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| **File Note** |
| **Section 1** |
| **Date / Time** |  |
| **Forum** | Meeting [ ]  | Telephone [ ]  | Other [ ]  :  |
| **Author** |  |
| **Other relevant staff**  |  |
| **Study ID** |  | ***PID of patient if applicable:***  |
| **Subject** |  |
| **Section 2** |
| **Item no.** | Details of File Note |
|  |  |
|  |  |
|  |  |
| **Action** |  |
|  |
| **Signature** |  |
| **Date of completion** |  |