Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting.

REGISTER A SUBJECT INTO A STUDY

1. Navigate to Menu > Subjects > CRA Console.
2. Find your study using the Select Protocol search field.
3. To display all registered subjects, make sure the display filter at the upper right is set to All.
4. Select Register Subject from the vertical menu bar.
5. In the Find Subject block, select your Study Site from the drop-down menu.

6. In the Subject MRN field, enter the patient’s UF Health MRN and click [Find].
7. If no match is found, click [Clear] and repeat your search using a combination of the patient’s Last Name, Birth Date, First Name, and Gender.

If you still do not find a matching record, contact Oncore-Support@ahc.ufl.edu.

Any subject receiving study-required UF Health clinical services MUST have a UF Health MRN.
Subjects who do not have a UF Health MRN and will NOT receive any UF Health clinical services may qualify for the No UF Health MRN functionality. See Special Cases section below.

8. The subject’s Epic ID (which begins with the letter E - e.g. E123456) will be used as the OnCore Subject MRN.
9. Select your subject from the Results block by clicking the blue Subject MRN (Epic ID) hyperlink.

10. The Subject Details block will now be populated with the patient’s data from Epic. Verify that all the required fields (indicated by *) are complete and correct.
11. Click the [Add] button.
12. Enter additional fields as required by your management group and allowed by the protocol and IRB.
13. Click [Submit] to save.
14. Return to the CRA Console to confirm your new subject.
REGISTER A NEW SUBJECT

SPECIAL CASES

All subjects receiving study-required UF Health clinical services **MUST** have a UF Health MRN in Epic and OnCore. However, some protocols

- Do not require UF Health clinical services for any subjects *or*
- Have several groups of participants - some subjects receive a study intervention but others are only minimally involved (e.g. a parent who is coming in to complete a study survey).

These studies can be configured to allow auto-generation of **OnCore-only Subject MRNs** for subjects who do not already have a UF Health MRN in Epic.

Contact **Oncore-Support@ahc.ufl.edu** for more information and assistance with protocol configuration in OnCore.

REGISTER A SUBJECT INTO A STUDY WITH MRN AUTO-GENERATION ALLOWED

1. Navigate to **Menu > Subjects > CRA Console.**
2. **Find your study** using the **Select Protocol** search field.
3. To display all registered subjects, make sure the display filter at the upper right is set to **All.**
4. Select **Register Subject** from the vertical menu bar.
5. **First, check to see if the subject already has a UF Health MRN.** If so, use it as the OnCore Subject MRN – This will help eliminate duplicate subject records in OnCore:
   a. In the **Find Subject** block, select your **Study Site** (UF Gainesville or UF Jacksonville) from the drop-down menu.
   b. In the **Subject MRN** field, enter either the patient’s UF Health MRN (if known) or search using a combination of the patient’s **Last Name, Birth Date, First Name,** and **Gender,** then click **[Find]**.
   c. If the subject has a UF Health MRN, select your subject from the **Results** block by clicking the blue **Subject MRN** (Epic ID) hyperlink.
   d. The **Subject Details** block will now be populated with the patient’s Epic data. Verify that all the required fields (indicated by *) are complete and correct.
   e. Skip to **Step 7** below.
6. **If no UF Health MRN is found in Epic, and your protocol is configured to allow auto-generation of MRNs,** you can auto-generate an OnCore-only MRN for this subject:
   a. In the **Find Subject** block, click the **[Create New]** button makes available the **Subject Details** block in order to auto-generate the **Subject MRN.**
b. In the **Subject Details** block, click the blue arrow in the **Study Site** field and select **No UF Health MRN** from the drop down-down menu.

![Subject Details](image)

```
Subject Details
Study Site* [No UF Health MRN]
Subject MRN* [Generate]
```

c. In the **Subject Details** block, click the [Generate] button to auto-generate the **Subject MRN**. The OnCore-only auto-generated MRN will contain a special prefix to reflect that it has been auto-generated.

**DO NOT MANUALLY ENTER A NUMBER INTO THE SUBJECT MRN FIELD!**

d. Enter the rest of the required **Subject Detail** fields (indicated by *).

7. Click the [Add] button.

8. Enter additional fields as required by your management group and allowed by the protocol and IRB.

9. Click [Submit] to save.

10. Return to the **CRA Console** to confirm your new subject.

**If a subject is enrolled into a study using the “No UF Health MRN” method but subsequently gets a UF Health MRN, contact OnCore-Support@ahc.ufl.edu to resolve and avoid record duplication.**