

**LIFESPAN OFFICE OF RESEARCH ADMINISTRATION
ACADEMIC MEDICAL CENTER
(Rhode Island Hospital, The Miriam Hospital, Bradley Hospital)**

REGISTRATION OF RESEARCH PARTICIPANTS

Purpose:

To establish policy and procedure for the registration of research participants in clinical trials at Lifespan AMC.

Policy:

To ensure appropriate billing information is obtained on all research participants, they must be registered as research participants at the appropriate Lifespan Registration (Admitting) area prior to their participation of clinical trials.

Procedure:

Once a research clinical trial is approved and activated in the Office of Research Administration (ORA), a Research Number (Q/R/T) will be requested by ORA, and assigned by Patient Financial Services. This research number must be provided to the Registration areas by the Research Nurse or Clinical Trials Coordinator, to ensure appropriate billing of the research studies.

An Encounter Form must be completed, by the Research Nurse or Clinical Trials Coordinator, and forwarded to the appropriate affiliate's Registration Desk, by the originating department, 48 hours prior to the patient's visit. Each encounter form must note the Lifespan site, patient name, date of birth, address, phone number, social security number, date of service, research number (Q/R or T), responsibility center, project short title, department reporting to, physician name, and requestor name and phone number. (Forms are available in ORA and the Research Administration home page.)

These encounter forms are to be completed for each visit for the entire study. Encounter forms are to be used only for Research Participants that are registering for a particular research study. If a patient is also registering for non-research related tests along with research related tests, it needs to be mentioned in the "notes" section of the Encounter Form. A separate registration process will occur for non-research related tests.

Definition:

A research participant is any patient who is participating on a clinical trial or research study that provides for the cost of clinical testing or procedures related to a specific research study.