



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 <u>must be created in EPIC</u> 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

Find Subject		Subject Details			
Study Site*	Childrens Hospital Colorado 💌	C Study Site*	Childrens Hospital Colorado		- Race*
MRN		MRN*		Generate	American Indian or Alaska Native
Last Name		Last Name*			Asian Black or African American Native Hawaiian or Other Pacific Islander
Birth Date		First Name*			
Find Clea. B		Middle Name			Unknown
	d Clea. Create New	Suffix			- write
	В	Birth Date*		Approx?	
		Gender*	•		
		Ethnicity*	•		
		SSN			
		Expired Date		Approx?	
		ast Known Alive Date			
					Add Clear All C

- 2. If you do not see the "Generate" button when you go to register a new patient, please contact OnCore Support (<u>oncoresupport@ucdenver.edu</u>) 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:

★ Subject Console		?					
Protocol No.: TRAINING-PROTOCOL1	Protocol Status: OPEN TO ACCRUAL Subject Status: ON FOLLO	V UP					
MRN: 101960	Subject Name: John5782 Doe1268 Sequence						
Switch Subject Type here to search	Skijed Demographics Update						
Summary	Laf Name" [Doe1266 First Name" [John5782 Middle Name Suffic						
Demographics	Bith Date Approx? Expired Date Approx? Last Date Known Alive						
Consent	SSN 452-99-9988 Gender Male V Ethnich* (Non-Hispanic V						
Eligibility	Race (Check al fala apply)*						
On Study	American Indian or Alasta Nathe L Asian Black or Alfrican L Black or Alfrican American L Nather Humalian or Other Pucific Islander L Ubitoonn V Mille 🗹						
Treatment	Subject Comments						
Follow-Up		-					
SAEs	Additional Statiget Identifiers						
	Identifier Type Identifier Ment						
	Lanced Lanced						
Calendar	No information entered						