



Monday Morning Practice Pearls #36

Did you know that you can use the ATV system to obtain a Clinical Center (CC) medical record number (MRN)?

You have a patient who may not be coming to the CC because:

- they may be on a tissue acquisition study and you will be using the telephone consent process outlined in your IRB approved protocol and have samples obtained “off-site”
OR
- we need to review the patient’s pathology before bringing them to the CC for consideration in a study

Either way you will need to have a CC MRN without scheduling an appointment. If you follow the steps below, you should have no problem obtaining a MRN:

1. The following forms will need to be sent to the patient:
 - a. Ambulatory Care Services patient Registration Form – Offsite Visit
 - b. Information practice consent
 - c. General admission consent
2. The research nurse should review all the forms with the patient and instruct them how to return the forms. They may be sent to secure fax # or by mail.
 - a. Off-site visit form can be obtained from Admissions Office and is to be completed by the patient
 - b. Information practice consent:
 - i. Signed by the patient and a witness to their signature so the patient supplies the witness.
 - ii. Discuss email communication and if they would like to do that, make sure they know to check the box and the bottom of the page and provide their email address and they will then have to sign one more time. At the bottom of the form they can select to have secure communication via email.
 - c. General admission consent:
 - i. Witness must be the research nurse
 - d. Remind the patient that all signatures must be legible.
3. All forms are to be reviewed for completeness and you may need to work with the patient to ensure completeness.
4. Once all forms are complete, go to ATV to request a MRN. Note: it is helpful to insert in comment field “off site visit form”
5. Once the ATV request has been submitted, send the 3 forms to Admissions. This can be done either via fax or hand delivery. NOTE: If this step is not done, patient stays in pre-admit status.

The turn around time is usually pretty quick; a couple of hours.

Once you have the MRN:

- You can obtain the informed consent for the specific study, send the signed documents to medical records for upload to CRIS, and document the consent process.
- You will be able to appropriately label the outside pathology slides/block so that results can be entered into CRIS and your discussion with the patient can be documented

Once you have the sample:

- Document in CRIS using the structured note “First Registration Report Tissue Sample”. This allows you to document information about the sample and will keep the patient active in CRIS.