Introducing the New and Improved Research Intake Application (RIA)!

Because the Research Intake Form (RIF) has been unstable lately, it has been replaced with a new process utilizing fillable PDF forms for new project submissions, amendments and retrospective chart reviews. Effective August 6, 2019, submissions to UAHS Research Administration should be made using the new forms, which are located on our website at: https://research.uahs.arizona.edu/clinical-trials/research-intake-form. Projects submitted through the RIF will no longer be accepted. The new forms are the same applications previously used in the RIF. All applications can be downloaded, edited, and saved.

Attached are the new PDF RIA forms that will be required for all research project submissions.

- New Study Submission / Feasibility Resubmission Application
- Amendment Application
- Retrospective Chart Review Application

Applications and required documents will need to be submitted via emailed to ResearchApp@email.arizona.edu. You will receive an email confirming receipt of your project submission. This email is for submission acknowledgement only and will not be monitored for questions.

If you have any questions regarding your submission, or need assistance with the forms, please email crc@email.arizona.edu. The research intake team is also available by phone at:

Stephanie Martinez: (520) 626-8097
Sarah Talvy: (520) 626-6919

We appreciate everyone’s patience and understanding while we implement a new and improved intake process.

Welcome To Our New Team Member!!
We have a new member who has joined us in our Tucson office.

Karla Spiegler has spent approximately 18 years in the field of research working for CROs as a Clinical Research Associate. She enjoys many types of outdoor activities such as hiking, cycling, fast-walking and yoga.

Karla will assist with coverage analyses and budgets. Karla’s contact information is: kspiegler@email.arizona.edu, 520-621-6272

Banner Health (BH) HIPAA Training
UA personnel who have access to Banner patient HIPAA information (i.e. Cerner) and work in a clinical, administrative, billing or coding capacity are required to take Banner’s HIPAA training. This is mandatory training for UA staff utilizing BH HIPAA data.
Please contact the Banner Learning Center (BLC) with questions or if you need assistance logging into the system. They can be reached at BannerLearningCenter@bannerhealth.com or (602) 747-8327. Attached is the BLC help menu for additional information.

**Banner Hospital Billing Update**

Banner Hospital Billing for the months of October 2017 – May 2019 have been reviewed and sent out to the corresponding UA Departments via UA Box Health.

An email has been sent to the Business Office and Study Team contacts notifying them that their invoices have been uploaded to the UA Box Health and are ready for their review.

- Please process payment promptly. If there are any discrepancies, please email ctfinance@email.arizona.edu for assistance.
- When submitting backup to FSO, please only redact the patient name and date of birth if applicable. All other information should be left visible. Please see example below (this is a fictional bill with no HIPAA information).

<table>
<thead>
<tr>
<th>Entity Code</th>
<th>Medical Records #</th>
<th>Acct #</th>
<th>Patient Name</th>
<th>DOS</th>
<th>Charge #</th>
<th>CPT4 Code</th>
<th>CPT4 Code Description</th>
<th>Charge Amount</th>
<th>Adjustment</th>
<th>Balance Due</th>
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<tr>
<td>483</td>
<td>123456789</td>
<td></td>
<td></td>
<td>2019-05-29</td>
<td>4818225</td>
<td>93306</td>
<td>ECHO/DOPPLER/COLOR FLW CMP WO CNT</td>
<td>$2,736.00</td>
<td>$1,931.62</td>
<td>$804.38</td>
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<td>$2,736.00</td>
<td>$1,931.62</td>
<td>$804.38</td>
</tr>
</tbody>
</table>

- Please send an email to ctfinance@email.arizona.edu with your DV payment information.
- Please do not Closeout and FPC any account balances if your clinical trial protocol reflects Banner services. If you are unsure, please work with your Study Team for confirmation.

Please use GL Code #4215 for all payments and purchase orders to Banner Health. This GL code was created to capture all research related expenses for ‘Various clinical trial procedures, i.e. imaging, venipuncture, labs, exams, etc.’ This allows for smoother account reconciliation and reporting.

**Billing Compliance Process for Clinical Trials Purchasing BH Services**

The University is obligated to log ALL study visits into each CTMS (Click® & OnCore). Study visits must be logged within 24 hours of occurrence 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 (Click® & OnCore) within 24 hours.**

- 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.*

**UA Study Team Responsibility:**

- Non-activated study calendar – follow the interim research process (attached) and log a Public Comment in the Click® 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 each 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 Click® CTMS calendar (build, activation, visit entering process, etc.), contact Barb Summers at (602)-839-6026 or Barbara.Summers@bannerhealth.com.

Questions regarding the coverage analysis? Contact Research Administration at crc@email.arizona.edu.

**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 18, 2019, from 12 pm to 1:30 pm in room 4150A of the UAHS Library, Tucson.

**COM-Phoenix Video Conference location:**

- BUMCP Conference Room 2, (1441 N. 12th Street, 1st Floor)

**CRP Group upcoming meeting schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>COM-Tucson location</th>
<th>COM-Phoenix Video Conference</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, September 18, 2019</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 2</td>
<td>12:00pm - 1:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1441 N 12th Street, 1st floor)</td>
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</tr>
<tr>
<td>Thursday, October 17, 2019</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 2</td>
<td>3pm - 4:30pm</td>
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<td></td>
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<td>(1441 N 12th Street, 1st floor)</td>
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<tr>
<td>Wednesday, November 13, 2019</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 2</td>
<td>12:00pm - 1:30pm</td>
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<td></td>
<td></td>
<td>(1441 N 12th Street, 1st floor)</td>
<td></td>
</tr>
<tr>
<td>Thursday, December 12, 2019</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 2</td>
<td>3pm - 4:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1441 N 12th Street, 1st floor)</td>
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GENERAL INFORMATION AND RESOURCES

**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 UAHSContracts@email.arizona.edu
- Routing and monitoring of contracts (CTAs, data use, amendments): contact UAHSContracts@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 Application (RIA)**: Instructions and the application forms can be found [here](https://research.uahs.arizona.edu/facilities-and-resources). 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
- Cancer studies: Amy Selegue; UACC-NCTN@uacc.arizona.edu, (520) 626-0301

**UA Privacy Office**: Contact PrivacyOffice@email.arizona.edu or (520) 621-1465

**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](https://research.uahs.arizona.edu/facilities-and-resources) with instructions for signing up through UAccess Learning.

**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)-694-HELP (4357). Select Option 6 for assistance with Multi-factor Authentication.

**Cerner Access/Training**: Contact Laura Wilkes at (602) 839-3266 or Laura.Wilkes@bannerhealth.com

**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) 2018 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 SQLCustomerSysytems@SonoraQuest.com to schedule training. Please be sure to include your SQL departmental account number when requesting training.