANT (Anthropometry Form question #4).

The technologist will use the chart below to select the mAs/mA setting for a given BMI.

BMI should be out to the tenth's place. For example "27.5"

Please use the standard rounding rules when rounding BMI from a 4 digit number to a 3 digit number. For example "27.45" rounds up to "27.5" and "27.44" rounds down to 27.4"

A BMI of 19.9 or less is a "SMALL" dose

A BMI of 20.0 through 30.0 is a "MEDIUM" dose

A BMI of 30.1 or more is a "LARGE" dose

For the final item, 'Technologist Signature' the technologist that performed the scan should sign the form.