

MBECT Tips and Tricks

The MBECT Team: MBECT-Help@umich.edu or (734) 764-KNOW (5669)

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Volume 1, Issue 1

Our special enrollment edition features:

- Patient Status

- Medical Record Numbers (MRNs)
- Same day enrollment/disenrollment (screening failure)

MiChart Requires Subject Status in MBECT

In order to effectively communicate between MBECT and MiChart it is important to update the status of your subjects. Subject status is illustrated below.

Click in the cell to get the drop down menu and select the appropriate status. Please note that this does not negate the need for enrollment and disenrollment

dates. The MBECT team is making some updates to this field as they come across them, but we are encouraging study teams to be proactive about the corrections and incorporate this field into their processes going forward. If you have any questions, please contact the MBECT Help Desk.

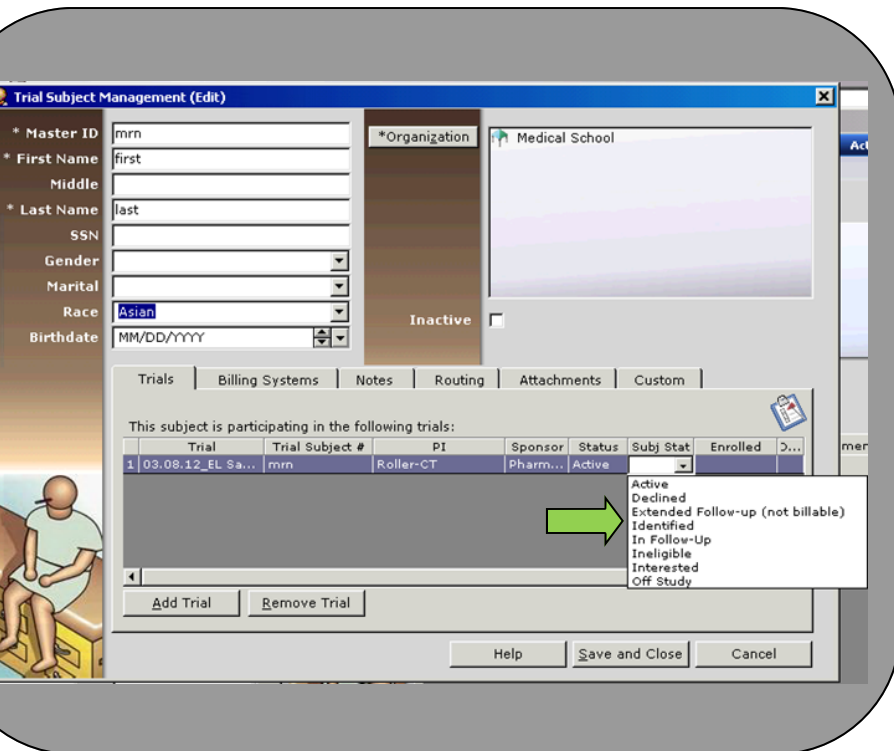
Our First Edition!



Welcome!

With all of the exciting changes happening we wanted a better way to communicate with all of our MBECT users. We intend to use this newsletter to provide regular correspondence about things like major system upgrades, frequently asked questions, as well as a few tips and time saving tricks. Most editions will be a little shorter but for our inaugural contact we wanted to share a little extra.

As always, we appreciate any form of feedback and would love to have your thoughts about how this style of communication works for you. You can always contact our help desk at MBECT-Help@umich.edu or by calling 734-764-KNOW (5669).

