Quick reference for enrolling subjects on exempt clinical trials in MBECT

PLEASE NOTE: This is only for subjects on EXEMPT trials.

1. From the main window, launch the Subject Enrollment module by double clicking on the words “Subject Enrollment” or single clicking on the icon.

2. Click the “Add” button located at top left of screen

3. Fill in the required fields marked with an asterisk (*). All data must match the subject’s MiChart record, if one exists. If this is a non-U of M patient enter “999999999” for the MRN.
4. Associate the subject to a trial by clicking the “Add Trial” button. You may need to maximize the window to see it.

5. This displays a list of approved studies for enrollment. Click on the study to highlight it and click “OK”.

If you have just created your study there may be a delay before it appears in this list. MBECT checks eRRM to make sure a study is approved before enrollment is allowed. If you do not see your study right away, check back later in the day.
6. Fill in “Subject ID” (study team generated number) and enter “Enrolled” date. This is the date the subject signed the informed consent. If they are no longer participating, complete the “Disenrolled” date.

7. Be sure to update the subject status in the “Subj Status” column. Click on the green cell to activate the drop down.

8. Click “Save” in the upper right corner.