## **OnCore Communication Memo**

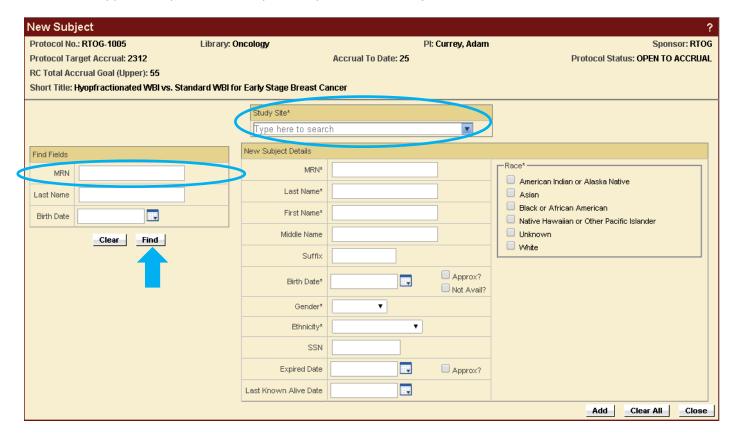
## Memo #: 14 -New Subject Registration Procedures - EPIC Integration

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

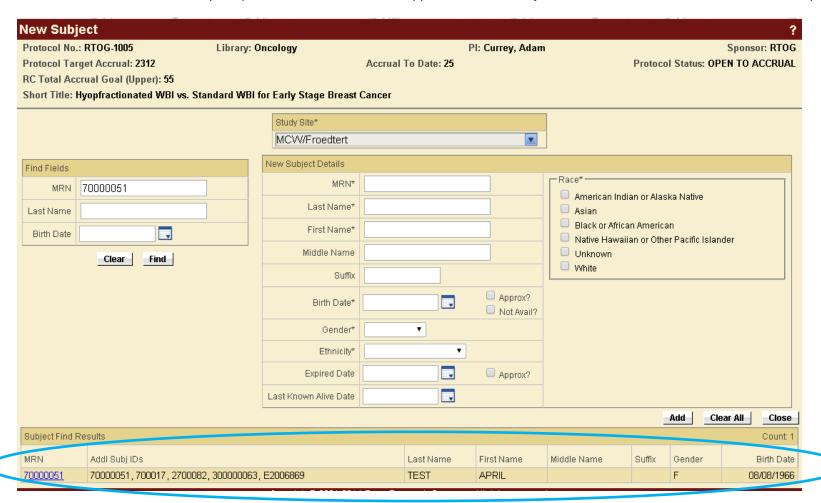
From: System Administrator Effective Date: May 19, 2014

**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.

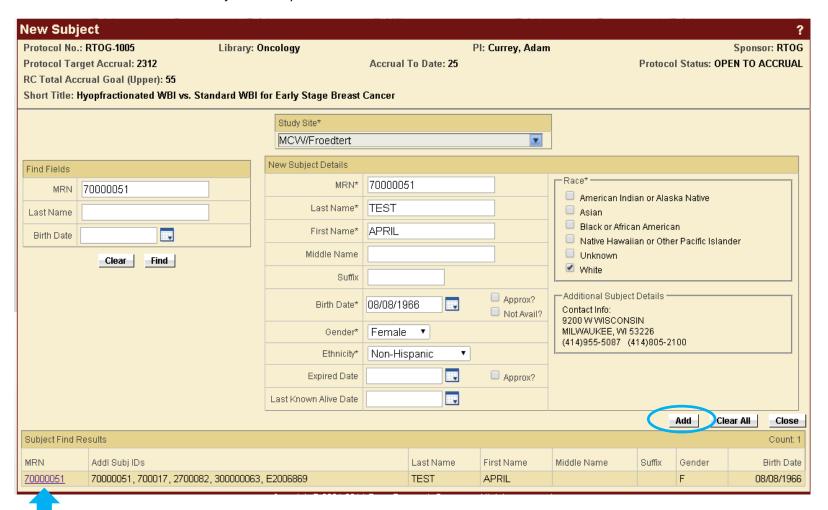


If the MRN was entered correctly the patient information should appear under the Subject Find Results section on the bottom of the page.



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.



**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 <u>directly from the subject</u> (i.e. – completion of a Demographic Form required for a protocol), email <u>EnterpriseRegistrationQA Training@froedtert.com</u> 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 <a href="mailto:EnterpriseRegistrationQA">EnterpriseRegistrationQA</a> Training@froedtert.com with information regarding the missing information (include MRN, name and correct Race/Ethnicity value) and EPIC will be updated.

