Managing Visits

Competency

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

Critical Behaviors

- Understand how to add and manage visits.
- Successfully complete an MCRU schedule of events table.

How much time will I need?

Who is the audience for this lesson?

This is geared toward study team members who are responsible for creating billing calendars for their study.

What are the requirements?

Users will be required to complete an attestation asserting the have viewed and understood the material.
Creating and managing visits for a billing calendar for clinical trial items.

Using visits to create an MCRU Schedule of Events table.

How to Address Questions or Comments
Add Visits to a Trial

Double click on the name “Clinical Trial” or single click on the icon in the Applications menu.
Add 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.
Manage Visits

Click on the tab for the "Visits" tab and then click "Add Visit".

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".
Research Space/MCRU Visits

If your study is performing services in MCRU research space, you may use MRECT 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 “Enr 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 vital information you need click “Save”.
Questions and Comments

Additional information is available on our website at: http://www.med.umich.edu/~medschool-crao/mbect.htm

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