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<b>Instructions</b>	
<b>Text</b>	Print all entries in <b>BLOCK CAPITAL LETTERS</b> and avoid writing outside the space provided. English should be used <b>and abbreviations avoided</b> .
<b>Answer/ Ticking boxes</b>	Make sure that you answer all relevant questions. Closed boxes are used for “ticking”.
<b>Blank Spaces</b>	Please do not leave any answer fields blank. If information is unknown, please write <b>UNK</b> . If information is not applicable to this subject, please write <b>NA</b> .
<b>Errors</b>	Cross-out the error with a single horizontal line and write correction next to it. Make sure that the error, although crossed out, remains legible. <b>Initial and date each correction</b> .
<b>Numeric Fields</b>	When the answer to a question is a number, put only one digit in each box with a leading “0” when necessary.
<b>Dates</b>	Record the actual date of the visit. The order of the entry in the date format is day, month, year (01/JAN/2011). Day and year are to be expressed numerically; month is to be expressed textually using the first 3 letters of the month (JAN, FEB, MAR, APR, MAY and so on).
<b>Times</b>	The 24-hour clock time designation should be used (hours: 2 digits and minutes: 2 digits). For example, two thirty in the afternoon should be reported as 14:30 hours.