

Supplemental Table 1. **Task Prioritization by Team**

	VISIT TEAM	OFFICE TEAM
TIME SENSITIVE	Staffing Sign-up Sheet Visit Prep Checklist Participant Check-in Process Participant Screening (Inclusion/Exclusion Form) Informed Consenting Process Specimen Collection and Documentation (Phlebotomy Form) Laboratory Manifest Completion Baseline Survey Administration Giftcard Distribution Specimen Shipment	Managing incoming opt-in post cards Retrieving Voicemails (Communicating with Visit Team) Distribution of Outgoing Calls Incoming Calls (Communicating with Visit Team) Generating Appointment Sheets Reminder Calls for Upcoming Appointments Finalizing and Printing Appointment Sheets Laboratory Manifest Auditing (Real time) Documenting Visits in EHR (Real time) Sending Laboratory Manifest
TIME FLEXIBLE	Baseline Survey Entry into REDCap Phlebotomy Form Entry into REDCap Visit Paperwork Auditing	CancerSEEK Results Entry into REDCap Positive CancerSEEK Results Scanning into EHR ICF Scanning into EHR 1-Year Follow-Up Survey Administration Survey Entry into REDCap Data Entry (CRC Follow-Up and Data Pulls) Giftcard Documentation Inventory and Ordering of Supplies Generating Barcodes for Specimen and Giftcard Tracking Creating Study Metrics Using Power BI Dashboards Financial Tracking and Reconciliation Filing Paper Source Documents Tracking and Addressing Participant Complaints Tracking Metrics for IRB Continuing Review Submissions