** Clinical Research Center (CRC) Visit Scheduling Procedures**

NOTE: Before scheduling a visit at the CRC, the study must have received IRB and BSLMC Administrative approval.

**Documents needed for each CRC visit**

* For each visit to the CRC, the study team must provide:
	+ CRC registration form
	+ Subject’s signed informed consent
	+ Signed physician’s orders (orders created by CRC prior to study start)
	+ Signed pharmacy orders, if applicable

**CRC Scheduling Process**

1. **Study team requests visit:** Please schedule visits as far in advance as possible, preferably at least one week. When ready to schedule a visit, the study team submits completed CRC subject registration form and signed consent to BSLMC-CRC@bcm.edu, along with signed physician’s and pharmacy orders (if applicable). Signed physician’s orders and pharmacy orders may be sent later if needed - they are required prior to visit but not necessary for scheduling.
2. **CRC will verify documents are complete and current.**
	1. If yes, CRC will verify requested visit date and time are available. Currently, appointments are accepted for Tuesday-Thursday and two Sundays/month, 24 hours a day, subject to room availability. Please contact BSLMC-CRC@bcm.edu if you would like to verify availability beforehand.
3. **CRC will schedule Epic visit through BSLMC Call Center**
4. **CRC will fax registration form, orders, and consent to BSLMC Main Admitting for association with patient record in Epic**
	* 1. The consent may be uploaded later if consent obtained the day of the visit
5. **CRC notifies BSLMC Research Office of the visit and confirms with study team**
	1. BSLMC Research Office will associate the encounter with the EPIC study account so visit charges fall to the study.
	2. CRC sends visit notification email to study team, CRC nurses and BSLMC-CRC@bcm.edu
		1. Attaches all study documents needed by CRC team.
6. **Study team verifies all information in visit notification is correct**
	1. In case of visit change/cancellation, study team notifies BSLMC-CRC@bcm.edu immediately.
7. **On day of study, Study coordinator meets patient at BSLMC main admissions (across from McDonald’s).**
	1. Admissions will register him/her for the reservation previously made.
	2. NOTE: Admissions opens at 6AM. Patients arriving earlier must check in at the emergency room.
8. **Study coordinator escorts patient to CRC (yellow elevators, 20th floor, room 2001) as previously agreed upon during study start-up.**
	1. CRC nurses will meet study coordinator and patient at room 2001, unless otherwise agreed upon in advance.