

**Description:** Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting. As the subject progresses through the study, the subject's study status must be updated as applicable.

## UPDATE A SUBJECT'S STATUS TO "ON TREATMENT"



**Before you can change the subject status to "On Treatment", the subject must have already been placed On Study.**

1. If you are not already in the subject's record,
  - Navigate to **Menu > Subjects > CRA Console**
  - Select your protocol
  - Click on the blue hyperlink [MRN](#) of your subject.
2. Click on the **Treatment** vertical tab. Click **[Update]** if needed.
3. If the subject is on a specific study arm, select the arm from the Arm drop-down box and enter the On Arm Date.
4. Enter the On Treatment Date.
5. Click the teeny tiny blue [Save](#).
6. Notice that the Subject Status in the upper right of the page is now **ON TREATMENT**.
7. If this study is in both OnCore and Epic, and as long as you do not have the Epic record open for this patient, the Epic research enrollment status for this patient will now automatically be updated to "**Active-On Treatment**".



**WARNING: When registering a subject or updating a subject status in OnCore, make sure that you do NOT have the corresponding study or patient record open in Epic.**

**If the Epic record is open, the subject status will NOT update from OnCore.**