

## MTN-003 (VOICE) Operational Reminder PSRT Query Process

- ❖ Site consultation with the PSRT will be facilitated using the MTN-003 PSRT Query Form



*Please use the most up to date form, which can be found in the MTN website: <http://www.mtnstopshiv.org/node/737>.*

- ❖ Once the form is completed, please e-mail the form to the Safety Physicians using the following alias list: [mtn003safetymd@mtntopshiv.org](mailto:mtn003safetymd@mtntopshiv.org).
  - *NOTE: The Safety Physician alias list includes all safety physicians assigned to the study. Failure to use this alias list may result in a delayed response.*
- ❖ The PSRT will prepare a consensus response to the query, and then email the final response to the site within three business days
  - When necessary, a site request for an expedited response within one business day can usually be accommodated.
- ❖ The PSRT will notify the site if additional information is required to respond to the query. All responses should be sent to the Safety Physician alias list immediately to avoid delays in the response.
- ❖ All final PSRT query forms should be filed in participant records.