

# 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 visits 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 patient agrees to schedule their first visit on the study, and that visit will occur at the CTRC, they will need to contact OHSU Patient Registration at 503-494-8505. During registration they will collect the patients private identifiable information in order to create their medical record at OHSU (includes name, data of birth, address).
4. Once the patient has an OHSU medical record you can email the [Research Indicator](#) with the research flag document to associate the patient with your study.
5. Make sure you have OCTRI final approval for your study, then email [OCTRI Scheduling](#) to reserve your patient's slot.

