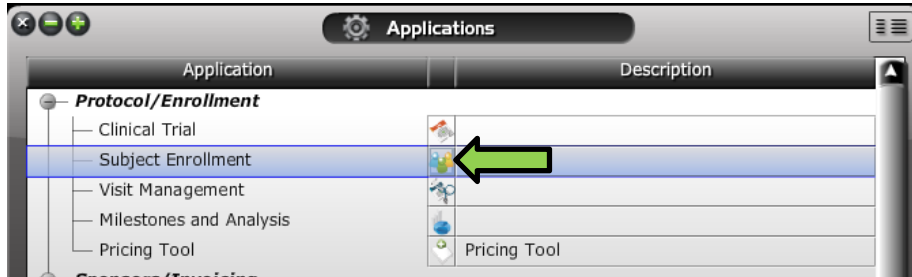


Quick reference for enrolling subjects on exempt clinical trials in MBECT

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.

The screenshot shows a web-based form for subject information. At the top, there are fields for *Med Rec Num, *First Name, Middle, *Last Name, and *Birth Date. To the right of these fields are dropdown menus for Gender, Marital, and Race, all set to 'Select'. Further right is a text box for 'University of Michigan Health Services' with an 'Edit' button. Below these fields are checkboxes for 'Inactive' and 'Global'. A navigation bar contains buttons for 'Trials', 'Notes', 'Routing', and 'Attachments'. Below the navigation bar is a table with columns: Trial, HUM, *Subject ID, PI, Sponsor, Trial Status, and Subj Status. The table is currently empty. At the bottom left, there is a blue 'Add Trial' button with a green arrow pointing to it.

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

The screenshot shows a dialog box titled 'Available Trials'. It has a search field and an 'Add Filter' button. Below is a list of studies with the following entries:

Title
2005.035 Kaminski GSK
2005.074 Hayes Pfizer
2005.139 Jakubowiak
2005.145 Hussain Pfizer
2006.007 Talpaz Novartis
2006.010 Henry
2006.024 Talpaz Novartis
2006.025 Zalupski Sanofi-Aventis
2006.034 Kalemkerian Wayne State
2006.045 Kaminski GSK
2006.063 Lebovic Internal Medicine Radiology Dept
2006.070 Peres
2006.111 Hussain
2006.127 Schuetze SARC (BMS)
2006.127 Schuetze SARC (BMS)
2007.055 Mineishi Genzyme
2007.070 Talpaz Proteolix
2007.097 Hussain NCCN/ImClone
2007.098 Talpaz Millenium/Ortho Biotech/Celgene
2008.032 Talpaz BMS

The first entry, '2005.035 Kaminski GSK', is highlighted. A green arrow points to the 'OK' button at the bottom right of the dialog box.

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.



Trial	HUM	*Subject ID	PI	Sponsor	Trial Status	Subj Status	*Enrolled	Disenrolled	Remarks
BCP - Biomarkers		qrq0001	Anderson	INVESTIGATO	Active	Active	Dec 11, 2013		

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.



Batch Edit Filter ? ? Save

*Med Rec Num: Gender: **Select**

*First Name: Marital: **Select**

Middle: Race: **Select**

*Last Name:

*Birth Date:

Inactive Global

University of Michigan Health Services