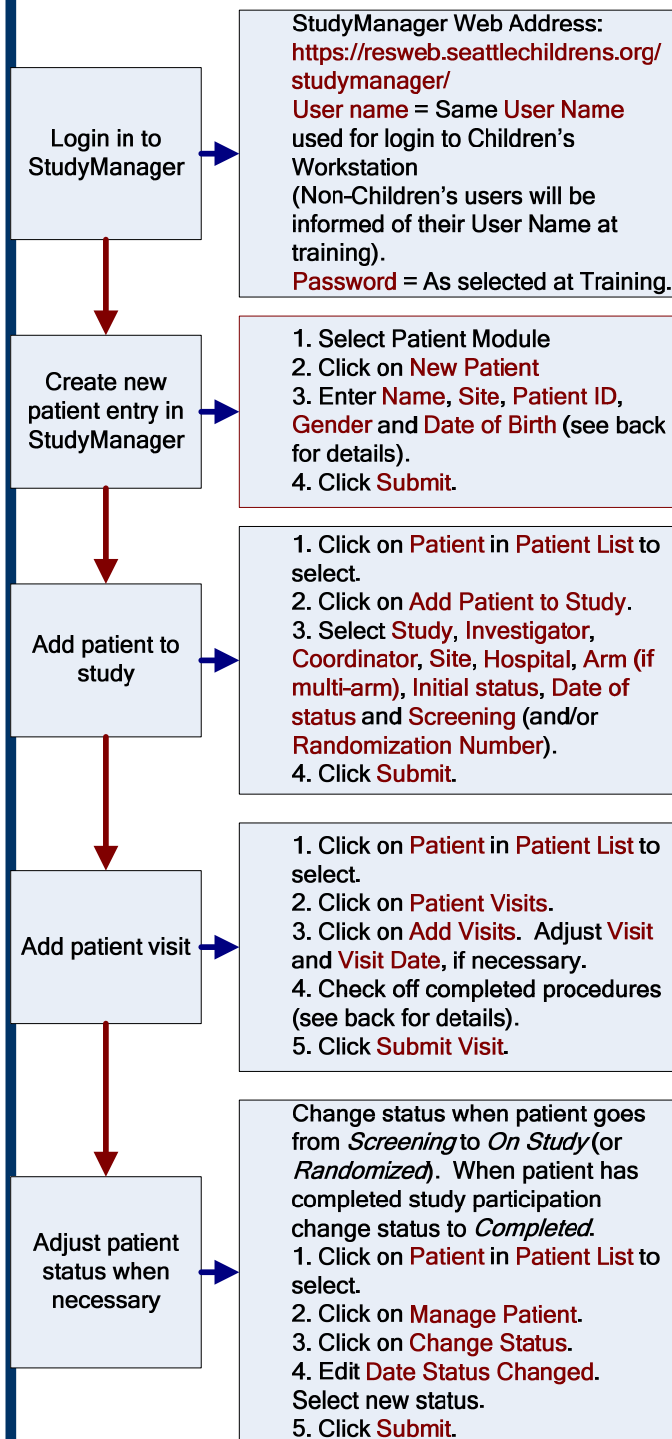


## Study Coordinator - StudyManager Process Flow

5/9/08



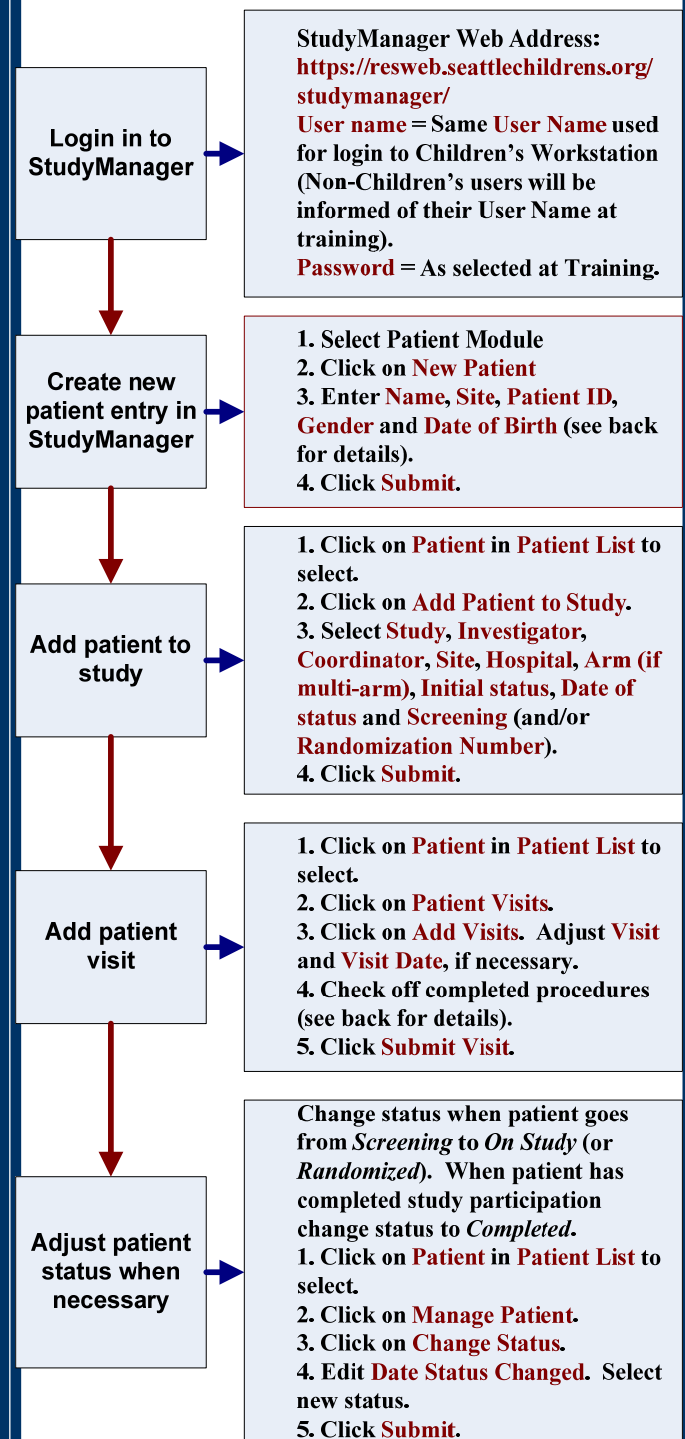
**For help contact: Clint Vickers 884-7864**

If he is unavailable contact:  
Michelle Palmer 884-5617  
Sandy Johnson 884-8195  
Sharon Schneider 884-7808

(continued on back) version date: 5/9/08

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## Adding a Patient to StudyManager

Field Name	Field Description
<b>First Name</b>	Enter patient's first name.
<b>MI</b>	Enter patient's middle initial.
<b>Last Name</b>	Enter patient's last name.
<b>Site</b>	Select "Children's" from the drop down menu. The specific division/clinic where the patient is a study participant will be selected later when enrolling the patient to the study.
<b>Patient ID</b>	Enter patient's medical record number at Children's.
<b>Additional ID</b>	Leave blank.
<b>Street, Apt/ Suite, City, State, Zip, Phone 1, Phone 2, Email</b>	Entering the address is not required. Leave blank.
<b>Availability</b>	Leave this set at the default, "Available for Studies."
<b>Gender</b>	Select the gender
<b>Birth Date</b>	Enter the birth date in MM/DD/YYYY format.
<b>Age</b>	Age will automatically calculate.

## Tracking Completed Procedures

1. Use the **Visit Check List** to check off procedures as complete and enter procedure specific notes.
2. If a procedure is not checked as complete, procedure notes are required. Enter notes stating why the procedure was not completed, and then click **Store Info**. Or, click **Cancel** to return to the visit checklist to mark the procedure as complete.
3. Click **Submit Visit** to save. Use **Edit Visit** to update visit information.

### Notes about Procedures

- **Care events tagged as "research" must be ordered and billed to research.**
- Dates of individual procedures can be changed by typing directly into the **Procedure Date** field.
- To mark all procedures as completed in one step, click **Complete All Procedures**.
- If a procedure for a visit was completed at an earlier visit, do not mark the procedure as completed and add a note referencing that it was completed at an earlier visit.

### General Notes

- StudyManager will time you out after 20 minutes of inactivity.
- **StudyManager data entry should be current, with all study patient enrollment, visit and status data entered within five business days of occurrence.**

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