

## Research Appointment Scheduling for Clinical Trial Patients

### Orders in Epic

If required by research study, the Clinical Research Coordinator (CRC) will place orders in Epic per protocol and route to treating physician to sign.

*\*Only patients who sign a consent form are allowed to have research related procedures ordered and scheduled.\**

If the eye exam is research related (and being paid by research), make sure the Order Class is changed to Research. In addition, please make sure the patient has a Research Guarantor Account created so that the research bill will drop to the appropriate account.

The CRC should advise the patient that their appointment is an overbook appointment and it may take anywhere from 2-3 hours to be seen by an ophthalmologist.

### Scheduling

If you are interested in scheduling an appointment for a clinical trial in the Department of Ophthalmology and Visual Science, please contact our Research Scheduling team at [OVS-Res-Schd@bsd.uchicago.edu](mailto:OVS-Res-Schd@bsd.uchicago.edu)

Confirmation of appointment times are dependent upon availability of subspecialist, but in general may be confirmed within 24-48 hours. Please allow additional time for requests received on Fridays.

### Email Subject Line

Request for Research Appointment | IRB #

Body of the email should include the following information:

1. Name of Patient
2. MRN
3. Preferred date of visit
4. Ophthalmology subspecialist\*
5. CRF (attached document)
6. IRB # (if not included in subject line)
7. Patient visit log (this will assist us in scheduling future visits)

*\*If the CRC does not know which subspecialist to schedule the patient with, please provide a copy of the eye exam information outlined in the protocol in the body of the email. Our research team will assist in identifying the appropriate subspecialist.\**

### Appointment Confirmations

The CRC will receive an appointment confirmation by email, which can be brought by the patient the day of their scheduled visit.

### Appointment Cancellations/Reschedules

Please reply to the confirmation email received, if the patient will be unable to keep their appointment.