

MBECT Tips and Tricks

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

This Edition Features

- CRAO Office Availability
- More Enrollment Best Practices

More Enrollment Best Practices

To help ensure that we are compliant in our billing practices and that we are providing the best service to our research subjects CRAO has begun auditing elements in the subject enrollment record in MBECT. Here are some important tips to keep in mind:

- If it helps your workflow, you may enter patient demographic information in advance, **HOWEVER**, please do not assign your subject to the trial by clicking "Add Trial" until **after** they have signed the informed consent form!
- Make sure your Master ID is the subject's MRN, complete with all leading zeros.
- Include an enrollment date (for the purposes of MBECT this is the date the consent was signed).
- Subjects enrolled prior to 2/1/12 should have been pre-loaded into MiChart so they do not need to be added to MBECT unless there are additional billing issues or a disenrollment date is needed.
- Double check your enrollment dates for accuracy! Enrollment dates should be:
 - Earlier than your disenrollment date.
 - Later than the subject's date of birth.

CRAO Office Availability

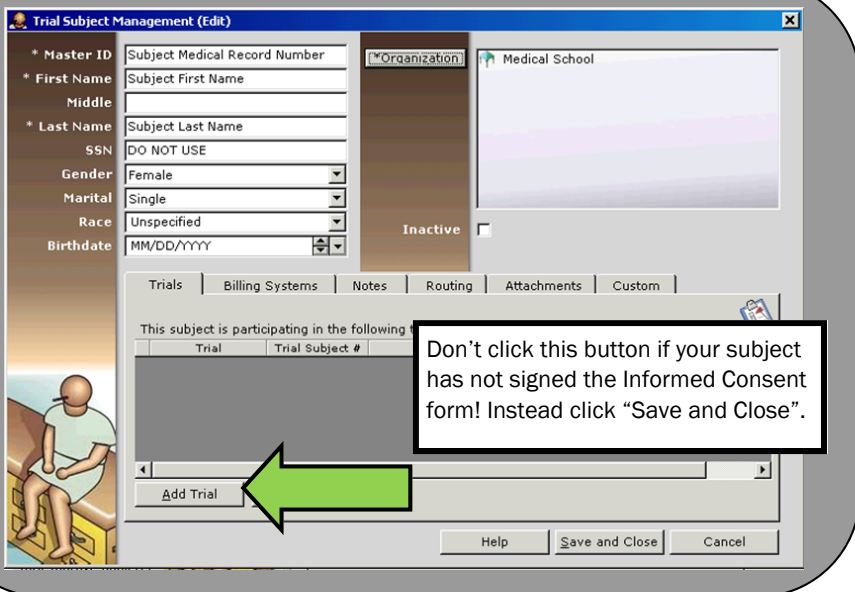


The CRAO office will be closed for business **December 24th through January 1st**. The MBECT help line and email messages will not be available either. We regret any inconvenience this may cause you. All requests will be responded to upon our return to the office on **January 2nd**.

Happy Holidays!

-The CRAO and MBECT team

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



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