Managing Cycles and Visits

Competency

Upon completion all users will successfully add visits and cycles to their trial protocol and correctly complete an MCRU schedule of events table.

Critical Behaviors

- How to determine if their trial requires cycles.
- Understand how to add and manage cycles and visits.
- Successfully complete and MCRU schedule of events table.
Creating and managing visits and cycles for a billing calendar for clinical trial items.

Using visits to create an MCRU Schedule of Events.

How to Address Questions or Comments.
Add Cycles and Visits to a Trial

Double click on the name “Clinical Trial” or single click on the icon in the Applications menu.
Add Cycles and Visits to a Trial

Find your study in the list by scrolling or by typing in the “Search” box. Highlight the name by clicking and then click on the “Edit” button.
Managing Cycles

Most trials do not use cycles. If you are not certain whether your study uses cycles you may want to check with your CRAO analyst. These trials are most frequently associated with cancer drug trials. If you do use cycles, please refer to our module on waits.

Click on the label for the “Cycles” tab.

Check the box at the top indicating “This Trial Uses Cycles”.

Click on “Add”.
Managing Cycles

Click in the cell under "Name" to enter a name for each cycle.

"Number" refers to the number of times a cycle occurs. Double click in this field to update it.

Use the "Add" and "Remove" buttons to create the correct number of cycles.

Reorder cycles by using the "Up" and "Down" buttons.
Manage Visits

Click on the label for the “Visits” tab. Highlight the cycle in which you would like to add a visit and then click “Add Visit”.

Click in the “Name” field to begin typing. Each visit requires a name and each cycle requires at least one visit.

To copy a visit, click “Duplicate Visit”.
To add more visits, click “Add Visit”.
To remove a visit, click “Remove Visit”.
Visits may also be re-ordered by using the “Up” and “Down” buttons.

*Each cycle must have a visit!"
Research Space/MCRU Visits

If your study is performing services in MCRU research space you may use MBECT to create your MCRU Schedule of Events.

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 the "Eth Subjects" field to type in the number of expected subjects. Click in "Location" to choose your location from the drop down menu.
Save Changes

Once you have all of the visit information you need click “Save”.
Questions and Comments

Additional information is available on our website at: [http://www.med.umich.edu/medschool-cras/mbect.htm](http://www.med.umich.edu/medschool-cras/mbect.htm)

Or by contacting the help desk at CRAO-MBECT-help@med.umich.edu or 734-764-KNOW (5669).