

MOP 14 – Submitting Planned/Scheduled Case

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To notify the Conformal Team about a planned or scheduled case in the CONFORM Pivotal Trial, please use one of the two options below to ensure adequate on-site team support.

OPTION 1:

Instructions using the CONFORM Trial: **Upcoming Case online form.** To ensure accurate and timely submission of upcoming CONFORM Pivotal Trial patient cases, please follow the steps below when completing the form.

 Access the Online Submission Form Click the following link (<u>Submit Patient Cases</u>) (https://qrco.de/bfhae8) to open the form or use the following resources to access the online form via a computer or mobile device:

Access via the <u>Research Coordinator Portal</u> (https://info.conformalmedical.com/conform-trialportal): from the homepage scroll down to access the form



Access using the CONFORM APP: Select Toolbox tab > Trial Resources > Select the CONFORM Trial: Upcoming Case Form.







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Case

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- 2. Complete All Required Fields on the Form Fill out each section of the form with accurate case details. This form uses Logic, depending on your answer you will be asked to provide specific information before your submission can be sent. Below are some examples of the form questions:
 - Facility Name: Enter the name of the hospital, clinic, or center where the procedure will take place.
 - Physician Name: Provide the name of the • physician performing the procedure.
 - Procedure Date & Time: Select the • scheduled date and time of the procedure.
 - Patient Case Details: Add any relevant patient identifiers or case-specific details as required.
 - Additional Notes (if applicable): Include any special considerations, such as equipment needs or scheduling constraints.
- 3. Review Your Submission

Before submitting, double-check the details to

ensure accuracy. Incorrect information could lead to delays or miscommunication. Additionally, the more details you have about the intended case, the better. Once the form is submitted, any "unknown" details you've entered cannot be updated. You will need to work with your Site Manager to provide any necessary updates.

In order to receive a copy of your submission, check "Send me a copy of my responses", and provide your email address.

4. Submit the Form

Once all required fields are completed, click the "Submit" button at the bottom of the form.

- 5. Confirmation & Follow-Up
 - If you requested a copy of your responses, you will receive an email after submission containing all the information that was entered in the form for your records.
 - If additional details are needed, your CONFORM Site Manager may contact you for clarification.





For any questions or issues with the submission process, please reach out to your CONFORM Trial Site Manager or email Clinical Operations team at: clinops@conformalmedical.com.

OPTION 2:

Call or Send an email to your CONFORM Site Manager. Once you have a planned patient enrolled in the CONFORM Pivotal Trial, you can email the information to your assigned CONFORM Trail Site Manager with all the information necessary to notify them of the upcoming case.

Please be sure to provide as much detail as possible to help us schedule the appropriate onsite team. If additional details are needed, your CONFORM Site Manager may contact you for clarification.