Study Start Up - Quick Start Guide
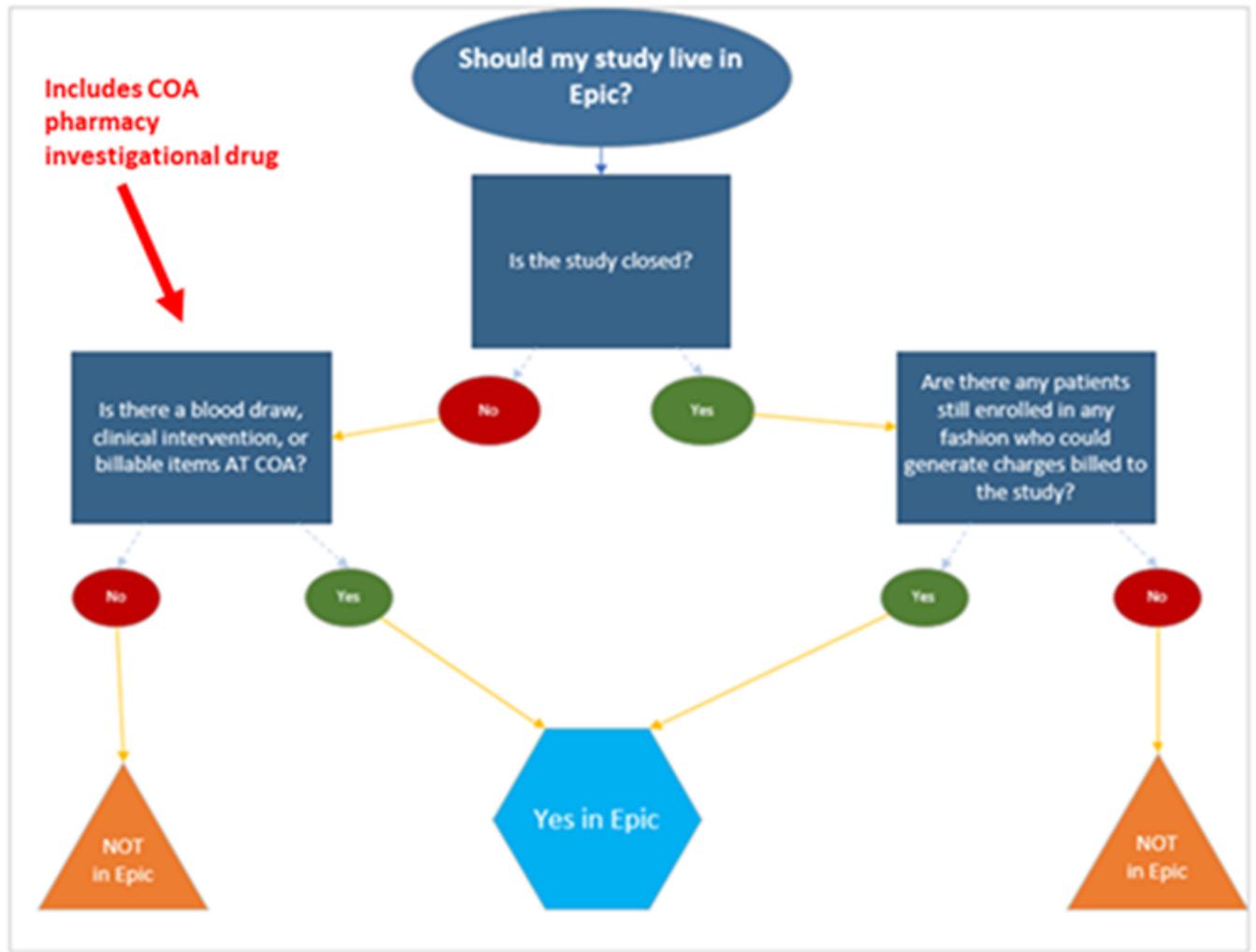
Notify COA Research Administration Office: Research Study Record Creation

- The UAB IRB Office has approved an IRB for a patient-oriented research study. You are notified that the study has been approved.
- Determine if the research study needs to have a research study record created in Epic using the following flowchart.

- If the research study needs to live in Epic, email the following information to Pam Barlow at the COA Research Administration Office: Pam.Barlow@childrensal.org
- CC the following on the email: Nancy.Corona@childrensal.org; mmcbrayer@uabmc.edu; cherylperry@uabmc.edu

Hi Pam,

Please create the following research administrative record in Epic:

- o [Study Name]
- o [IRB Number]
- o [Name of Principal Investigator]
- o [Name of Primary Coordinator]

Thank you,

[Signature]

- Supply only the primary coordinator's name. Once the research study record is created, the primary coordinator listed will be able to add other coordinators and research contacts.
- Pam Barlow will create the "skeleton" research study record in the Study Maintenance activity in Epic and notify you that the record has been created.

Provide Research Study Charges to Research Billers

- **"Paper" Billing Calendar/Fee Schedule**
    - o If the research study has **COA Hospital** charges that should be billed to the study account, research study staff need to provide the research billing staff at the Westerkamp Group with "paper" billing calendars (billing calendars outside of Epic) for that study at study start-up.
    - o These calendars should only list **COA Hospital** charges that are **Study-Related – Bill to Study** on a visit-by-visit basis.
    - o The name of the billing calendar must include the IRB number ("Study Code" in Epic) so the research billers know to which Epic study record the billing calendar belongs to facilitate research billing review.
    - o The template for creating the billing calendar can be found on the home page of the UAB Pediatric Research Office: https://www.uab.edu/medicine/peds/research/pediatric-research-office
    - o An example of how the form should be filled out:

IRB-300002424	XYZ Research Study		
	Week 1	**Week 3**	**Week 5**
Charges [CPT Code]	**Visit 1**	**Visit 2**	**Visit 3**
CBC/PLT WITH AUTO DIFF [85025]	RSH	RSH	RSH
NECK SOFT TISSUE, CT [70490]		RSH	
X-RAY EXAM OF NECK [70360]	RSH		
Legend:			
RSH = Research (bill to study)			

- o Pam Barlow of the COA Research Administration Office can provide the CPT code(s) and research price(s) for the COA Hospital Charges: Pam.Barlow@childrensal.org. NOTE: The research prices she quotes you will be those that have already been built out in Epic.
  - o You may also refer to this list of CPT codes to find the correct codes for your procedures: https://www.childrensal.org/patients-visitors/patient-billing-information/patient-billing-standard-charges
  - o Once filled out, the billing calendar needs to be sent to the following research billers at the Westerkamp Group: rgunn@wgrcm.com, pryan@wgrcm.com, nharig@wgrcm.com

COA Research Pre-Registration Form

- ▪ COA Research Pre-Registration Form
  - o Additionally, if the research study has COA Hospital charges that should be billed to the study account, prior to each encounter, please fill out the pre-registration form available on the home page of the UAB Pediatric Research Office: https://www.uab.edu/medicine/peds/research/pediatric-research-office.
  - o This form is very similar to the pre-reg form that has been used historically to communicate COA Hospital charges to various entities at UAB and COA in order to facilitate research billing.
  - o The pre-registration form should only list charges that are **Study-Related – Bill to Study** for the encounter.
- ▪ Once filled out, the pre-registration form needs to be sent to the list of contacts on the bottom of the form.

Maintain/Edit the Study Record

- ▪ Once Pam notifies you that the "skeleton" research study record has been created in Epic for your study, access the Learning Home for research coordinators by pressing F1 in Epic and refer to the Tip Sheet entitled, "Clinical Research Coordinator – Study Activation and Maintenance" for directions.