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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research Subjects will be scheduled per usual scheduling protocol.</td>
<td>Oncology View Oncology Orders Outside Records Patient Information Patient Schedule Results Review</td>
</tr>
<tr>
<td></td>
<td>Once a Subject has been scheduled to receive services as part of the clinical research protocol, the study coordinator will navigate to Cerner and add a Treatment Indication Order on the corresponding encounter.</td>
<td>ZZZTEST. REFERRALSARON - Add Order</td>
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<td></td>
<td>Adding this order will trigger the patient and the encounter to flow to the Research mPage.</td>
<td>ZZZTEST. REFERRALSARON - Add Order</td>
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<td><strong>Encounter Type:</strong> The mPage is for outpatient research encounters.</td>
<td>ZZZTEST. REFERRALSARON - Add Order</td>
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<td><strong>Orders:</strong> 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.</td>
<td>ZZZTEST. REFERRALSARON - Add Order</td>
</tr>
</tbody>
</table>
In order to add a scheduled study-related visit to the Research mPage, the Study Coordinator must navigate to the "Orders" tab in Cerner, click "Add Order"

After selecting "Add Order" use the Search Box and select Treatment Indication from the drop-down menu

Set the Requested Start Date/Time with the Research Subject's encounter date

From the Type of Therapy drop-down menu select "Clinical Trial Research" and enter the order

To identify ordered services that are covered by the Study:

Study Coordinators will navigate to the Research Revenue Cycle mPage in Cerner

- Click mPage Hub from the dropdown menu under "View"
- Select Research Revenue Cycle from the list of mPages by clicking on the hyperlink

From the Research Coordinator tab:

- Select the appropriate facility from the Facility dropdown

- Enter the appropriate Date Range

(Note: Order Entry Date Range will default to 7 days back)
6. Click on **Apply Filters/Get Patients**

   *Note: You can also utilize the Search box to locate a patient*

7. Click on the **MRN** hyperlink to open list of ordered services

   *Note: Clicking on the patient name will open the patient chart*

8. Review each order from the scheduled encounter

   *Check the “Research Payor” box to identify ordered services that are covered by the Research Study.*

   *Note: If the order is **Standard of Care** and **not** covered by Research, leave the box blank.*

   *Click **Send to PFS** when done*

Congratulations! You are now finished.