IMPORTANT CHANGE -Research Billing Buzz Newsletter - Volume 14

Research Billing

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Buzz

A Newsletter from the Office of Clinical Research Billing Compliance
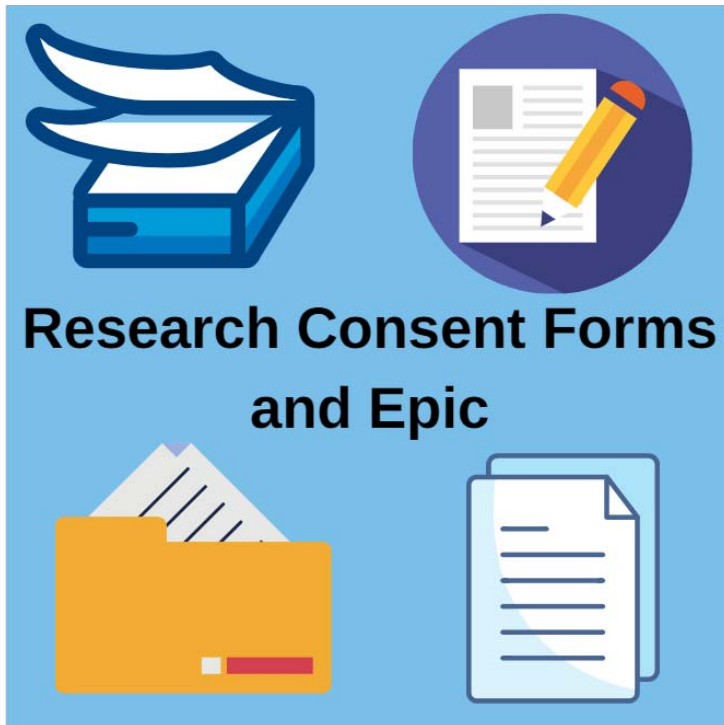
Volume 14   July 2020

IMPORTANT - Changes in Research Consent Scanning Workflow

In this Issue

Research Consent Forms and Epic

Research Consent Forms and Epic

What is the Change?

Effective September 1, 2020 the Office of Clinical Research Billing Compliance (CRBC) will no longer be uploading the scanned clinical research consent documents in the Epic patient record or placing the Certificate of Confidentiality (COC) flag in Epic. This will become the responsibility of the study team.

Existing instructions to fax the signed consent forms to CRBC will no longer be valid after September 1st. Please disregard the instructions once your study adopts the activity.

For more information, refer to Dr. Daniel Ford's, Vice Dean for Clinical Investigation, announcement that can be found here.

What can You Do?

Study team members with a JHED ID and Epic access who have completed or wish to complete the *Epic Integrated Scanning 100 Training* can continue this workflow for their studies. A series of coordinator-exclusive virtual classes have been made available for you.

These are the available classes:

Tuesday, July 7th from 8am-12pm

Tuesday, July 7th from 1:00pm -5:00pm

Thursday, July 9th from 8am-12pm

Thursday, July 9th from 1pm-5pm

Friday, July 10th from 1:00-5:00pm

Wednesday, July 15th from 8:00am-12pm

Wednesday, July 15th from 1:00pm-5:00pm

Thursday, August 6th from 8:00am to 12:00pm

Friday, August 7th from 8:00am to 12pm

Friday, August 7th from 1:00pm-5:00pm

Monday, August 10th from 8:00pm-12pm

Monday, August 10th from 1:00pm-5:00pm

Tuesday, August 11th from 1:00pm-5:00pm

To enroll please send an email to cliniresbilling@exchange.johnshopkins.edu with your top two preferences, space is limited to 20 enrollees per class..

Scanning Format

If you choose to perform the scanning function, make sure to follow this format:
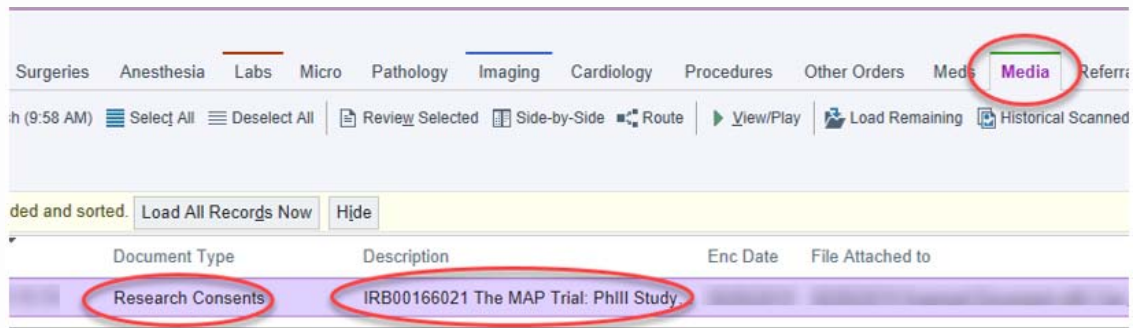
To maintain consistency, please use the *Document Type* of "Research Consents" and use the IRB number and first words of the study short title in the *Description* field.

Provide this information to your administrative, clinical or registration area if they have scanning support and will be uploading the consents in Epic for you.

Certificate of Confidentiality FYI Flag

Some research studies contain certificates of confidentiality that prevent third parties from viewing details regarding a patient's participation in the study. To ensure confidentiality, the Research team needs to place a flag on the patient's record. This flag serves as a notice to the Release of Information (ROI) team to withhold study-specific information from third parties.

Once you sign up for the scanning training (see above), you will receive the link to a short video that explains the process. You can also use the Epic Tip Sheet: Flagging Confidential Patient Data and follow the instructions provided.

Remember...

If you currently fax or email the consent forms to CRBC, after September 1st the forms **will not be uploaded** into Epic. Each research team is ultimately responsible for making sure the consent forms are available in Epic.

Need Help?

If you need help, have questions or want to suggest topics for future newsletters you can email us at:

CLINIRESBILLING@exchange.johnshopkins.edu

For more information, visit the **Research Revenue Cycle Website**

Research Rev Cycle Website