

OnCore Communication Memo

Memo #: 14 –New Subject Registration Procedures – EPIC Integration

To:, CRCs/CRAs, Research Managers and CTO-AD

From: System Administrator

Effective Date: May 19, 2014

Purpose: The EPIC/OnCore interface is now functional. To ensure correct entry of patient information, including MRN, Last/First Name, Birth Date, Gender, Race, Ethnicity, Address and Phone Number, OnCore will now pull information from EPIC (the source of record for demographic information) and **WILL NO LONGER** be entered by study staff.

Notes: After going through the proper procedures of adding the patient to the Pre-Screening Console and adding the subject to the protocol the New Subject Console will appear. Step 1) select Study Site Step 2) enter the subject MRN click the Find button.

New Subject ?

Protocol No.: RTOG-1005 Library: Oncology PI: Currey, Adam Sponsor: RTOG
Protocol Target Accrual: 2312 Accrual To Date: 25 Protocol Status: OPEN TO ACCRUAL
RC Total Accrual Goal (Upper): 55
Short Title: Hypofractionated WBI vs. Standard WBI for Early Stage Breast Cancer

Find Fields

MRN

Last Name

Birth Date

Study Site*

Type here to search

New Subject Details

MRN*

Last Name*

First Name*

Middle Name

Suffix

Birth Date* Approx? Not Avail?

Gender*

Ethnicity*

SSN

Expired Date Approx?

Last Known Alive Date

Race*

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

Unknown

White

If the MRN was entered correctly the patient information should appear under the Subject Find Results section on the bottom of the page.

New Subject ?

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RC Total Accrual Goal (Upper): 55
Short Title: Hypofractionated WBI vs. Standard WBI for Early Stage Breast Cancer

Study Site*
MCVWFroedtert

Find Fields

MRN	<input type="text" value="70000051"/>
Last Name	<input type="text"/>
Birth Date	<input type="text"/>

New Subject Details

MRN*	<input type="text"/>	
Last Name*	<input type="text"/>	
First Name*	<input type="text"/>	
Middle Name	<input type="text"/>	
Suffix	<input type="text"/>	
Birth Date*	<input type="text"/>	<input type="checkbox"/> Approx? <input type="checkbox"/> Not Avail?
Gender*	<input type="text"/>	
Ethnicity*	<input type="text"/>	
Expired Date	<input type="text"/>	<input type="checkbox"/> Approx?
Last Known Alive Date	<input type="text"/>	

Race*

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Unknown
- White

Subject Find Results Count: 1

MRN	Addl Subj IDs	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date
<u>70000051</u>	70000051, 700017, 2700082, 300000063, E2006869	TEST	APRIL			F	08/08/1966

After entering the MRN, confirm the subject information is correct for the subject you are adding to the study, and then click on the subject MRN hyperlink. This will auto-fill all subject information that is required, gathering it from the EPIC system.

Click the Add button to add the subject to the protocol.

New Subject ?

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Protocol Target Accrual: 2312 Accrual To Date: 25 Protocol Status: OPEN TO ACCRUAL
RC Total Accrual Goal (Upper): 55
Short Title: **Hyofractionated WBI vs. Standard WBI for Early Stage Breast Cancer**

Study Site*
MCW/Froedtert

Find Fields

MRN: 70000051
Last Name:
Birth Date:

New Subject Details

MRN*: 70000051
Last Name*: TEST
First Name*: APRIL
Middle Name:
Suffix:
Birth Date*: 08/08/1966 Approx? Not Avail?
Gender*: Female
Ethnicity*: Non-Hispanic
Expired Date: Approx?
Last Known Alive Date:

Race*
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 Unknown
 White

Additional Subject Details
Contact Info:
9200 W WISCONSIN
MILWAUKEE, WI 53226
(414)955-5087 (414)805-2100

Subject Find Results Count: 1

MRN	Addl Subj IDs	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date
70000051	70000051, 700017, 2700082, 300000063, E2006869	TEST	APRIL			F	08/08/1966



TROUBLESHOOTING: If the subject you are adding does not appear on the bottom of the screen, confirm that you have typed in the MRN correctly. If the subject still does not appear click the Clear button, then enter in only the subject's Last Name and Birth Date and hit the Find button. If subject still does not appear contact the System Administrator.

RACE/ETHNICITY NOTE: If a Race/Ethnicity that comes across from EPIC are incorrect based on information gathered directly from the subject (i.e. – completion of a Demographic Form required for a protocol), email EnterpriseRegistrationQA_Training@froedtert.com with information regarding the discrepancy (include MRN, name and correct Race/Ethnicity value) and EPIC will be updated. Be sure to enter the correct subject information in OnCore before adding the subject to the protocol.

In the event that subject Race/Ethnicity information is incomplete in EPIC it will come across to OnCore as blank (missing) information. When this is the case you must include Race/Ethnicity as it is required for subject entry – if not you will receive the error message below. If this happens please email EnterpriseRegistrationQA_Training@froedtert.com with information regarding the missing information (include MRN, name and correct Race/Ethnicity value) and EPIC will be updated.

