



Enrolling/Registering a study subject seen at UCHealth in Oncore

- A subject must be registered in OnCore the same day of a subject being consented if they are seen in a UCHealth facility, per UCHealth policy
- Changing status (e.g. Consented, On Study, Off Study, etc) must be done within 72 hours
- In the CRA Console, click on Register Subject and using the boxes on the left hand side of the screen, search for the subject using MRN and select the correct one after verifying DOB and name by clicking the blue hyperlink
- Confirm all the demographic information is correct
 - If incorrect, contact a scheduler to changes/updates in Epic
- Add the consented date and associate the correct version in the consent tab
- If using Eligibility, confirm eligibility by entering a date and appropriate status
- Update statuses in the Subject Console as they occur (e.g. On Study and/or On Treatment as appropriate)
- Add a Treatment Arm as appropriate
 - Note: this will impact the calendars in OnCore and Epic

As subject visits occur...

- Check in the visit in the Calendar Tab
- If the subject status changes, update the subject status to make additional segments on the calendar available
- If the subject expires, update the subject status and notify please report this to UCH Health Information Management by emailing UCHHIMMPI@uchealth.org with the following information:
 - Name and DOB of patient
 - MRN, if possible
 - Who notified us of the patient's death
 - Date of death

Additional Visits

Occasionally an additional visit may be needed, for example, the PI is concerned about a potential adverse event and asks the study subject to come in for a visit that is not part of the calendar. In these cases:

- Navigate to CRA Console and select the subject
- On the left hand side select Additional Visit, select and complete the information including which procedures occurred

Additional Procedures

Occasionally additional procedures may be ordered that are not part of the study calendar, for example, the PI is concerned about a potential adverse event and determines additional labs are needed. In these cases;

- Go to the CRA console and select the subject
- Check in the visit in the Calendar and click submit
- The Additional Procedures button will now be available, click and add the additional procedures