

**Scheduling Participants in the
Clinical and Translational Research Center Hatfield 10D Location**

- Send all scheduling requests via email to **OCTRI Scheduling**
(octrisch@ohsu.edu)
- **Subject line convention: Protocol Number: Subject initials, visit name and unit for visit**
(Example: *PROTOCOL 1000: Subject ABC, Visit 3 on 10D*)

Please include the following information in the text of your request:

- OCTRI Study protocol number
- Date and time of appointment
- Location requested (2SE or 10D)
- Name of subject
- Birth date
- Medical record number
- Visit number or name. *This is important so that visit-specific documents are prepared as appropriate.*
- Study ID Number *(if applicable)*
- Room Requirements
Do you need an infusion chair, exam table, bed with private bath, large space for testing (solarium), private space (for consenting)?

- Open: 7:00 AM to 3:30 PM, with the exception of weekends and OHSU holidays.
- In order to best meet your needs, we encourage you to schedule at least 2 weeks in advance.
- We request a minimum of 2 business days notice. With short notice, we cannot guarantee that space will be available. Scheduling requests are reviewed daily, and you will receive a response by email within 48 hours.
- Please send requests as Urgent! if you hope to schedule a visit within 24 hours of the request.
- An initiation meeting and in-service meeting must take place in advance of first visit.

CTRC 10D
Hatfield Research Center 10D14
PHONE: 503-494-0150 (or 4-0150 on campus)
FAX: 503-494-0002