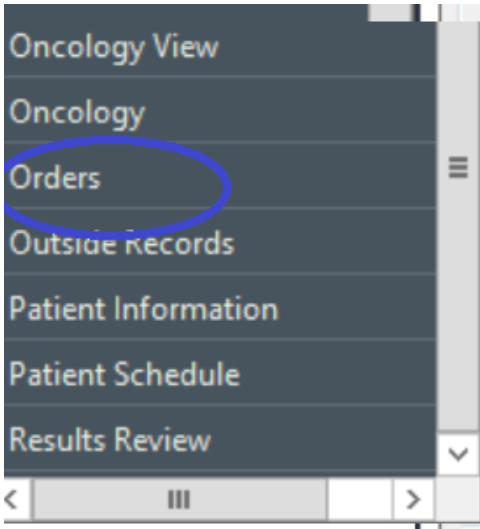
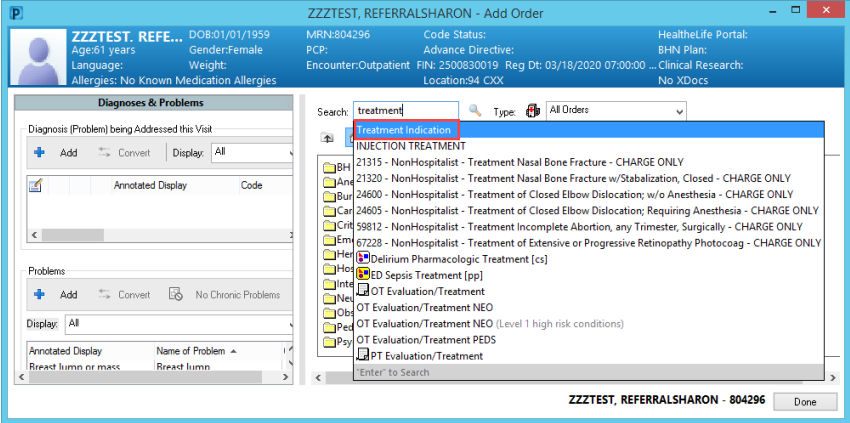
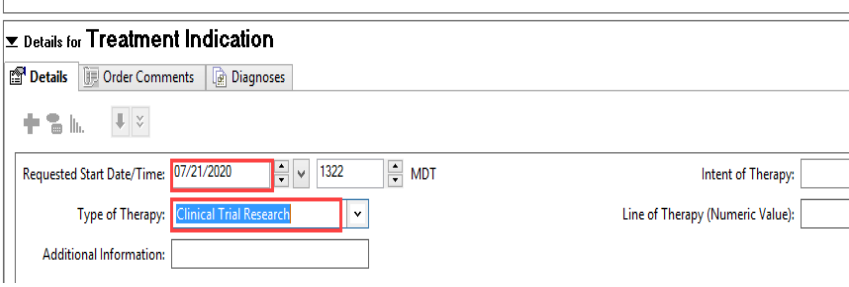
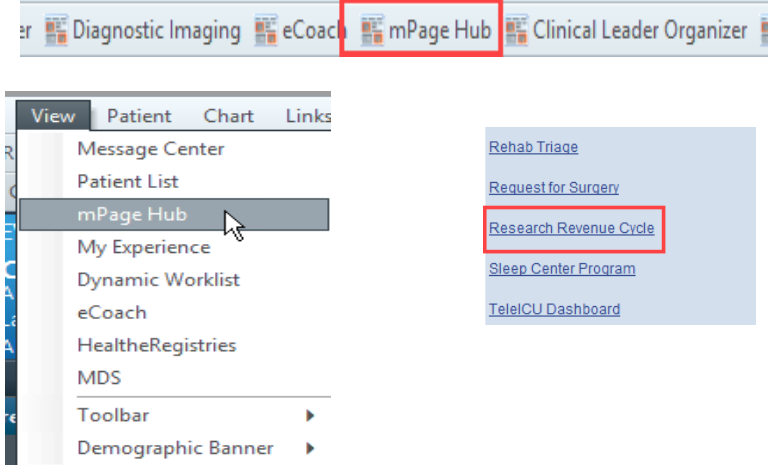
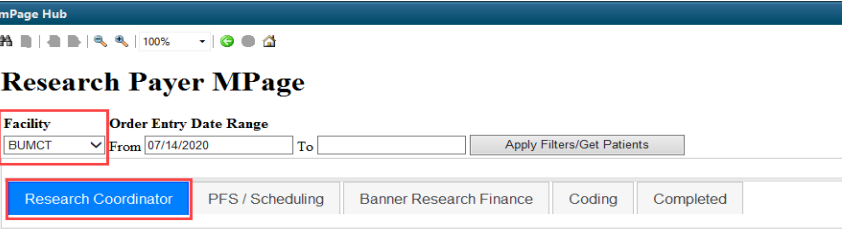
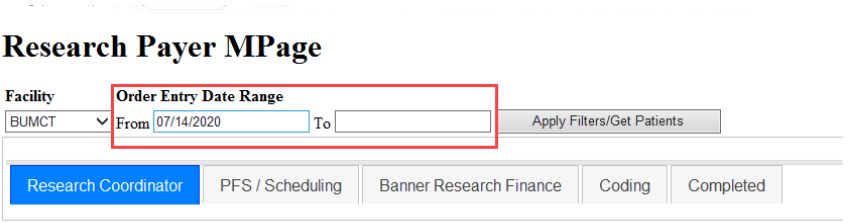


