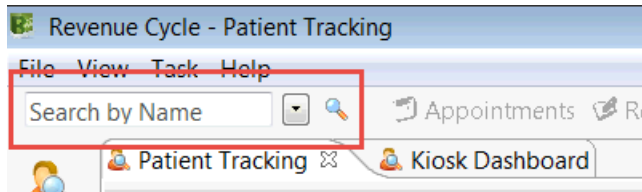


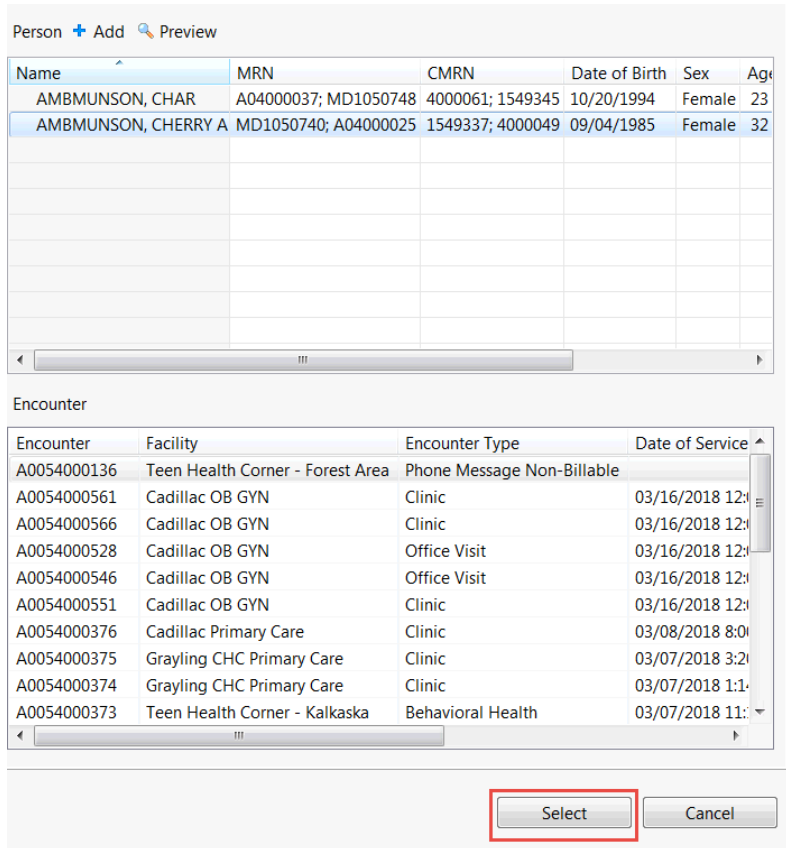
Adding a Research Patient

Follow the steps below to mark a patient as a research patient.

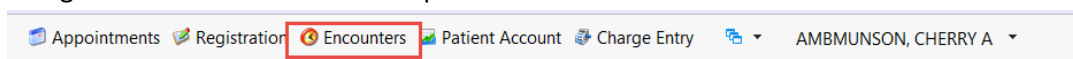
1. Patient has been identified as a research patient. Search for patient name in search box and click “enter” on keyboard.



2. Find patient, and click “Select”



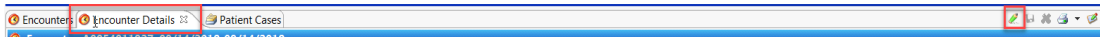
3. Navigate to “Encounters” within top toolbar and select icon



- Navigate to the “Encounters” tab and select appropriate encounter to document on.

Encounter	Facility	Encounter Type	Begin Date	End Date	Resource
A0054011927	Cadillac Primary Care	Clinic	09/14/2018	09/14/2018	Cox MD, Douglas
A0054011916	Milltown Clinic	Clinic	09/13/2018	09/13/2018	Hanert DO, Gregg B
A0054011913	Milltown Clinic	Clinic	09/12/2018	09/12/2018	Hanert DO, Gregg B
A0054009401	Munson Family Practice Center	Clinic	08/23/2018	08/23/2018	Cook DO, Joseph N
A0054009374	Cadillac Primary Care	Clinic	08/22/2018	08/22/2018	Crago MD, Lori M
A0054008447	Cadillac Primary Care	Clinic	08/16/2018	08/16/2018	Crago MD, Lori M
A0054008443	Cadillac Primary Care	Clinic	08/15/2018	08/15/2018	Crago MD, Lori M

- Double Click on the encounter you want to document the research information on. “Encounter details” will open. Click on the green pencil to modify.



