

**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 "OFF 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 **Follow-Up** vertical tab. Click **[Update]** if needed.
3. Enter the **Off Study Date**.
4. Click **[Submit]**.
5. Notice that the Subject Status in the upper right of the page is now **OFF STUDY**.
6. If this study has an OnCore calendar segment triggered by "Off Study", this part of the subject's calendar is now available for visit check in and subsequent sponsor invoicing activity.
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 "**Inactive-Off Study**".



**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.**