Creating an MCRU Time and Events Table

This process builds an MCRU report from scratch. If you already have a billing calendar in MBECT, the steps that were completed as part of making the billing calendar do not need to be repeated. For more in depth information on any of these topics, please refer to our other MLearning modules. There are five major steps:

1) Creating the trial header
2) Setting up visits
3) Choosing MCRU items and services.
4) Assigning activity
5) Printing the report

1) Creating the trial header.

Double click on the name “Clinical Trial” or single click on the icon in the Applications menu.
Click on the “Add” button in the new Clinical Trials window that opens.
Complete the required fields, which are indicated by the asterisks (*).

From this screen you can complete the Title and HUM.

To add your investigator, click on the ellipsis (…) box next to the field.
A dialogue box will appear. Highlight the name of your investigator(s) and use the “Add” button or double click to select them.

Note: if you have multiple investigators, you will need to scroll to the right and select the check box to indicate which investigator is primary.

After your selection(s) click “OK”.

If you do not see the name of your investigator in this list, please refer to our Personnel Input module.
Use the ellipsis (…) next to Sponsor and Coordinator to complete these fields.

Once finished, click “Custom Fields”.
From the dialogue box, select your Type of Protocol from the drop down menu. Studies that require a billing calendar in section 14-1.3 will be “Standard”.

Note: if you aren’t certain, check with your CRAO Analyst.

Once you have finished click “Save”.

![Edit Custom Fields for Clinical](image-url)
2) **Setting up visits.**

Click on the label for the “Visits” tab and then click “Add Visit”.

![Diagram showing the process of setting up visits](image)
Click in the “Name” field to begin typing. Each visit requires a name.

To copy a visit, click “Duplicate Visit”.

To add more visits, click “Add Visit”.

To remove a visit, click “Remove Visit”.
If your study is performing services in MCRU research spaces you may use MBECT to create your MCRU Schedule of Events by completing these MCRU specific fields.

Use the bar to scroll to the right. Clicking in the “Type” field produces a drop down menu. Select “Outpatient” for outpatient visits and “Extended Stay” for inpatients.

Clicking in “Length of Stay” accesses a free text field. Type in the number of minutes for Outpatient and the number of days if you’ve selected Extended Stay.
Click in “Location” to choose your location from the drop down menu.
3) **Choosing MCRU items and services.**

Click on the “Items” tab and then click the “Manage Items” button. You may need to expand your window to see the “Manage Items” button.
This brings up a list of protocol items.

To make the list more manageable, click on the “Add Filter” button.

Note: You can always tell whether you already have a filter in place based on the button label.

When there is no filter you will be prompted to “Add Filter”.

If a filter already exists, you will be prompted to “Edit Filter”.
This brings up the Condition Builder. Each item on the list is a criteria by which you can limit your search results. Only MCRU items will print on the MCRU report. MCRU items are designated by a Bill Source. Find Bill Source in the list and double click it or use the mouse to drag and drop items from the “Column Name” window into the blank space on the right.

For more information on filtering for items, please refer to our other MLearning modules.
Bill Source describes the source from which the charge originates.

Check the box next to MCRU. Once you are finished, click “OK” to return to the Condition Builder.

Click “OK” to see your search results.
The results of your search will appear on the left. Highlight the services you would like with the mouse and use the “Add” button to move them to the “Chosen Protocol Items” side of the screen.

To make multiple selections, hold down the control key while clicking.

Once you have all of the items you want click “OK”.

![Protocol Items window with selected items and green arrows pointing to Add and OK buttons]
4) Assigning activity

Once you have set up your visits and selected your items, you will need to assign activity to each item to create your MCRU report. Click on the “Activity” tab.
Left click in the visit cell that corresponds to your service to highlight it. Holding down the control key allows you to make multiple selections.

Once you have selected each item/visit combination, use the right click button to bring up a menu. From here you can designate the items appropriately by left clicking on your choice in the menu, such as “Mark as Study” or “Mark as Non-Billable”.

![Diagram showing a table with items and visits, and a right-click menu with options such as Mark as Study and Mark as Non-Billable.](image-url)
Once you have all of your changes made, click “Save”.
5) Printing the report

Once your entries are complete and you have saved your work, click on the “Print” button.

Click on the name “MCRU Time & Events” to choose which document you’d like to print and then click the “Print” button.
You may either open the Excel file here or choose to save the file to a location on your computer. Once you have made your selection click “OK”.

Choose a location on your computer where you would like to save the file and click “Save”.

Upload this report into eResearch as part of your application.