Banner Click® CTMS Training in Tucson

Do you still need training on the CTMS or would like a refresher? Please join us for CTMS training on Thursday September 6, 2018. Barb Summers and Matt Miller will be here from Banner to conduct the training. Two training sessions are available.

Location: UAHS Library computer room 2102A
- Thursday 9/6 10 am – 12 pm
- Thursday 9/6 2 pm – 4 pm

No RSVP or registration is necessary.

Industry-Sponsored Investigational Drug Studies

Industry-sponsored investigational drug studies will have an Investigational New Drug number (IND #) assigned. This number is required to be entered into the Research Intake Form (RIF) and is required to finalize the Coverage Analysis (CA).

If you can’t find the IND # on the first few pages of the protocol or the investigator brochure, please reach out to the sponsor for the number before submitting your RIF application. If the project is IND exempt, please upload the IND exemption letter from the sponsor.

The Clinical Trials Team has Expanded!

Stephanie Martinez has joined our team as a Regulatory Coordinator to support UAHS faculty for both Tucson & Phoenix campuses. She has been at UA for over 5 years and has experience in regulatory practices including study start-up, maintenance, IRB & FDA reporting requirements for human research. Stephanie also has a thorough understanding of drug development, clinical research, NIH practices & clinical practices associated with federal standards. In addition, she brings her experience with the NIH Clinical Trials Reporting Program (CTRP), ClinicalTrials.gov, and NIH/NCI designation reporting.

Stephanie can be reached at: ssmartin@email.arizona.edu or 520-626-8079

Billing Compliance Process for Non-Oncology Studies

It is very important for study teams to log study visits into Banner’s Click® CTMS. Study visits should be logged within 24 hours whenever Banner Health (BH) services are utilized for a research study (i.e. medical imaging, ECG, clinic visits, etc.). These services are typically scheduled via Cerner on behalf of the research patient.

ALL study visits that include BH services MUST be logged into CTMS.

- This includes research-related AND routine/standard of care.
- UA Coverage Analysis (CA) provides detailed information for billing designations.
- This process ensures that bills are routed to the correct payor and helps to alleviate and protect a study subject from being billed for research-related services.

Continued on page 2
Billing Compliance Process for Non-Oncology Studies continued

UA Study Team Responsibility:

- Non-activated study calendar – follow the interim research process (attached) and log a Public Comment in the CTMS study shell with patient name, DOB, Visit Name, BH Service.
  - BHRI Finance (BHRF) is notifying study teams when the study calendars are activated in CTMS.
- Activated study calendar – log the study visit in the activated study calendar. **DO NOT log a public comment.**

BHRF reviews and validates all charges logged into CTMS against what has been billed in Cerner. Charges are then generated and billed to the research study or subject’s insurance.

- This step is comparable to the charge validation that was previously done by the study team in EPIC.

If you have questions regarding the CTMS calendar (build, activation, visit entering process, etc.), contact Barb Summers at (602) 839-6026 (Barbara.Summers@bannerhealth.com).

Contact Research Administration (crc@email.arizona.edu) with questions regarding the coverage analysis.

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**UAHS Clinical Research Professionals (CRP) Group Meeting**

If you are new to the University of Arizona Health Sciences (UAHS) research community and/or to keep up with the ever-evolving changes in UAHS research, please feel free to attend the monthly CRP group meetings. Meeting time and location changes from month to month and an email reminder is sent out prior to the monthly meeting.

To add your name to the listserv, please send an email to clinicalresearchcoordinators-request@list.arizona.edu with “SUBSCRIBE” in the subject line.

The next meeting is Wednesday, September 19, 2018, from 12 pm to 1:30 pm in the Health Sciences Library, room 4150A, Tucson.

**COM-Phoenix Video Conference locations:**

- BUMCP Classroom 1
  (1441 N 12th Street, 1st floor)
- COMP BSPB Conf Room E907
  (475 N 5th Street, 9th floor)

**CRP Group 2018 meeting schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>COM-Tucson location</th>
<th>COM-Phoenix Video Conference location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wed., Sept 19, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Classroom 1 (1441 N 12th Street, 1st floor) COMP BSPB Conf Room E907 (475 N 5th Street, 9th floor)</td>
<td>12pm - 1:30pm</td>
</tr>
<tr>
<td>Thurs., Oct 18, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Classroom 1 (1441 N 12th Street, 1st floor) COMP BSPB Conf Room E907 (475 N 5th Street, 9th floor)</td>
<td>3pm - 4:30pm</td>
</tr>
<tr>
<td>Wed., Nov 21, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Classroom 1 (1441 N 12th Street, 1st floor) COMP BSPB Conf Room E907 (475 N 5th Street, 9th floor)</td>
<td>12pm - 1:30pm</td>
</tr>
<tr>
<td>Thurs., Dec 13, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Classroom 1 (1441 N 12th Street, 1st floor) COMP BSPB Conf Room E907 (475 N 5th Street, 9th floor)</td>
<td>3pm - 4:30pm</td>
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**UAHS Research Administration** provides guidance and assistance with the following:

