

SCHEDULING RADIOLOGY SERVICES FOR RESEARCH PARTICIPANTS

TIP SHEET

This Tip Sheet provides an overview of the processes that have been approved for scheduling research visits for studies that require Radiology services. This information is supplementary to the detailed instructions provided in the “*Managing Patient Research Visits*” Tip Sheet.

Please note that any additional processes agreed upon with the Radiology Department regarding services for your study should be adhered to when scheduling and having participants complete their visit.

A. Scheduling Radiology Services:

1. Patient Enrollment.

Patient enrollment is defined as associating the patient’s medical record with a research study.

Normally, patient enrollment occurs after consent is obtained and prior to scheduling a study visit. See the “*Maintaining Patient Enrollment Information*” for detailed instructions.

2. Placing Orders.

Orders placed for research procedures/services should be identified with the ICD10 diagnosis code Z00.6, that denotes research participation. Please note that the clinical diagnosis codes can/should also be indicated.

3. Appointment Requests.

Appointments for radiology services are requested by submitting the “*Research Patient Pre-Registration Form – Radiology Services*” (*Radiology Pre-Reg form*) to the Radiology Scheduling Team (see directions on the form). Please note:

- a. Appointments for radiology services cannot be requested through Central Scheduling Research (csresearch@gmh.edu).
- b. Available days and times for radiology appointments may vary based on the type of procedure/service; patient volume in that unit; or the availability of the machine required for the procedure. For example, Coronary Artery Calcium CT Scans are presently scheduled for M-TH at 9, 10 or 11 am; and it is recommended that MRIs be scheduled before noon to avoid patients being tired or agitated.

Research teams are urged to inquire about possible appointment limitations during their operationalization meetings.
- c. Appointment requests for an MRI or CT scan require that the appropriate questionnaire be completed by the research team on behalf of the participant (see page 2 of the *Radiology Pre-Reg form*).

B. Appointment Notification.

1. The PI/designee is responsible for providing appointment information to the research patient and facilitating their visit.
2. MRI appointment confirmations must be emailed to Davian Strozier (dstrozier@GMH.EDU) to facilitate research specific preparations. Based on study operationalization, the research team may be required to provide notification other Radiology units.

MAINTAINING PATIENT ENROLLMENT INFORMATION EPIC TIP SHEET

I. Patient Enrollment

Step One

1. Locate the patient's medical record in Epic
 - a. If a potential participant does not have a Grady medical record or medical record number (MRN) the Research Coordinator should facilitate his/her registration through Grady's Patient Financial Counseling department.
2. Go to the "Research Studies" tab in the patient chart. (*See figure 1 - Research Study Summary View*)
3. Locate the study by entering the unique Plan Code. The study's Plan Code is located on the ROC approval letter. Choose "Add" or enter, which will take you to the Research Studies Detail View (*See figure 2*).

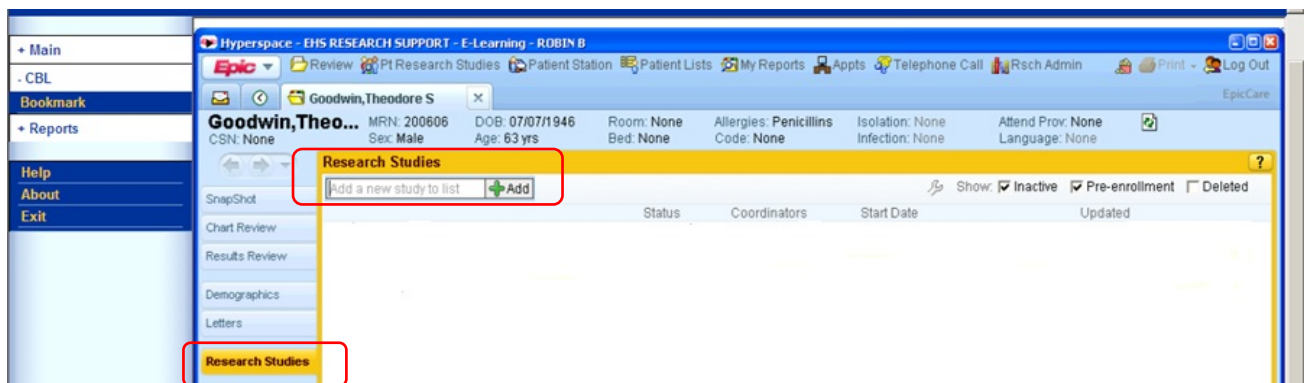


figure 1. Research Study Summary View

Step Two

Enter/Verify the required information in each field. * Denotes required information

1. *Study – Verify the patient is being enrolled in the correct study.
2. *Status – Indicate the patient status as enrolled. Other status options do not facilitate appointments being scheduled for research.
3. *Active Start date – Indicate the date that the patient was enrolled (consented) into the study.
4. Comments – This section should not be utilized to facilitate Research Team communication, patient notes or visit scheduling. You may enter limited comments related to the patient enrollment process.
5. Choose "Accept" to complete patient enrollment.