- The “encounter details” will open, scroll down and you will see the Trial Patient field and the Clinical Trial Number field. Complete the fields. Click Save.

Encounter: A0054011927, 09/14/2018-09/14/2018

Details | Guarantor | Insurance

Referring Physician

Referring Physician Clinic Referring Physician First Name Referring Phy

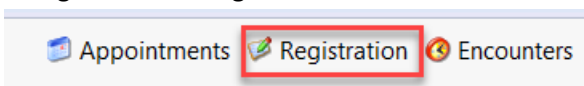
Referring Physician Address Referring Physician City Referring Phy

Patient Case

Trial Patient Clinical Trial Number

Yes 123456

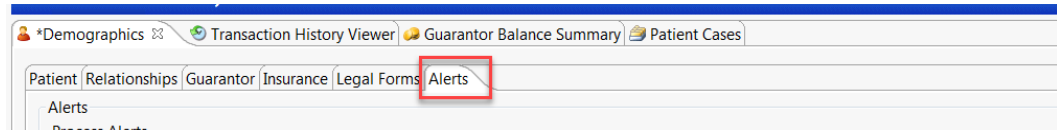
- Navigate to the “registration” icon.



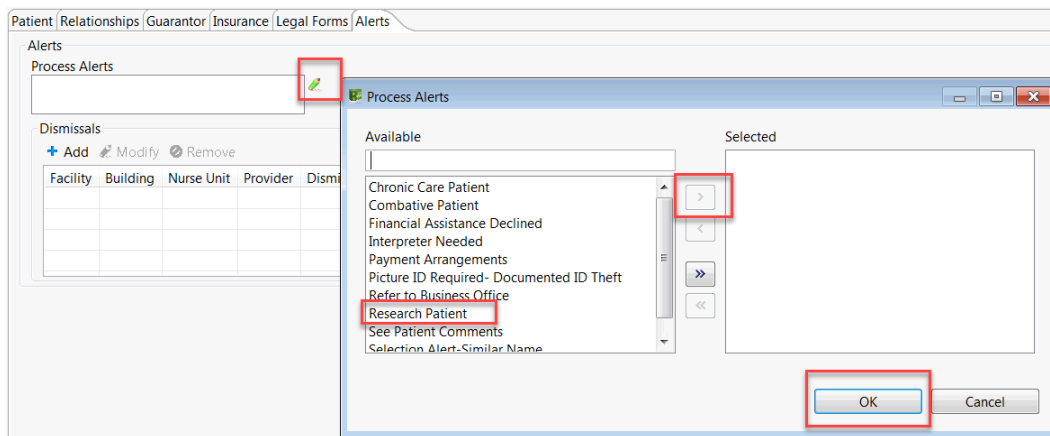
- Click on the green pencil in the upper right hand corner to modify the registration.



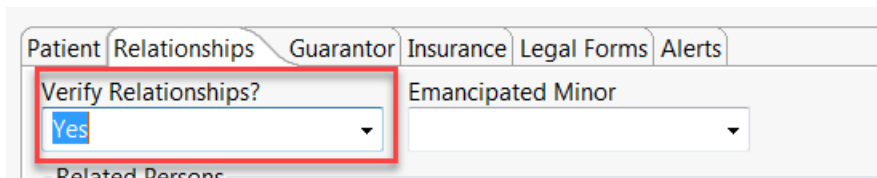
- Navigate to the "Alerts" tab.



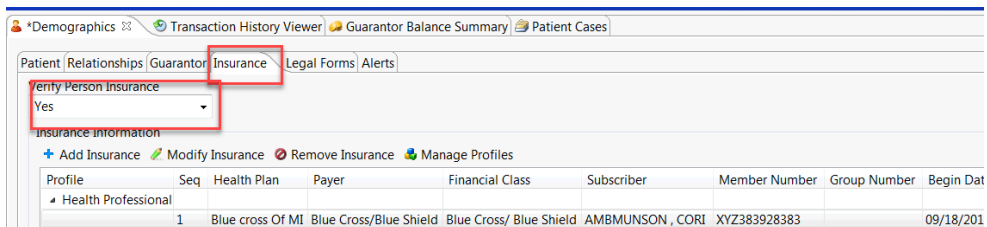
- Click on the green pencil to modify. Select Research patient from the list. Click the over arrow and select OK.



- Navigate to the Relationships Tab and select yes to verify



- Navigate to the insurance tab and verify the insurance.



- Click on the floppy disc icon in the upper right hand corner to save.