- Our website: [https://research.uahs.arizona.edu/](https://research.uahs.arizona.edu/)
- Coverage Analysis (CA) development: contact crc@email.arizona.edu
- Clinical Trial Budget development/negotiations: contact crc@email.arizona.edu
- Contracts (CDAs, NDAs, incoming MTAs): contact UAHSConstracts@email.arizona.edu
- Routing and monitoring of contracts (CTAs, data use, amendments): contact UAHSConstracts@email.arizona.edu
- Clinical Trial Regulatory and IRB: contact regulatory@email.arizona.edu
- Post-Award accounting and auditing: contact CTFinance@email.arizona.edu

**UAHS Project Status Report:**
[https://research.uahs.arizona.edu/facilities-and-resources](https://research.uahs.arizona.edu/facilities-and-resources)

**Research Intake Form (RIF):**
Instructions and the form can be found here: [http://research.uahs.arizona.edu/clinical-trials/research-intake-form](http://research.uahs.arizona.edu/clinical-trials/research-intake-form)

If you have questions, email Research Administration at crc@email.arizona.edu.

**ClinicalTrials.gov Assistance:**

- **Non-cancer studies:**
  - Clinical Trial Regulatory: regulatory@email.arizona.edu
  - Kerry-Ann Suckra, kerryanns@email.arizona.edu, (520) 621-2029
  - Stephanie Martinez, ssmartin@email.arizona.edu, (520) 626-8079
- **Cancer studies:** Amy Selegue, UACC-NCTN@uacc.arizona.edu, (520) 626-0301

**IRB Training Opportunities**
The IRB offers training on a variety of topics each month. This is a great way to stay updated on current processes and have your questions answered. The list of upcoming sessions is located on the IRB website with instructions for signing up through UAccess Learning.
[https://rgw.arizona.edu/compliance/human-subjects-protection-program/irb-training-opportunities](https://rgw.arizona.edu/compliance/human-subjects-protection-program/irb-training-opportunities)

**UA Clinical and Translational Science (CATS) Research Center** website: [http://cats.med.arizona.edu/home](http://cats.med.arizona.edu/home)

**Banner Badge Request:** Contact clinicalresearch@email.arizona.edu

**Banner Cerner Help:** Contact the Banner IT service desk at (602) 747-4444 or in Tucson, call (520)-894-HELP (4357). Select Option 6 for assistance with Multi-factor Authentication.

**Cerner Access/Training:** Contact Ashwini Roy-Chaudhury at (520) 626-2527 or aroychaudhury@email.arizona.edu

**Banner CTMS Training and General Questions:** Contact Barb Summers at (602) 839-6026 or Barbara.Summers@bannerhealth.com

**REDCap Questions/Training:** Contact redcap@email.arizona.edu

**Sonora Quest Laboratories (SQL) 2017 Reference Manual:** To request an electronic copy, contact crc@email.arizona.edu

**SQL Care360 Training:** Contact the Customer System Team at (602) 685-5465 or SQLCustomerSysems@SonoraQuest.com to schedule training. Please be sure to include your SQL departmental account number when requesting training.
Interim Process for Study Visit Documentation

This interim process only applies to studies that are NOT in an “Active” state in Click CTMS.

Navigate to the Study Summary Page

- Logging a study visit for the interim process is completed from the Study Summary page. The Study Summary page has the study title and study details.
- Confirm that the study is in a state other than “Active”. If a study is in an “Active” state, patients are logged in Click CTMS using the normal process.
- Select Log Public Comment from the Next Steps menu.

Participant Logging – Public Comment

- In the Comments section list:
  - Patient Name
  - Patient DOB
  - Patient MRN (if available)
  - Visit Name
  - Visit Date
  - Any other applicable information about the visit
- In the Attach Documents section, you may use the Add button to attach any applicable documentation related to the visit. This is an optional step.
- Select OK to submit the public comment.

This interim process is only a temporary solution for ensuring billing compliance before a study is activated in Click CTMS.

Study coordinators, with the exception of coordinators working on a UA study, will be responsible logging past visits once a study is “Active” in Click CTMS.