**Scheduling a non-clinical subject on HUP6**

Updated 8/14/15 by M. Ryan

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At least a week in advance of your scan, establish if your subject has a medical record number. Then, follow one of the two approaches below. If you require assistance with EPIC steps, please contact Margaret Ryan

***Subjects with a medical record number (MRN)***

1. ENROLL AND LINK TO GUARANTOR

• Interact with EPIC to complete this step.

• You will need:

- Subject Name and MR#

- Date and time of scan

- IRB protocol number

- Research Billing Number (RBN)

• Pend the orders to the signing physician. As a courtesy, email the physician so s/he knows to check their queue.

2. SCHEDULE AND REGISTER

• Call HUP Radiology at 215-662-3000 (press 1)

• Tell the scheduler you are calling to schedule a research MRI scan.

• Provide the operator with the:

- Date and time of scan

- Scanner resource: HUP6, for example

- Scan/Exam Type or Code (generally it is): MRHDUZ/RNR

- Requesting/attending physician: (give name)

- Billing code: The IRB protocol number for your study

- Operator may ask for subject’s parents’ names and/or address and birthdate as further verification

• Obtain from the operator the Accession Number which confirms you have

scheduled the participant.

3. VERIFY RESEARCH ACCOUNT IN EPIC

• Ensure that the appointment information in EPIC lists the account type is

"research"

4. CHECK SUBJECT IN AT RADIOLOGY RECEPTION

• On the day of the scan, check the research subject in at Radiology Reception (ground Dulles Bldg.) where you will fill out the MRI safety form on a tablet for the reception personnel. Allow an hour before the scan to complete this step.

5. LOG IN PATHBIORESOURCES

• Upon arrival at the scanner, use your PennKey to log into PathBioResources

and link your protocol with the subject and scan. You will need the subject’s accession number.

• Have your PI use the PathBioResources website to add every lab member who

will be conducting a scan to the protocol (https://somapps.med.upenn.edu/pbr/

portal/request\_howto.php).

***Subjects without a medical record number (MRN)***

1. SCHEDULE AND REGISTER

• Call HUP Radiology at 215-662-3000 (press 1)

• Tell the operator that you are calling to create an MR# for a subject and

schedule them for a research MRI scan, and that your group does not have a

central registration area

• Provide the operator with the:

- Date and time of scan

- Scanner resource: HUP6

- Scan/Exam Type or Code: generally it is: MRHDUZ/RNR

- Requesting/attending physician: John Detre

- Billing code: The IRB protocol number for your study

• Obtain from the operator the Accession Number which confirms you have

scheduled the participant and the MR# for the participant

2. ENROLL AND LINK TO GUARANTOR

• Interact with EPIC to complete this step.

• You will need:

- Subject Name and MR#

- Date and time of scan

- The Accession Number

- IRB protocol number

- Research Billing Number (RBN)

3. CHECK SUBJECT IN AT RADIOLOGY RECEPTION

• On the day of the scan, check the research subject in at Radiology Reception (ground Dulles Bldg.) where you will fill out the MRI safety form on a tablet for the reception personnel. Allow an hour before the scan to complete this step.

4. LOG IN PATHBIORESOURCES

• Upon arrival at the scanner, use your PennKey to log into PathBioResources

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