To: Principal Investigators and Lead Research Associates

From: Lynne Suhayda, RN, MSEd
Director, Clinical Coordinating Department
NRG Oncology Pittsburgh

Date: January 25, 2019

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

Please note that the CCD nurses will be traveling on Thursday, February 7th to the NRG Oncology Meeting in Phoenix, Arizona. The CCD nurses will be attending meetings on Friday, February 8th and will return to the office on Monday, February 11th. 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, February 7th and Friday, February 8th.

- If your question can wait until Monday, February 11th, 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, February 8th.

- Questions sent to either of the CCD email addresses (ccd@nsabp.org or ccdPGH@NRGOnecology.org) during this time period may not be answered until until Tuesday, February 12th.

Please communicate this information to the appropriate personnel throughout your NRG Oncology Network.

Thank you for your cooperation!