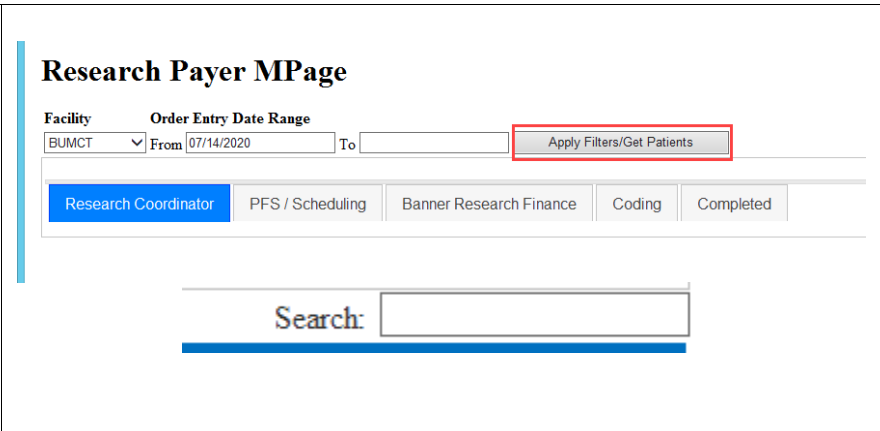
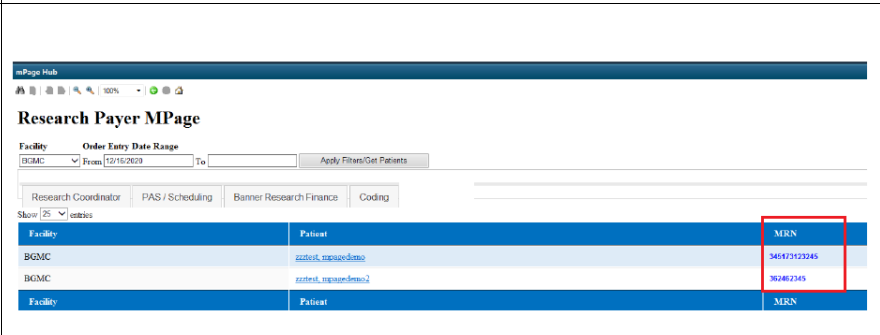
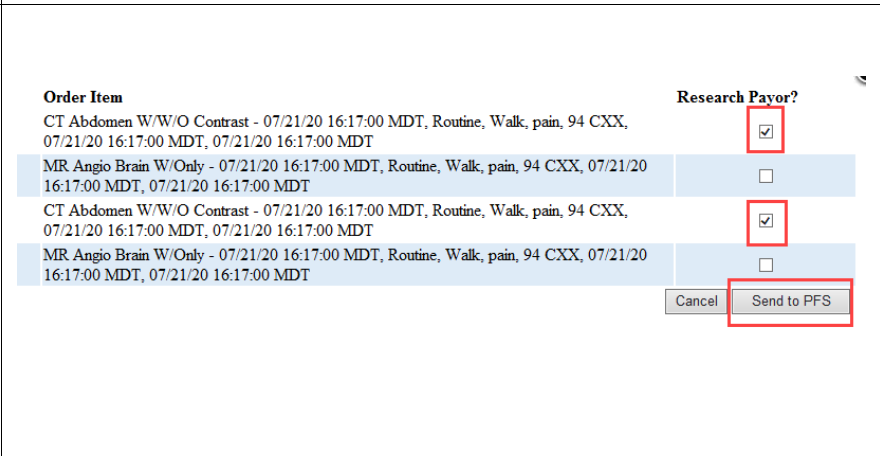
# Study Coordinators

This process will guide the Study Coordinator through the workflow for adding scheduled research encounters to the mPage and identifying ordered services that are covered by the study.

**Overview:** A Research Revenue Cycle mPage has been developed in Cerner to create a consistent front-end process for Patient Access Services to be able to identify scheduled research encounters and ordered services that are covered by research so that the authorization, pre-registration, and registration process can be completed appropriately.

