Dear Investigator:

The UMHS Clinical Research Billing and Enrollment Policy 01-04-70 deadline is fast approaching. As we work together to implement the policy requirements into our daily workflows there are three situations that have come to light that may need guidance.

**Note:** We appreciate your very busy work life, please know that the process to create an Exempt Billing Calendar is a VERY quick seven-step process and entering Enrollment is even faster only requiring four-steps. Attached are quick references for both processes.

**Billing Calendar Exempt Clinical Trial Enrollments:**

For compliance we recommend the following steps for UMHS clinical trials that are billing calendar exempt but require participants to enroll in MBECT. Please find attached quick references for both processes:

- Please use the following link, to complete a MiChart Research Service Request Form, for a NB Research Study Record (RSH) creation: Request Creation of RSH
- Assistance with MiChart RSH setup is available by sending a request to the MiChart Research Application Coordinators at: MiChart-Research@med.umich.edu
- For creating an Exempt Billing Calendar in MBECT please follow instructions at: How to Create an Exempt Billing Calendar
- For entry of participant enrollments in MBECT on a Billing Calendar Exempt Clinical Trial please follow the instructions at: How to Enroll Participants in MBECT

**Enrolling Participants who Do Not Have a UMHS Medical Record Number:**

For Enrolling Participants, in a Billing Calendar Exempt Clinical Trial, that DO NOT have a UMHS Medical Record Number (MRN) please use “999999999” in the MBECT MRN Feld.

**Multisite Enrollments:**

Multisite Billing Calendar Exempt Clinical Trials where the University of Michigan Principle Investigator is not the site PI do not need to enroll participants in MBECT.

Please note participant enrollment in MBECT is not retrospective.

If any difficulties are encounter please contact the MBECT Help Desk at: 764-5669 or CRAO-MBECT-Help@med.umich.edu

Sincerely,

Samuel M. Silver, MD, PhD, MACP
Assistant Dean for Research
Professor, Internal Medicine/Hematology-Onology

David Browning | Director
Calendar Review and Analysis Office (CRAO)
University of Michigan Medical School