

**KCMC**  
**KILIMANJARO CHRISTIAN MEDICAL CENTER**  
**STANDARD OPERATING PROCEDURES**

<b>Title: CRF Filing</b>	<b>Policy #: 1.07</b>
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**PURPOSE:** To establish the process for filing of Case Report Forms (CRF).

**POLICY:** The data manager will be educated and trained to understand the proper methods of filing CRFs in accordance with all applicable protocol, federal and sponsor regulations and guidelines.

**RESPONSIBILITY:** Data Manager

**PROCEDURE:**

1. Following data scanning, data entry or database correction, the data manager will file all CRFs in the appropriate CRF binder.
2. The data manager will train and supervise all other staff including volunteers who assist with the filing process including training in this policy and procedure.
3. All CRFs for a particular visit will be filed and arranged in order according to study visit date.
4. The data manager will read and understand the pertinent definitions listed in this policy and procedure.

**DEFINITIONS:**

**Confidentiality:** Prevention of disclosure, to other than authorized individuals, of a sponsor's proprietary information or of a subject's identity.

**KCMC:** Kilimanjaro Christian Medical Center

**CRF:** Case Report Form