



OnCore Work Instructions

Title	OnCore Subject Registration
OnCore Version	15.4
Document Version Date	9/19/2019

PURPOSE: Institution Specific Steps for registering a Subject on a Protocol in OnCore

RESPONSIBLE PARTIES: Study teams

INSTRUCTIONS:

UCHealth Protocols

- Including:**
- UCHealth Denver Metro
 - UCHealth Northern Colorado
 - UCH Southern Colorado
 - CU Medicine clinics which use UCHealth's instance of Epic

1. You **MUST** search by the patient MRN:

2. If the patient does not have a UCHealth MRN that you can search by, **STOP!!!**
- A patient record must be created in EPIC and an MRN assigned to this patient before you can register the patient on a study in OnCore. Once the patient has been assigned an MRN in EPIC, you can proceed with registration in OnCore.

CHCO and UCD Protocols

1. You MUST use the “Generate” button – NEVER manually enter an MRN yourself. Allow OnCore to generate a unique MRN for you.
 - a. First chose the study site in the “Find Subject” box
 - b. Click Create new
 - c. This will “Unlock” the Subject Details Column where you will again enter your study site and use the “Generate” button to have OnCore Generate an MRN for your subject

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2. If you do not see the “Generate” button when you go to register a new patient, please contact OnCore Support (oncoresupport@ucdenver.edu) before proceeding.
3. To record another patient-specific identifier (e.g. CHCO MRN is required for CHCO subjects) in OnCore, you may do so on the Demographics page under the Subject Console. You will be able to search for the patient by this additional identifier: