

4 Month Visit:

1. Fill out the information at the top of the *Patient Data Collection Form*
2. Obtain Weight, BMI and BP – record results on *Patient Data Collection Form*
3. Draw blood sample using the supplies provided by the AAFP NRN
 - Pull the label marked with –04 and stick it on the collection tube
 - Complete *Liposcience Requisition Form* (write the visit date)
4. Patient completes *Patient Health Survey* and eats a snack
5. Have patient complete 3-minute step test – record results on *Patient Data Collection Form*
6. Patient is finished. Pay patient \$15
7. Schedule next appointment if possible.

After patient leaves:

12. Prepare blood for shipping:
 - Centrifuge sample for 10-15 minutes
 - Refrigerate sample within 4 hours and store until ready to ship
 - Put *Liposcience Requisition Form* in front pocket of the specimen bag
 - Put collection tube inside the zip pocket of the specimen bag

SHIPPING

Blood shipping:

- Blood should be shipped *on scheduled shipping day of week*. **DO NOT SHIP on a Friday or on the eve of a Holiday**. You should ship after the week's last scheduled research visit.
- If the last visit of the week is on Friday, ship the week's samples on Thursday and ship the Friday patient's sample on Monday.

Data shipping to the NRN:

- Ship **Patient Data Collection Form**, and **Patient Health Survey** to AAFP NRN in prepaid Fed Ex shipping envelope, along with all other paperwork, 1 day per week.
- Ship to NRN the same day that blood is shipped to Liposcience.

Record visit information on *Appointment Report* (faxed weekly by the NRN)

Fax updated *Appointment Report* to 913-906-6074 once per week (on same day as shipping)