

To: Principal Investigators and Lead Research Associates

From: Kristen Kotsko, RN, BSN
Director, Clinical Coordinating Department
NRG Oncology Pittsburgh

Date: Dec 16, 2019

RE: Clinical Coordinating Department (CCD) 800-line coverage during the NRG Oncology Meeting in Houston, TX

Please note that the CCD nurses will be **traveling on Thursday, January 9th** to the NRG Oncology Meeting in Houston, TX. The CCD nurses will be attending meetings on Friday, January 10th and **will return to the office on Monday, January 13th**. The nurses' availability to answer questions during this time will be very limited, therefore, please follow these guidelines for calling the CCD's clinical 800-line (800-477-7227) on **Thursday, January 9th and Friday, January 10th**.

- If your question can wait until **Monday, January 13th**, please call **Monday** when the CCD nurses have returned to the office.
- If you have a question that **must** be addressed on the days noted above, leave a detailed voice mail message and your phone number with area code. (We will not be able to respond to a pager, therefore, *please do not provide pager numbers.*) Questions will be answered **intermittently** by the CCD Nurses on **Friday, January 10th**.
- Questions sent to either of the CCD email addresses (ccd@nsabp.org or ccdPGH@NRGOncology.org) during this time period may not be answered until **Tuesday, January 14th**.

Please communicate this information to the staff at your satellite offices.

Thank you for your cooperation!