

# Order submission for Tower 9AB visits

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## Study Coordinators send Booking Sheet upon scheduling visit

- Complete Booking Sheet (a PDF document for Inpatient admissions only) and email it to [CCI9ABorders@partners.org](mailto:CCI9ABorders@partners.org). **The Booking Sheet must be submitted as soon as the visit is scheduled in the scheduling system.**
- Use subject line > AdmissionDate\_ProtocolNumber\_BookingSheet

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## Study Coordinators scan documents and send to self

- **CCI Orders** > Save as "AdmissionDate\_ProtocolNumber\_StudyOrders"
- **Consent Form** (if applicable) > Save as "AdmissionDate\_ProtocolNumber\_Consent"
- **History & Physical** (if applicable) > Save as "AdmissionDate\_ProtocolNumber\_H&P"

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## Study Coordinators complete order submission **3 business days** prior to visit

- Email CCI study orders and any other applicable documents (ICF, H&P etc.) [CCI9ABorders@partners.org](mailto:CCI9ABorders@partners.org) 3 business days prior to visit
- Use subject line > AdmissionDate\_ProtocolNumber\_StudyOrders
- Study MD must complete and sign Orders in Epic 2 business days prior to visit.

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## Tower 9AB staff retrieve orders based upon upcoming visits

- Nursing, Nutrition, Laboratory, Ultrasound, IDS

## Changing Orders Submitted

- Study Coordinator forwards original orders email
- Change subject line > AdmissionDate\_ProtocolNumber\_CHANGEORDERS
- In body of email, list the areas that are changed, e.g.,
  - *Nursing: no second blood draw on discharge day*
  - *Nutrition: no snack*
  - *Laboratory: no CBC on day 2*

### **\*REMINDERS\***

- *Save all documents as separate files – do not combine into one document*
- *Orders must be signed and dated by responsible physician*
- *Epic Orders must be entered and signed **2 business days prior** to visit.*
- *Inpatient orders must be emailed to BWH CCI9AB **3 business days** prior to visit.*
- *If study team does not have scanner, scanner on 9B can be used. Study team must scan orders, send to self and follow same steps.*

### **If changes are made 24-48 hours prior to visit...Study Coordinator should call any affected department**

- Nursing : 617-732-7764
- Laboratory: 617-732-7788
- Nutrition: 617-732-7783
- Pharmacy: 617-732-6410