AUGUST 2019

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 Clinical Trial Research Staff - Tucson

The Banner Research team has expanded with three new members who will support the Banner - University of Arizona Academic Research Affiliation partnership in Tucson. Together, they will focus on further developing and optimizing the relationship between UA-Health Sciences and Banner Research to advance all research in an efficient and compliant way.

Sydney Goosen, Laura Tank and Sara Knight joined Banner Research on May 6th as Clinical Trial Sr. Managers (CTSM). Over the next few months, they will be reaching out to department leads and study coordinators to arrange short introductory meetings. In the meantime, if you have any questions, please do not hesitate to reach out to them.

Contact email for Banner Clinical Trial Sr. Managers: Laura Tank, Laura.Tank@bannerhealth.com Sara Knight, Sara.Knight@bannerhealth.com Sydney Goosen, Sydney.Goosen@bannerhealth.com

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.
UA HIPAA Training Course Updated

The HIPAA Privacy Office is changing the UA HIPAA certification program. The new training module, HIPAA Essentials, focuses on the essential elements of HIPAA compliance. This streamlined approach will reduced the amount of time needed to complete the training to approximately 10 minutes, and provides reference materials that can be saved for future use.

The new training will be made available in UAccess Learning in the next few weeks and will replace the old HIPAA 101.

Departments requiring HIPAA compliance will be auto-enrolled in this new training program. Auto-enrollment will make finding and completing required HIPAA training quicker and easier. Individuals will be notified by email from UAccess Learning about auto-enrollment in the new HIPAA training.

Individuals who are current on their HIPAA certification will not be required to retake the training. Instead, the new training can be completed during normal annual recertification cycles.

Please reach out to the HIPAA Privacy Office at privacyoffice@email.arizona.edu or 621-1465 if you have any questions regarding these changes.

Banner Health (BH) HIPAA Training

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 August meeting has been cancelled**

The next meeting is Wednesday, September 18, 2019, from 12:00 pm to 1:30 pm in the UAHS Library, room 4150A, 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 location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, September 18, 2019</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conference Room 2 (1441 N 12th Street, 1st floor)</td>
<td>12pm - 1:30pm</td>
</tr>
<tr>
<td>Thurs, October 17, 2019</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conference Room 2 (1441 N 12th Street, 1st floor)</td>
<td>3pm - 4:30pm</td>
</tr>
<tr>
<td>Wed, November 13, 2019</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conference Room 2 (1441 N 12th Street, 1st floor)</td>
<td>12pm - 1:30pm</td>
</tr>
<tr>
<td>Thurs, December 12, 2019</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conference Room 2 (1441 N 12th Street, 1st floor)</td>
<td>3pm - 4:30pm</td>
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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.

An email has been sent to the Business Office and Study Team contacts notifying them that their invoices have been uploaded to the UABox 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.

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 of Arizona 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.
GENERAL INFORMATION AND RESOURCES

UAHS Research Administration provides guidance and assistance with the following:

- Our website: 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 UAHSContacts@email.arizona.edu
- Routing and monitoring of contracts (CTAs, data use, amendments): contact UAHSContacts@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

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

If you have questions, email Research Administration at regulatory@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 with instructions for signing up through UAccess Learning.

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

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 SQLCustomerSystems@SonoraQuest.com to schedule training. Please be sure to include your SQL departmental account number when requesting training.