PLACE A SUBJECT ON STUDY

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Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting. This tip sheet gives instructions for placing a subject "On Study".

Audience: Study Team members who are responsible for entering subject data in OnCore.

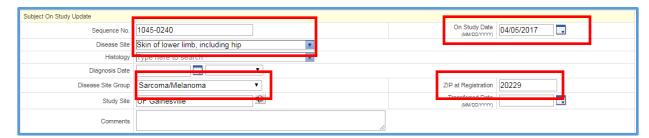
PLACE THE SUBJECT ON THE STUDY

If you are not already in the subject's record, navigate to **Menu > Subjects > CRA Console**, select your protocol and then the blue hyperlink <u>MRN</u> of your subject.

- 1. Click on the **On Study** vertical tab. Click [Update] if needed.
- 2. <u>For non-oncology studies</u> in the Academic Heath Center library, enter the following **REQUIRED** data fields in the top **Subject On Study Update** table:
 - Sequence No. <per your sponsor or SOP>
 - On Study Date
 - Zip at Registration < New Requirement!>



- 3. <u>For oncology studies</u> in the Oncology library, enter the following **REQUIRED** data fields in the top **Subject On Study Update** table:
 - Sequence No. <per your sponsor or SOP>
 - On Study Date
 - Disease Site
 - Disease Site Group
 - Zip at Registration



- 4. In the **Subject Staff** table at the bottom, enter the staff assigned to this subject. Example:
 - Role: Primary Study Coordinator
 - Staff Name:
 - Start Date:

NOTE: You can click the **[Team]** button to see all staff members assigned to this study and select from the list.

5. Click [Add] and Click [Submit].