Scheduling for VA Studies

INTRODUCTION

For studies involving VA patients that will be hosting visits at the CTRC there may be some additional steps that are needed in order to get the potential participant entered into the OHSU medical records system.

STEPS

1. Submit the OCTRI Research Request form to initiate your request for services with the OCTRI Navigator.

2. Obtain OHSU/VA joint board approval, including information about hosting vists at OHSU.

3. If your study will include patients that do not already have an OHSU medical record number:

    a. Create a phone pre-consent script to submit along with your IRB application. This document should include language to explain to the patient that if they agree to be scheduled for their first visit their data will be entered into the OHSU medical records system. Make sure they understand that any data in that record will not be covered by the VA Privacy Act for 1974, but it will be HIPAA protected.

    b. If the subject agrees to schedule their first visit on the study, and that visit will occur at the CTRC you will transfer them to Patient Registration at 503 494-8505. The OHSU registration office will collect their private identifiable information at this time to create their medical record at OHSU (includes name, data of birth, address).

4. Once the subject has an OHSU medical record you can email the Research Indicator email with the research flag document to associate the patient with your study.

5. Make sure you have OCTRI final approval for your study and then email octrisch@ohsu.edu to reserve your patient's slot.