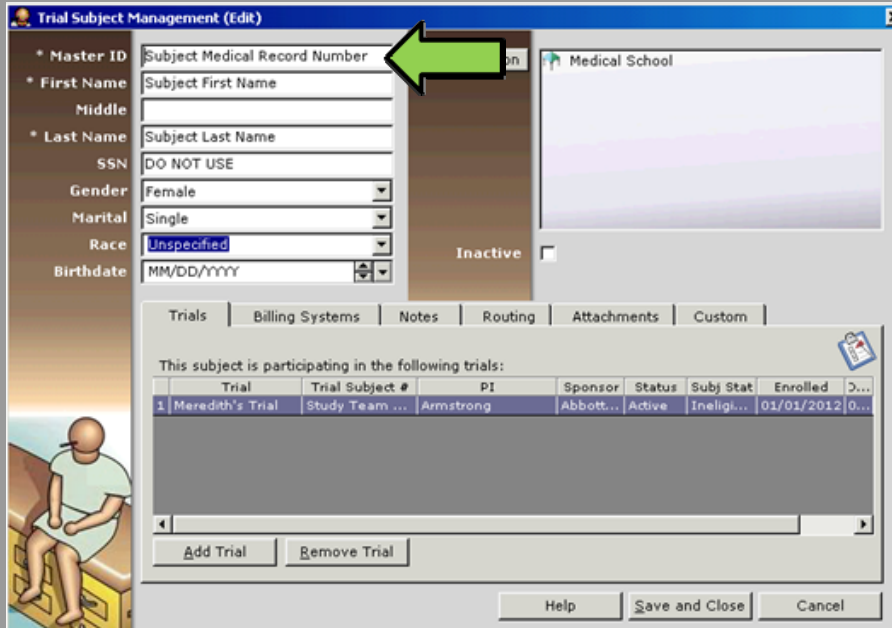


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Medical Record Numbers (MRNs)

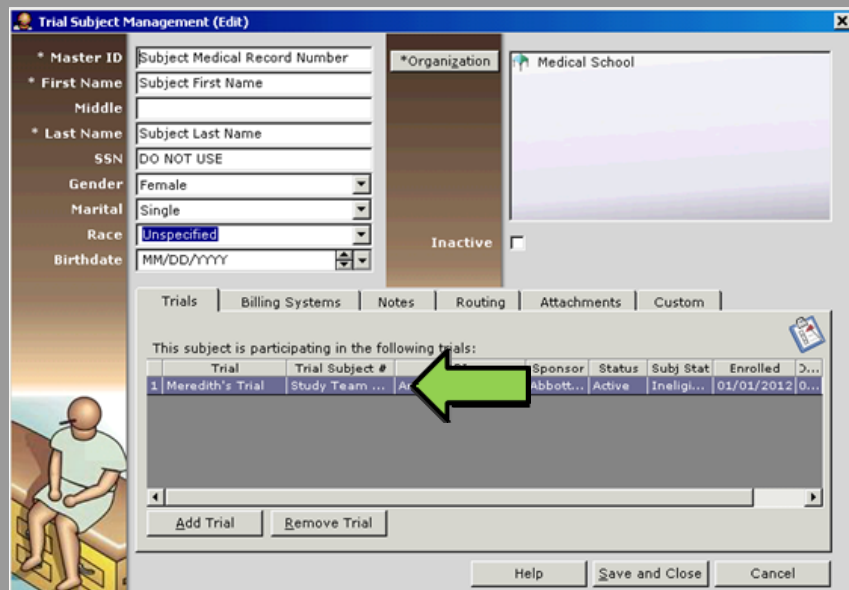
The subject's medical record number is required to identify and appropriately adjudicate charges in MiChart. Please ensure that you have supplied the subject's MRN as the Master ID, as shown here:



The screenshot shows the 'Trial Subject Management (Edit)' window. The 'Master ID' field is set to 'Subject Medical Record Number'. A green arrow points to this field. Other fields include 'Subject First Name', 'Subject Last Name', 'SSN' (DO NOT USE), 'Gender' (Female), 'Marital' (Single), 'Race' (Unspecified), and 'Birthdate' (MM/DD/YYYY). The 'Organization' is 'Medical School'. Below the form is a table of trials:

Trial	Trial Subject #	PI	Sponsor	Status	Subj Stat	Enrolled	D...
1 Meredith's Trial	Study Team ...	Armstrong	Abbott...	Active	Ineligi...	01/01/2012	0...