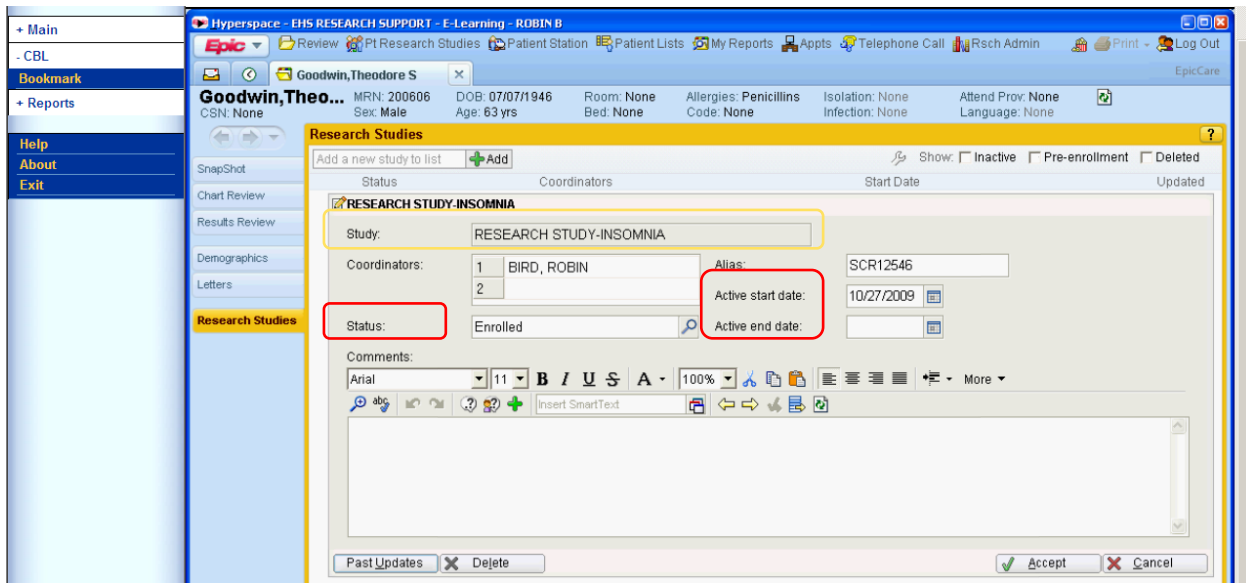
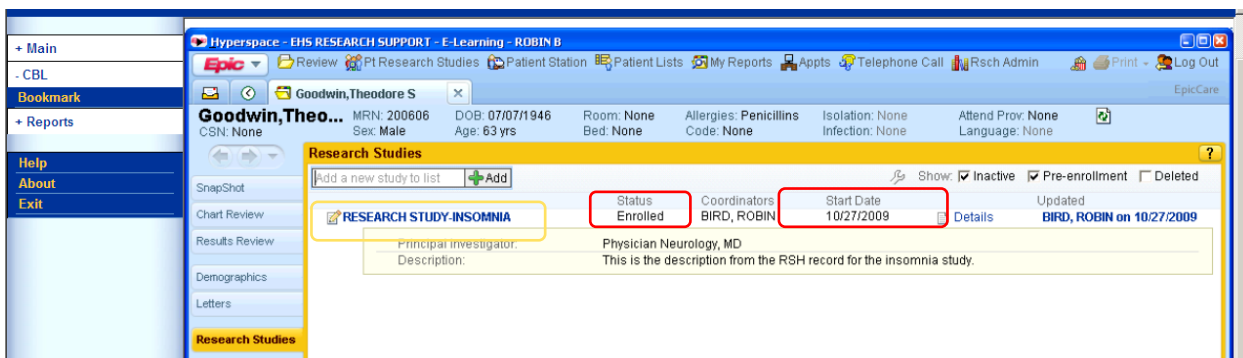


figure 2. Research Studies Detail View

Step Three

1. Verify patient enrollment information in *Research Study Summary View* (See figure 3)



II. Patient Disenrollment

When the patient ends participation in the research study go to the *Research Study Detail View* in the patient chart and do the following:

1. *Status – update the patient’s status (i.e. withdrawn, completed). * **Denotes required information**
2. *Active end date – indicate the date that participation ended
3. Verify status change in *Research Study Summary View*

Note: Patient enrollment and disenrollment in Epic facilitates accurate billing for research participants.