Step	Instruction	Reference
1	<p>Research Subjects will be scheduled per usual scheduling protocol.</p> <p>Once a Subject has been scheduled to receive services as part of the clinical research protocol, the study coordinator will navigate to <b>Cerner</b> and add a <b>Treatment Indication Order</b> on the corresponding encounter.</p> <p><b>Adding this order will trigger the patient and the encounter to flow to the Research mPage.</b></p> <p><b>Encounter Type:</b> The mPage is for outpatient research encounters.</p> <p><b>Orders:</b> All (1) Medical Imaging (2) Cardiology (3) Neurodiagnostic (4) Pulmonary Medicine (5) Vascular Lab and (6) Laboratory Orders within the scheduled encounter will flow to the mPage once the Treatment Indication Order is added.</p>	 

<p>2</p> <p>In order to add a <b>scheduled study-related visit</b> to the Research mPage, the Study Coordinator must navigate to the "Orders" tab in Cerner, click "Add Order"</p> <p>After selecting "Add Order" use the Search Box and select <b>Treatment Indication</b> from the drop-down menu</p> <p>Set the <b>Requested Start Date/Time</b> with the Research Subject's encounter date</p> <p>From the Type of Therapy drop-down menu select "<b>Clinical Trial Research</b>" and enter the order</p>	
<p>3</p> <p>To identify ordered services that are covered by the Study:</p> <p><b>Study Coordinators</b> will navigate to the <b>Research Revenue Cycle</b> mPage in Cerner</p> <ul style="list-style-type: none"> <li>• Click <b>mPage Hub</b> from the dropdown menu under "View"</li> <li>• Select <b>Research Revenue Cycle</b> from the list of mPages by clicking on the hyperlink</li> </ul>	
<p>4</p> <p>From the <b>Research Coordinator</b> tab:</p> <ul style="list-style-type: none"> <li>• Select the appropriate facility from the <b>Facility</b> dropdown</li> </ul>	
<p>5</p> <ul style="list-style-type: none"> <li>• Enter the appropriate <b>Date Range</b></li> </ul> <p><i>(Note: <b>Order Entry Date Range</b> will default to 7 days back)</i></p>	

<p>6</p>	<ul style="list-style-type: none"> <li>Click on <b>Apply Filters/Get Patients</b></li> </ul> <p><i>Note: You can also utilize the Search box to locate a patient</i></p>	 <p><b>Research Payer MPage</b></p> <p>Facility: BUMCT    Order Entry Date Range: From 07/14/2020 To [ ]    <b>Apply Filters/Get Patients</b></p> <p>Research Coordinator    PFS / Scheduling    Banner Research Finance    Coding    Completed</p> <p>Search: [ ]</p>										
<p>7</p>	<ul style="list-style-type: none"> <li>Click on the <b>MRN</b> hyperlink to open list of ordered services</li> </ul> <p><i>Note: Clicking on the patient name will open the patient chart</i></p>	 <p><b>Research Payer MPage</b></p> <p>Facility: BGMC    Order Entry Date Range: From 12/16/2020 To [ ]    Apply Filters/Get Patients</p> <p>Research Coordinator    PFS / Scheduling    Banner Research Finance    Coding</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Patient</th> <th>MRN</th> </tr> </thead> <tbody> <tr> <td>BGMC</td> <td>zzzest, nasonedano</td> <td>34612312345</td> </tr> <tr> <td>BGMC</td> <td>zzzest, nasonedano</td> <td>302462345</td> </tr> </tbody> </table>	Facility	Patient	MRN	BGMC	zzzest, nasonedano	34612312345	BGMC	zzzest, nasonedano	302462345	
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<p>8</p>	<ul style="list-style-type: none"> <li>Review each order from the scheduled encounter</li> <li>Check the <b>“Research Payor”</b> box to identify ordered services that are covered by the Research Study.</li> </ul> <p><i>Note: If the order is <b>Standard of Care</b> and <b>not</b> covered by Research, leave the box blank.</i></p> <ul style="list-style-type: none"> <li>Click <b>Send to PFS</b> when done</li> </ul>	 <p><b>Order Item</b></p> <table border="1"> <thead> <tr> <th>Order Item</th> <th>Research Payor?</th> </tr> </thead> <tbody> <tr> <td>CT Abdomen W/W/O Contrast - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>MR Angio Brain W/Only - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT</td> <td><input type="checkbox"/></td> </tr> <tr> <td>CT Abdomen W/W/O Contrast - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>MR Angio Brain W/Only - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Cancel    <b>Send to PFS</b></p>	Order Item	Research Payor?	CT Abdomen W/W/O Contrast - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT	<input checked="" type="checkbox"/>	MR Angio Brain W/Only - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT	<input type="checkbox"/>	CT Abdomen W/W/O Contrast - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT	<input checked="" type="checkbox"/>	MR Angio Brain W/Only - 07/21/20 16:17:00 MDT, Routine, Walk, pain, 94 CXX, 07/21/20 16:17:00 MDT, 07/21/20 16:17:00 MDT	<input type="checkbox"/>
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<p>Congratulations! You are now finished.</p>		