

Wisconsin Dietetic Association's Type 2 Diabetes Outcomes Study

PROCEDURE OUTLINE

For a detailed explanation of each of these steps, refer to same letter/number in the Procedure Details.

A. Screen Patient

1. Selection Criteria
2. Inclusion Criteria

B. Enroll Patient in Study

1. Obtain Patient's Informed Consent
2. Obtain Phone Number and Identify Follow-up Lab Dates

C. Baseline Intervention

1. Complete Baseline Report
 - a. Complete Patient-answered Questions
 - b. Obtain and Record Chart-based Data
2. Instruct patient
3. Complete Intervention Record (session #1)
4. Complete Patient Tracking Form (and mark target f/u dates on calendar)

D. After the Initial Visit

1. Contact the Referring Physician
 - Request 3 and 6 month follow-up labs
2. Mail in Completed Baseline Report
 - a. Write Pt. ID number on backside of report
 - b. Duplicate completed form for your own records
 - c. Place completed report in your "ready-to-mail" out-basket or file
 - d. Mail forms on a regular, periodic basis (using mailing labels)
3. Record Interim Interventions on Intervention Record

E. Follow-Up Surveys

1. Complete Patient-answered Portion of 3 or 6 Month Follow-Up Report
 - a. Either:
 - phone patient
 - delegate phone survey to colleague, or
 - complete w/ patient at appropriately timed follow-up session
 - b. If patient has seen a "different dietitian" in the interim, document on Intervention Record
2. Thank the Patient for Participating in the Study
3. Record Actual Follow-up Date on Patient Tracking Form
4. Obtain and Record Chart-based Data from Charts

F. After the 3-Month Follow-up

1. Mail in Completed 3 Month Follow-up Report
2. Record Interim Interventions on Intervention Record

G. After the 6-Month Follow-up

1. Record Interim Interventions on Intervention Record
2. Mail in Completed 6 Month Follow-up Report and Intervention Record
 - Do NOT mail in the following forms:
 - Informed Consent Form
 - Patient Tracking Form
 - A patient's Intervention Record, until his/her 6 Month F/U Report is completed