**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.

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