

**Receiving, Entering, and Filing
Adverse Event Reports by the Biologics Compliance Assistant
and the Biologics Epidemiologist**

1. Enter Adverse Event Reports into Lotus Notes Database.
2. Verify information in required fields of each report.
3. Initial and date front page when verification is complete
4. Bring Reports to the Biologics Epidemiologist for review.
5. The Biologics Epidemiologist reviews reports for accuracy of required fields.
6. The Biologics Epidemiologist transfers Lotus Notes data to Access database and assesses reports.
7. File the hard copy of assessed reports in the AER file drawer.