StarPanel Research Patient Registration Form Quick Guide

Use this Quick Guide when you want to:

- Create a new StarPanel Research Patient Registration Form in a patient chart
- Register a patient on a research study using Pending Consent, On-Study or On/Off Study (same date)

A. How do I create a new Research Patient Registration Form in StarPanel?

**** Use Internet Explorer. Other web browsers, such as Firefox, will disable the automated business logic****

1. Login to StarPanel, and access the patient’s chart by searching with Medical Record # or patient name.
2. Click on the “Forms” tab on the yellow bar, above the patient’s name.

3. A forms search page will appear. In the “Search title” field, start typing “Research” to locate the form.
4. Click on the “Research Patient Registration Form” link. The form will load in the patient’s chart.

5. Select a study from the Study Selector list; or, click on “Search for Study Not Listed” to search by IRB number.
B. How do I register a patient on a research study using Pending Consent?

Why should I use Pending Consent?

The purpose of the Pending Consent status is to notify Clinical Research Billing Compliance that this patient needs an EPIC Research Billing Account set up in advance of signing the informed consent. The EPIC Account allows research related procedures to be scheduled for a screening visit. The patient must sign consent prior to any research procedures being done at the screening visit. After the consent is signed, the Research Patient Registration Form will need to be updated to “On-Study” and the Consent Date documented. How to edit the form is covered in the Quick Guide under part C.) Billing decisions are based on the consent date.

(1) Under Patient Enrollment Status, click on the blue down arrow to show the Study Status options.
(2) Select Pending Consent.

(3) If you select Pending Consent, a date needs to be entered in the Patient D&H Account Open Date field.
(4) Click on the red square Calendar icon to select a date. The form will not accept a future date – it must be “Today” or earlier. Future dates are grayed out to indicate they cannot be selected. Action is taken by Clinical Research Billing Compliance to open the EPIC Research Billing Account on the day the form is submitted in StarPanel. The form will not allow you to enter a date in the Patient Consent Date field when the Pending Consent Study Status is selected.

(5) Click “Save” One Time. Clicking more than one time may duplicate the form in the patient’s chart.
C. How do I edit the Research Patient Registration Form from Pending Consent to On-Study?

The Research Patient Registration Form may be edited multiple times during the course of a patient’s participation on the research study. The form may be updated with Study Status changes, dates and comments.

1. Again, login to StarPanel, and access the patient’s chart by searching with Medical Record # or patient name.
2. Find the original form you previously submitted by using the Search feature as indicated. Typing “Research” or “Registration” will filter the form from the other documents filed in the patient chart.
3. Click on the Research Patient Registration Form to open the document in the below panel.
4. When the form is open, click on the link called “edit this form”.
5. Once the form changes to edit mode, update the Study Status from Pending Consent to On-Study.
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(6) When you change the Study Status to On-Study, **the form will not let you save the change unless you add a Patient Consent Date**. Use the calendar icon to select the Patient Consent Date. (The Patient D&H Account Open Date will remain the same – no further action is needed for this field.)

(7) Save the form one time.

D. What if my patient decides not to sign the consent or is found to be ineligible before signing the consent?

Change the Patient Enrollment Status from Pending Consent to Consent Not Signed. Enter the same date in the Patient D&H Account Close Date. The EPIC Research Account will be closed on the same date it was created to prevent any charges from flowing to the study account.
E. How do I register a patient on a research study using On-Study?  **Note-The patient must have already signed the consent to be registered with a Study Status of On-Study.**

(1) Under Patient Enrollment Status, click on the blue down arrow to show the Study Status options.
(2) Select On-Study.
(3) Use the Calendar icon to select the Patient Consent Date. (When On-Study is selected as the Study Status, the Patient Consent Date Auto Populates the Patient D&H Account Open Date.)

F. How do I register a patient on a research study using On/Off Study Same Date?

If the patient is off study the same date that the informed consent is signed, select On/Off Study (same date). This Study Status would apply for studies that are done in one day, failed screenings or in situations where the patient withdraws their consent.

(1) Under Patient Enrollment Status, click on the blue down arrow to show the Study Status options.
(2) Select On/Off Study (same date).
(3) Use the Calendar icon to select the Patient Consent Date. The same date will auto populate in all of the date fields.
(4) Note that this Study Status will require an Off Study Reason. The designated Off-Study Reasons were carefully scripted because of the direct relationship with the study billing process. Click on the blue down arrow to see the selection choices. Select the most appropriate reason.