

4P's Plus[®] Guidelines for Printing, Completion, and Mailing

Copies of the screen

- If we are managing your data, the forms need to be printed on 2-part NCR paper. The first page should be printed in color on white stock. The yellow carbon copy can be kept for your own records.
- Forms should no longer be photocopied or faxed. They must be printed individually so that the grey background is visible on each screen.

Filling out the screen

- For checkboxes, please use an "x" or a checkmark and keep filled answers within the checkbox or entry field.
- Try not to make any stray marks around the check boxes or entry fields.
- When writing in the patient's name or other identifying information, make sure to write it on carbon copies only and not the top copy. This ensures that when you mail the data to us, you are not mailing identifying information.

4P's Plus[®] Mailing Protocol

- 1) Please review form to make sure all components of the form are legible and completed in its entirety (i.e- all demographic information is completed, the date is filled in, all appropriate boxes are checked etc.)
- 2) Do not place rubber bands around screens or fold screens to fit in envelopes. This ensures that screens are machine readable and do not bend and tear at the corners.
- 3) Completed forms should be mailed bi-weekly to the following address:
NTI Upstream
c/o Gabriell Carpenter
70 E Lake St, Suite 1300
Chicago, IL 60601

If you have any questions, please contact Gabriell Carpenter at gcarpenter@ntiupstream.com or by phone at 312-726-4011 ext.5698.