

DATE

Participant Name

Address

Address

RE: **Vanderbilt Memory & Aging Project Lumbar Puncture Visit – Day, Month Date at Time**

Dear Participant Name,

Thank you for participating in the **Vanderbilt Memory & Aging Project (VMAP) Study.** Your lumbar puncture (LP) appointment is scheduled for **Day, Month Date at Time** and will last approximately 2 hours. We have enclosed several important documents for you to review ahead of your visit:

1. **Directions.**

*[If participant is driving]* Your appointment will be held at the Vanderbilt University Medical Center. Please use valet to park your car at 1210 Medical Center Drive (noted with a star on the enclosed map). Valet parking is free. A member of our team will meet you at the valet to take you to the Clinical Research Center for your visit. You will be asked to wear a mask throughout your visit; if you do not have a mask, one will be provided.

*[If transportation is provided]* Your appointment will be held at the Vanderbilt University Medical Center. We will be providing you with transportation to and from your visit with Jeff Cornelius. Jeff’s number is (615) 604-1502 in case you need to contact him.

1. **Study Itinerary and Visit Instructions.** We have included a study itinerary with a schedule and instructions on how to prepare for your visit. **It is important that you carefully read the visit day instructions and closely follow them.**
2. **Breakfast Menu.** We will provide breakfast for you after the lumbar puncture. A team member will call you before the visit to take your breakfast order.

If you have any questions before or after your procedure, you may reach us at **615-347-6937.** We look forward to seeing you on **Day, Month Date at Time** and thank you for your contribution to our research efforts.

Sincerely,

[VMAP Team Leader signature]

[VMAP Team Leader Name, Degree]

Job title, Vanderbilt Memory & Alzheimer’s Center

Phone: [phone]

Email: [email]

**Lumbar Puncture Visit Itinerary for [PARTICIPANT NAME]**

**[Day, Date, Year at Time]**

**Preparing for the Visit:** Please carefully read and follow the instructions below to prepare for your lumbar puncture (LP).

1. **Do not eat or drink anything other than water after midnight on the evening before your visit.** You may take your regularly scheduled medications the morning of your visit. We will provide breakfast at the end of the visit.
2. **Drink plenty of water the night before and morning of your appointment**. We recommend drinking **at least eight glasses of water** the day before your visit. One possible side effect is a headache, which can often be avoided by staying well hydrated.
3. **If you are taking prescription blood thinners** (e.g., Plavix, Warfarin, Pradaxa, Coumadin), you should not participate in the lumbar puncture. If you are taking one of these medications, please call us as soon as possible (615-347-6937).
4. **If you have been prescribed aspirin that is greater than 325 mg by your doctor** for a medical reason, please follow these instructions after consulting with your doctor:
   1. Stop taking the aspirin one week before the LP and restart it the day after the LP.
5. **If you are taking aspirin greater than 325 mg on your own** for general health, please follow these instructions:
   1. Stop taking the aspirin one week before the LP and restart it the day after the LP.

We will provide scrubs for you to wear throughout your visit.

**Study Visit Itinerary:** [*Note for team: agenda will represent the specific visit components relevant to the visit]*

|  |
| --- |
| Agenda |
| [Add Home Pick Up at [TIME]] |
| Arrival at Vanderbilt Hospital Valet at [TIME] |
| Transition to CRC/Change Clothes |
| Lumbar Puncture |
| Rest Period |
| Breakfast, Change Clothes |
| [Add Additional Study Components if relevant] |
| Return to Valet/Transportation Home, Depart at [TIME] |

**After your Visit:**

Please follow these guidelines after your visit:

1. No heavy lifting or vigorous exercise for 24 hours after the LP. This will reduce the risk of low back soreness or headache.
2. Stay well hydrated during the 24 hours after the LP. This will also help avoid a headache.

The day after your visit, a study coordinator will call you to see how you are doing. You may also reach a team member at any time by calling or texting (615) 347-6937.