



BRIGHAM AND
WOMEN'S HOSPITAL

CCI Center for Clinical Investigation
in partnership with Harvard Catalyst

Emailing Study Orders

Center for Clinical Investigation

Summary

- New process for submitting study orders for visits on 9AB
 - Removing faxing from process
 - Replace with electronic submission
 - Email address: CCI9ABorders@partners.org
- Process stays the same for scheduling

Scheduling Process

No changes:

- Coordinator requests visit online
- Joyce approves visit (generates an email)
 - Email subject line updated
 - Admission date_prot number_(Inpatient or Outpatient)_HCCRC approved_Confirmation Code

Orders Submission

New Process

- Study coordinator (SC) scans orders, consent form (if applicable), history & physical (if applicable) sends to self.
 - Saves file “Admission Date _Protocol Number _[“Study orders” or “Consent” or “H&P]”
 - Note: Booking Sheet is word document, SC can fill in document, save, and attach to email (needn’t be scanned)
- SC forwards scheduling confirmation email (from Joyce) to CCI9ABorders
 - Attaches order set and any other appropriate documents
- Dietary, lab, US, IDS, nursing retrieve orders needed based on upcoming visits.

Reminders

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

Cancelling visit

- SC cancels visit per standard procedure and add CCI9ABorders to “To:” line
 - Standard Procedure:
 - Reply All to scheduling confirmation email (from Joyce)
 - Change subject line to include “CANCEL”
 - Eg. “Cancel HCCRC Inpatient Visit_2011p000123_Visit Date”
 - If cancellation occurs within 24 hours of scheduled visit, SC also calls unit

Changing Orders

- SC forwards original orders email, changes Subject Line:
 - “admission date_prot#_CHANGE ORDERS”
 - In body of email: list areas that changed.
 - Eg.
 - “Nursing: no second blood draw on discharge day
 - Pharmacy: no change
 - Dietary: no snack
 - Laboratory: no CBC on day 2”
- If changes are made 24-48 hours prior to visit, SC also calls any affected department (nursing, labs)