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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** |  | | | |