



Register Forms
Embryo and Gamete Movement – In
Guidelines for Completion
Version 2009/2
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GUIDANCE NOTES ON COMPLETING HFEA FORMS

GI – Embryo and Gamete Movement Form - IN

Version 2009/2

Table of Contents

When to use this form.....	3
HFEA centre reference number.....	3
HFEA form number	3
Section 1	4
This form:-.....	4
Section 2	4
Form Completed On.....	4
Section 3	4
Patient/Donor Number	4
Section 4	4
Patient/Donor Surname	5
Section 5	5
Section 6	5
Forms to which gamete collection/creation apply	5
Section 7	5
Special Directions if Applicable	5
Section 8	6
Section 9	6
Comments.....	6

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Version 2009/2

<p>When to use this form</p>	<p>This form should be used for two purposes:</p> <ul style="list-style-type: none"> to notify the HFEA when a patient's or donor's embryos or eggs or a donor's sperm are received into storage at your centre from another UK licensed centre (the HFEA should not be notified of the movement of partner sperm). to notify the HFEA when a patient's or donor's eggs, sperm or embryos are imported in line with general directions (the HFEA should be notified of the import of partner sperm). <p>This form replaces the 'Notification of the transfer of gametes and embryos from within Gibraltar or the EEA into the UK' and the 'Notifications of the transfer of gametes and embryos from countries outside the EEA or Gibraltar into the UK' forms.</p>
<p>HFEA centre reference number</p>	<p>This is the unique number issued to each physical clinic/centre by the HFEA upon receipt of an initial licence application. The centre number must be included on all forms returned to the HFEA. Centre numbers should be quoted in the format of four numerics – i.e. 0000.</p> <p>The EDI application will automatically populate this field.</p>
<p>HFEA form number</p>	<p>Each Embryo and Gamete movement form has a single unique number to identify it, (top right hand corner starting with the letter GI).</p> <p>If, after submitting a form, a correction needs to be made, it is essential that the unique form number of the form being corrected or updated be quoted on any new form in section 1.</p> <p>Original forms using duplicate form numbers will be rejected and returned to the centre. It is the responsibility of the centre to ensure that where forms are generated from Electronic Patient Records systems, that form numbers are not repeated.</p> <p>The EDI application will automatically populate this field.</p>
<div style="background-color: #f0f0f0; padding: 5px;"> <p>Gamete Movement In Centre <input type="text" value="0017"/> Form GI <input type="text"/></p> <p>1 This form: <input checked="" type="radio"/> Is a new submission <input type="radio"/> Is correcting details previously supplied</p> <p>This form is notifying corrections to form GI <input type="text"/></p> </div>	

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Version 2009/2

Section 1	<p><i>This form:-</i></p> <p>If this form is recording movements for the first time, then please ensure the 'IS A NEW SUBMISSION' field is ticked.</p> <p>If you wish to make changes or corrections to a previous form, then the number of the original form which is now being replaced must be supplied.</p> <p>Notifying Corrections</p> <p>To send a correction form the original form should be opened on EDI, and the 'EDIT' button along the bottom should be clicked.</p> <p>The EDI system will automatically populate the 'notifying correction to' form number.</p>
2 Form completed on <input type="text" value="20/04/2009"/>	
Section 2	<p>Form Completed On</p> <p>This is the date on which the form is being completed, or for corrections the date on which the new information is being supplied.</p>
3 Patient/Donor number <input type="text"/>	
Section 3	<p>Patient/Donor Number</p> <p>The patient or Donor number allocated to an individual whose embryos or gametes are being moved (remember this form does not refer to sperm that is not for donation) This number should relate to the number under which the patient or donor has been registered under with the HFEA (please note if you are importing donated gametes the donor(s) must be registered under your centre with the HFEA).</p> <p>Changes to Patient/Donor numbers should only be made through an appropriate Patient registration or Donor Information Form.</p>
4 Patient/Donor name <input type="text"/>	
Section 4	<p>Patient/Donor Surname</p> <p>To ensure that the correct patient ID has been supplied above, please enter the patients surname as specified on their Patient Registration form. If this information does not match, then a validation error will confirm this inconsistency.</p>
5 Date of receipt <input type="text" value="__/__/__"/>	

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Section 5	<p>Date of Receipt</p> <p>This should be date the eggs, embryos or donor sperm was received into storage.</p>															
<p>6 Forms to which gamete collection/creation apply <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/></p>																
Section 6	<p>Forms to which gamete collection/creation apply</p> <p>If the form being submitted relates to embryos created or eggs collected at another UK centre the form number should be listed here.</p> <p>If the form relates to embryos or eggs from outside the UK you are NOT expected to complete this section.</p> <p>If the form relates to donor sperm which has been recorded on a Donor Sperm Procurement Form please put that form number here.</p>															
<p>7 Special/General Directions if Applicable <input style="width: 200px;" type="text"/></p>																
Section 7	<p>Special/General Directions if Applicable</p> <p>If the gamete or embryo movement is through special or general directions please complete this field</p>															
<p>This form is reporting numbers/amounts of gametes/embryos</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 12.5%; text-align: center;">Number of eggs</th> <th style="width: 12.5%; text-align: center;">Number of embryos</th> <th style="width: 12.5%; text-align: center;">Number of sperm samples</th> <th style="width: 12.5%; text-align: center;">Sperm Measurement</th> </tr> </thead> <tbody> <tr> <td>Received from UK centre</td> <td style="text-align: center;"><input style="width: 30px;" type="text"/></td> <td style="text-align: center;"><input style="width: 30px;" type="text"/></td> <td style="text-align: center;"><input style="width: 30px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100px;" type="text"/></td> </tr> <tr> <td>Imported From</td> <td style="text-align: center;"><input style="width: 30px;" type="text"/></td> <td style="text-align: center;"><input style="width: 30px;" type="text"/></td> <td style="text-align: center;"><input style="width: 30px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100px;" type="text"/></td> </tr> </tbody> </table>		Number of eggs	Number of embryos	Number of sperm samples	Sperm Measurement	Received from UK centre	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100px;" type="text"/>	Imported From	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100px;" type="text"/>
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Imported From	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100px;" type="text"/>												

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Section 8	<p>This form is reporting numbers/amounts of gametes/embryos</p> <p>Please complete the relevant fields. If completing donor sperm samples, please confirm the method of storage from the drop down, the options are:</p> <ul style="list-style-type: none">• Ampoules• Straws• Vials <p>Received From</p> <p>If the eggs, donated sperm or embryos are being received from another UK licensed centre please select the centre from the drop down list.</p> <p>Imported From</p> <p>If the eggs, donated sperm or embryos are imported please select the country from the drop down list.</p>
9 Comments	<input type="text"/>
Section 9	<p>Comments</p> <p>This field is available in case there is anything specific about the information being submitted that you want to tell the HFEA</p>

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SAMPLE FORM - DO NOT COPY OR USE

Gamete Movement In Centre Form GI

1 This form: Is a new submission Is correcting details previously supplied

This form is notifying corrections to form GI

2 Form completed on

3 Patient/Donor number

4 Patient/Donor name

5 Date of receipt

6 Forms to which gamete collection/creation apply

7 Special/General Directions if Applicable

This form is reporting numbers/amounts of gametes/embryos	Number of eggs	Number of embryos	Number of sperm samples	Sperm Measurement
Received from UK centre				
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/> <input type="button" value="v"/>
Imported From				
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/> <input type="button" value="v"/>

8 Comments

HFEA: Gamete Movement In (57) - 8 Jan 2009