Please do not use special characters, spaces or other identifiers in this field. MRNs are NINE digits long so please include any leading zeroes. If you have a study specific identifier for this subject, please populate it in the Trial Subject # field here:



This screenshot is identical to the previous one, but the green arrow points to the 'Trial Subject #' field in the trials table, which contains the value 'Study Team ...'.

MBECT Tips and Tricks

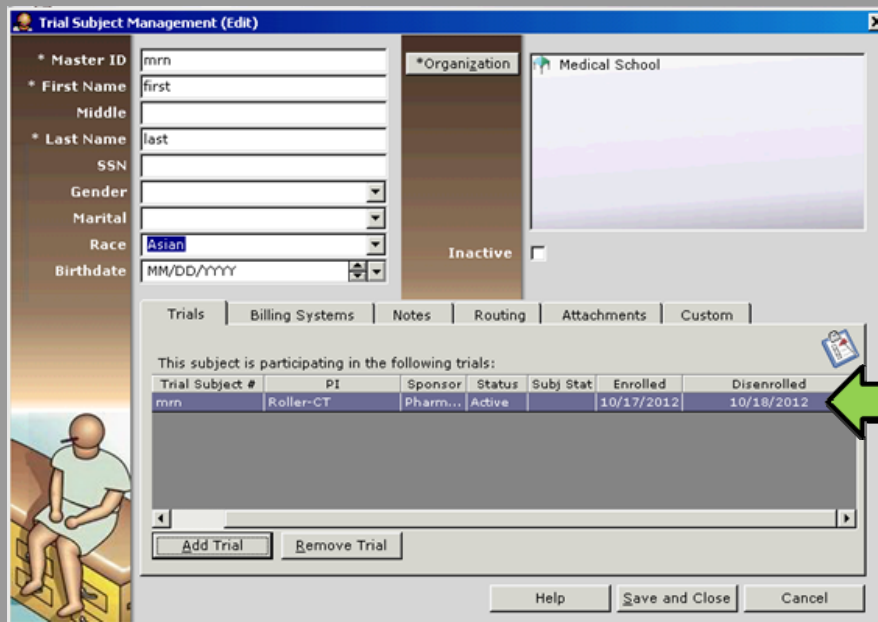
The MBECT Team: MBECT-Help@umich.edu or (734) 764-KNOW (5669)

Check out our website!!
<http://www.med.umich.edu/u/medschool-crao/mbect.htm>

Same Day Enrollment and Disenrollment/Screen Failures

We have mentioned previously that for the purposes of MBECT the enrollment date is the same date the patient signs the informed consent form (ICF). If the subject fails the screening, the research billing team has requested that the disenrollment date be recorded as the following day. For example, if our subject signs the consent and fails screening on 10/17/2012 their disenrollment date should be 10/18/2012. These fields can be found by scrolling to the right within the subject management edit screen.

Because charge adjudication in MiChart is semi-automated, having the same enrollment and disenrollment date was preventing charges from hitting the research work queue to be reviewed to determine if they should be billed to the grant or to the subject. Indicating the next day for disenrollment allows the charges to appropriately catch for adjudication. This both increases our billing compliance and minimizes the amount of billing issues and subject complaints.



Trial Subject Management (Edit)

* Master ID: mnrn
 * First Name: first
 Middle:
 * Last Name: last
 SSN:
 Gender:
 Marital:
 Race: Asian
 Birthdate: MM/DD/YYYY

* Organization: Medical School
 Inactive:

Trial Subject Management (Edit) - Trials

This subject is participating in the following trials:

Trial Subject #	PI	Sponsor	Status	Subj Stat	Enrolled	Disenrolled
mnrn	Roller-CT	Pharm...	Active		10/17/2012	10/18/2012

Buttons: Add Trial, Remove Trial, Help, Save and Close, Cancel