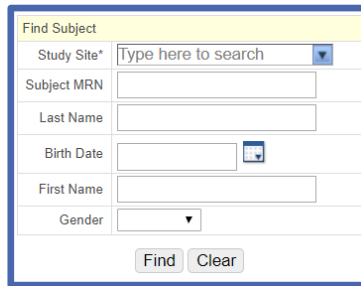


Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting.

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.

Results							Count: 322
Subject MRN	Addl Subj IDs	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date
E0000001		Zed	Sebastian Stan			M	08/13/1982
E0000002		Zed	Idris Elba			M	09/06/1972
E0000003		Zed	Henry Cavill			M	05/05/1983
E0000004		Zed	Hugh Jackman			M	10/12/1968
E0000005		Zed	Bruno Mars			M	10/08/1985
E0000006		Zed	John Leguizama			M	07/22/1964

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.

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.

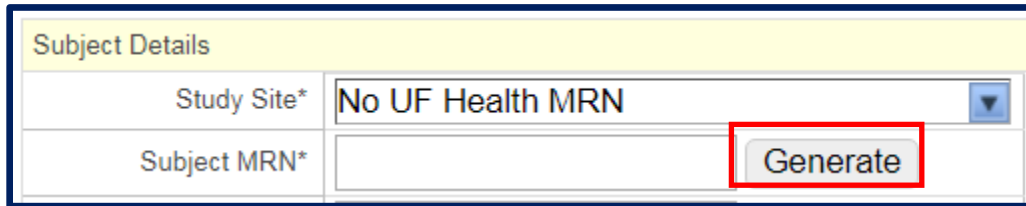
REGISTER A SUBJECT INTO A STUDY WITH MRN AUTO-GENERATION ALLOWED

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**.

The screenshot shows the 'Find Subject' interface. It features a search bar with a dropdown arrow, followed by input fields for 'Subject MRN', 'Last Name', 'Birth Date' (with a calendar icon), 'First Name', and 'Gender' (with a dropdown arrow). At the bottom, there are three buttons: 'Find', 'Clear', and 'Create New'. The 'Create New' button is highlighted with a red rectangular box.

REGISTER A NEW SUBJECT

- 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 menu.



The screenshot shows a form titled "Subject Details" with a yellow header. It contains two main input fields: "Study Site*" and "Subject MRN*". The "Study Site*" field is a dropdown menu currently displaying "No UF Health MRN" with a blue arrow on the right. The "Subject MRN*" field is empty. To the right of the "Subject MRN*" field is a button labeled "Generate", which is highlighted with a red rectangular box.

- 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.

[CLICK HERE TO VIEW DEMO VIDEO](#)