Research Coordinators

A Research mPage has been developed in Cerner to help facilitate proper registration and billing of patients enrolled in clinical trials. The steps below will guide University of Arizona and Banner Research coordinators through the workflow for adding ordered clinical services that are part of the research protocol to the Research mPage. This process should be completed prior to the scheduled date of service.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research Visit Scheduled</td>
<td><img src="image" alt="Patient Schedule" /></td>
</tr>
<tr>
<td></td>
<td>• Research Subjects will be scheduled as normal. Whatever process the study team currently has in place to schedule study-related services for Subjects will remain the same.</td>
<td><img src="image" alt="Patient Schedule" /></td>
</tr>
<tr>
<td></td>
<td>• Once a Subject has been scheduled to receive clinical services as part of a research protocol, the Research Coordinator will help facilitate proper registration of the patient by adding the ordered services to the Research mPage and identifying which of the ordered services are covered by the study.</td>
<td><img src="image" alt="Patient Schedule" /></td>
</tr>
</tbody>
</table>

**Scope:** This Research mPage process is for outpatient hospital encounters (which includes UACC and BMDACC).
Adding a "Treatment Indication Order"

- The Research Coordinator will add ordered clinical services to the Research mPage by navigating to the Subject's medical record in Cerner and adding a "Treatment Indication Order" onto the corresponding research encounter.

Note: Research Coordinators must be in a hospital encounter within Cerner (e.g. BUMCT) to add the "Treatment Indication Order".

Adding a "Treatment Indication Order"

- Select "Add Order", this will prompt the order screen to come up.
- In the "Type" dropdown menu select "All Orders". In the "Search" dropdown menu select "Treatment Indication"

Note: If the provider "Cosign" popup appears, document the physician PI (or coinvestigator) leading the clinical trial.
Adding a “Treatment Indication Order”

- Under the “Details for Treatment Indication” section, Set the **Requested State Date/Time** with the Research Subject’s upcoming appointment date.

- From the **Type of Therapy** dropdown menu select “Clinical Trial Research” and enter the order

**Note:** Once the **Treatment Indication Order** is entered, the Research Subject and ordered services for the scheduled encounter will be added to the Research mPage.

Verification of Treatment Indication Order

- The Research Coordinator can verify that the Treatment Indication Order was placed correctly by clicking on the orders tab. You should see “Treatment Indication” in the list of orders in the patient’s chart.

- **Orders:** All (1) Medical Imaging (2) Cardiology (3) Neurodiagnostic (4) Pulmonary Medicine (5) Vascular Lab and (6) Laboratory Orders within scheduled encounters will flow to the mPage once the Treatment Indication Order is entered.
Navigate to the Research mPage in Cerner

- After the Treatment Indication Order has been added navigate to the Research mPage.
- Click on the view drop down menu at the top of the patient’s chart, click mPage Hub.

Navigate to the Research mPage in Cerner
From the list of Cerner mPages select “Research Revenue Cycle”
8. **Locate Subject in Research mPage**
   - Filter by Facility and use the search engine to locate the Subject, then click on the MRN hyperlink to pull up the list of orders.

9. **Send Information to PAS**
   - Use the coverage analysis and subject visit calendar within Oncore to identify ordered services covered by the clinical trial utilizing the checkbox function.
   - If the ordered service is not covered by the clinical trial simply leave the checkbox blank.
   - Send the information to Patient Access Services, to ensure the patient gets registered appropriately by Registration staff.