MHH Patient Registration Process
Yvette Range, Research Finance and Compliance Manager
Memorial Hermann Clinical Innovation & Research Institute

All researchers conducting clinical trials in MHHS will complete the new registration form (see attachment). The NCT number on the registration form will be entered into HealthQuest (MHHS patient registration system) during MHHS registration process.

**For outpatient studies, for which the patient provides research consent prior to hospital services rendered:**
- If the research patient is receiving an outpatient procedure the coordinator will fax the registration form to MH-TMC patient access scheduling department at 713 704-6500, the scheduler will enter the NCT number in HealthQuest and complete the research registration process per MH-TMC patient access policy.
- If the research patient does not require scheduling for procedures, the research patient and/or coordinators will present the registration form to patient access on the same day MH-TMC services are provided.

**For Inpatient studies, for which the patient provides research consent after admission to the hospital:**
- After the patient is consented, the UT coordinators will register research subjects daily in the McKesson financial system (per standard UT process). A daily list will be generated by UT designated billing personnel and sent to Yvette.Range@MemorialHermann.org via secured email. MHH Billing Data Analyst will enter the NCT number in HealthQuest.
- For Non UT coordinators, report inpatient study patients via the [webpage](#).

Please use the free text in the comment section to report NCT number. Timely reporting for this type of study is to apply the NCT number to patient claims before they are sent to third party payers. **Typically the MH claims are sent out to 3rd party payers on the 4th day following patient discharge.**

Using the research form ensures that qualified clinical trials that include routine and customary care services are identified and NCT codes are placed on the claims to third party payers. Our goal is to meet CMS requirements and eliminate resending revised claims to CMS. We welcome feedback and will make changes to the form accordingly. The registration form is [here](#).

Clinical trials that are also Investigational Device Exemption (IDE) must continue to report the associated IDE number on the claim form. Additional information is published in [MLN Matters MM8401](#).

For more information or clarification, please contact Yvette Range at Yvette.range@memorialhermann.org or 713 704-4221.
**UPCOMING TRAINING**

**Study Coordinator Monthly Forum**
**Objective:** Discuss best practices in clinical research management and network with research administrators and staff from various research groups within UTHealth.
**Date:** January 28, 2014, February 25, 2014
**Time:** 11:30 a.m. – 1 p.m.
**Location:** MSB 2.135
*Lunch provided to the first 40 participants*
Registration is not required.
More information [here](#).

**Clinical Research Education**
**Objective** – This educational program aims to promote excellence in clinical trial management for research nurses, study coordinators and other research staff. Day 1 and 2 focus on clinical trial management and day 3 on clinical trial finances and contracting.
**Date:** April 15 – 17, 2014.
**Time:** 8 am to 4 pm
**Location:** Cooley University Life Center.
Register [here](#).

**Orientation for Clinical Research Staff**
**Objective** – This one day program provides an overview of clinical trial research at UTHealth. The first half of the day focuses on CPHS review and approval process, MHH hospital review process and clinical trial management. In the afternoon, the focus will be on clinical trial finances – including budgeting and billing.
**Date:** Feb 25, 2014.
**Time:** 8 am to 3 pm
**Location:** MSB 2.104B
Registration is required. Register [here](#).

**iRIS Training**
**Objective:** Hands on training in the iRIS system to submit research protocols involving human subjects to the IRB.
**Date:** December 17, 2013 at 01:30 pm – 04:00 pm
**Location:** UCT 1160 (subject to change).
Register [here](#).

---

**About Clinical Trials Resource Center**

It is the mission of the Clinical Trials Resource Center to provide a single portal of expertise, and best practices for the study team to facilitate efficient, compliant, and ethical study conduct and management. The CTRC office is located at UCT 790. Visit [www.uthouston.edu/cctr](http://www.uthouston.edu/cctr) for more information.

*Sujatha Sridhar, MBBS*
Director
713-500-3622

*Catrina Coverdale, BS, CCRP*
Training Coordinator
713-500-3578

*Ngozi Okafor, MPH*
Graduate Assistant
713-500-3551