

**SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE**  
**STANDARD OPERATING PROCEDURES / POLICIES**

**DEPARTMENT:** Research Support Services

**POLICY NUMBER:** CTM-312

**REPLACES:** New

**EFFECTIVE DATE:** April 2, 2007

**REVISION DATE:** \_\_\_\_\_

**POLICY TITLE:** Outpatient Research Participant Registration

**POLICY:**

In order to ensure the appropriate designation of hospital charges to research accounts, all research participants having research care events at Children's are required to: 1) be registered as a Research Patient, and 2) have a completed Hospital Services **paper** requisition with the appropriate Research Account label. All outpatient research registrations are to be created through Central Registration with the exception of the Clinical Research Center (CRC) and Laboratory

**PROCEDURE:**

- 312.1 Outpatient registrations must occur prior to scheduling a research care event and/or any CUMG professional services for research.
- 312.2 Research staff initiate research registrations by completing the electronic Research Registration Form (appendix 1) located on the Encounters SharePoint under "Registration-Admissions-Acct Maintenance" and titled "ResearchRegistrationForm Electronic(2)."
  - 312.2.1 All sections of the Research Registration Forms must be completed in order to be processed by Central Registration.
    - 312.2.1.1 The current 12 digit Lawson activity number (research budget number) must be included on the form.
    - 312.2.1.2 In cases where research activity is funded by intramural funds, use the appropriate 5 digit Lawson activity number.
  - 312.2.2 Email completed Research Registration Forms to Central Registration at [whale.registration@seattlechildrens.org](mailto:whale.registration@seattlechildrens.org) for processing.

- 312.2.3 Central Registration Staff will notify Research Staff (Study contact), via e-mail, when registration has been completed.
- 312.3 If requested services continue into another calendar month, Research Registrations must be reactivated every month by completing a new Research Registration Form.
- 312.4 If information on a Research Registration account changes (e.g. Research Activity number), a new Research Registration Form must be submitted.
- 312.5 Failure by either the investigator and/or research staff to adhere to this policy may result in suspension of clinical research activities for the investigator, and other disciplinary actions for the research staff.

## **DEFINITIONS:**

### **Hospital Charge**

This is the internal dollar amount that the hospital invoices for clinical research activities (e.g., radiology, lab work, etc.), and is equal to the amount that is recorded in the Children's Charge Description Master (CDM) in effect at the date of the event.

### **Hospital Services**

Service areas within Children's that perform procedures for the diagnosis and treatment of patients. These services are utilized for clinical as well as research activities and include departments such as radiology, laboratory and pharmacy.

### **Lawson Activity Number**

Lawson activity numbers are used for research, special funds and projects. Activity numbers are required on both time cards and coding finance transactions. The Lawson Activity is a unique 12-digit number that represents the research or special funds designation, PI identifier, project identifier, contract level and budget period. Sponsored research at Children's always has a Lawson Activity Number with 41 as the first two digits.

### **Research Care Events (also known as Research Patient Procedures)**

Items and services (routine and ancillary) provided for research purposes by Children's to individuals participating in clinical research. The costs of these services are typically assigned to a specific research study. Such items or services may be diagnostic, therapeutic, rehabilitative, medical, psychiatric, or any other related professional health services.

### **Standard of Care Events**

Items and services (routine and ancillary) conventionally furnished in the treatment of patients by providers of patient care under the supervision of the physician or other responsible health professional and billed to the patient or a

third party payor. Such items or services may be diagnostic, therapeutic, rehabilitative, medical, psychiatric, or any other related professional health services.

**Submitting Office:** Office of Clinical Research

**Approved by:**



Pam Joy, Director, Office of Clinical  
Research

3/9/07  
Date