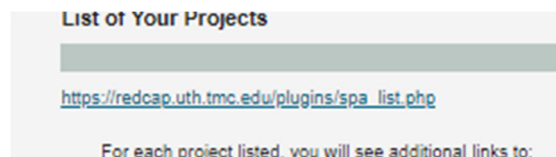


How to Fund One Time Use Cards New Patient/First Visit

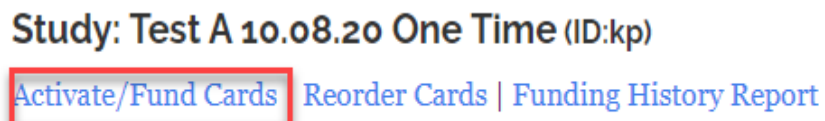
1. Note the last digits of Card ID of the card you are giving to participant (This is the ID you see through the window of the envelope the cards come in (it will look like XXXXXXX 12345) This is not the number printed on the card.

2. Go to SPA Card Web page

- a. <https://www.uth.edu/sponsored-projects-administration/manage/clinical-trialsresearch/spa-cards-program>
- b. Click on the link under “List of Your Projects”



3. Select “Activate/Fund Cards” for applicable Study



- a. [unclear]

4. Click on “Add New Person” upper left hand of screen

- a. Enter participant’s demographics
- b. Select card from dropdown Menu
- c. Choose Example 1,2, or 3 for payment entry
- d. Click “Submit”
- e. Click “OK” to confirm data entry

****The next pages show examples of how to complete the payment for various scenarios:**

Example 1

- When you want to pay the set milestone payment only.

Example 2

- When you want to pay BOTH a set milestone payment PLUS an additional reimbursement (such as travel, lodging, or parking reimbursement. (Anything that is not included within the set milestone payment.)

Example 3

- When you want to pay a reimbursement that is not listed on the Milestone drop down menu. (This could be because each payment will vary depending upon criteria met. Or the payment is not listed on milestone dropdown for any reason.)

EXAMPLE 1

Paying for Visit Milestone Only- In this case scenario, you select Milestone from dropdown menu and SKIP the “Optional Reimbursement” section.

Fund Card ×

Card

789456 ▼

Milestone

Visit 2-\$5 ▼

Optional Reimbursement

Reimbursement Reason

Reason

Reimbursement Amount

\$00 - Whole Number C

Submit

Leave Blank

Leave Blank

EXAMPLE 2

Paying for Visit Milestone PLUS additional reimbursement

In this case scenario, you select Milestone from dropdown menu PLUS you complete the fields in the “Optional Reimbursement” section.

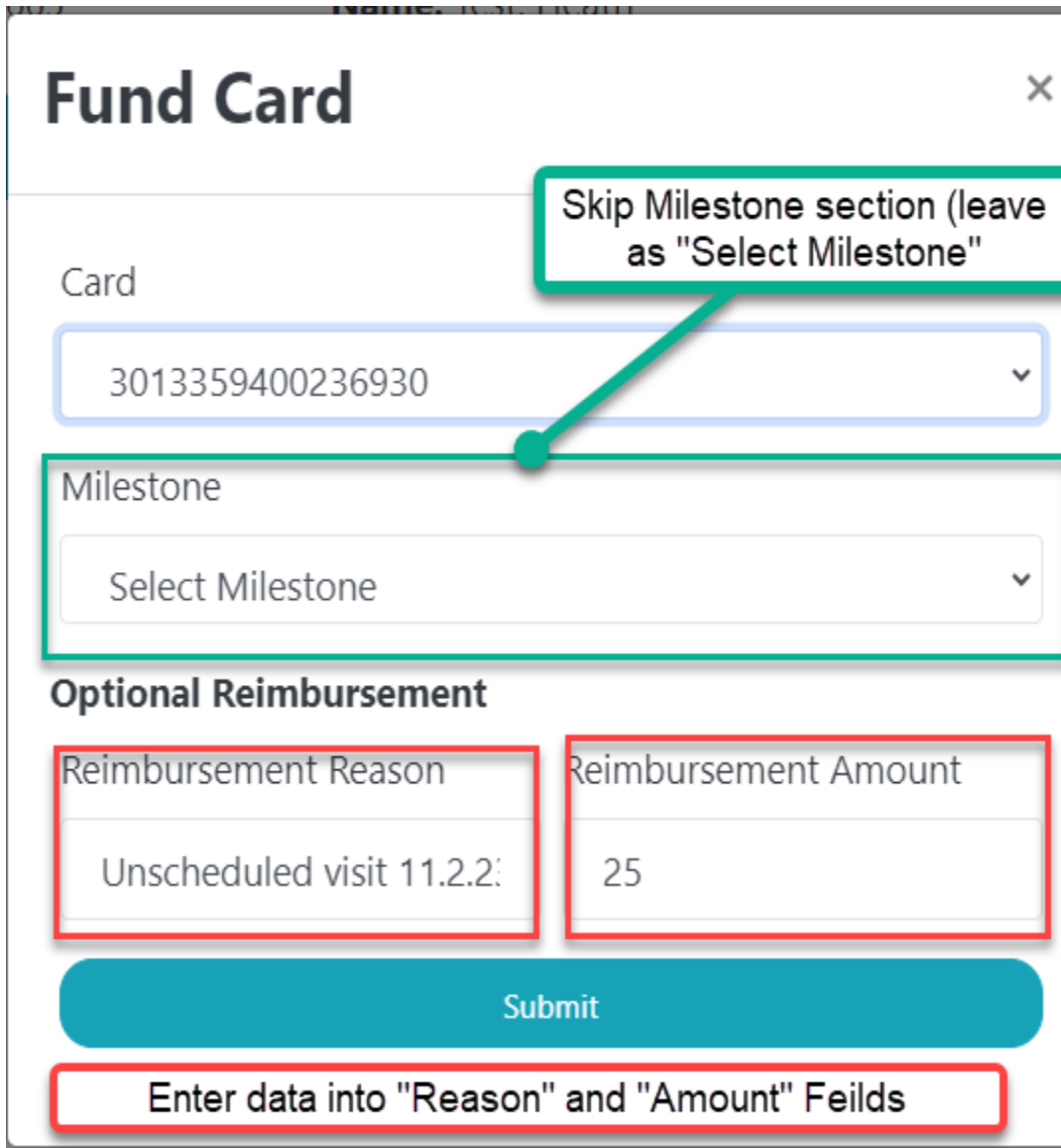
f.

City	State	Zip
<input type="text" value="Houston"/>	<input type="text" value="TX"/>	<input type="text" value="77530"/>
Card		
<input type="text" value="3013359400236930"/>		
Milestone		
<input type="text" value="Visit 1-\$5"/>		
Optional Reimbursement		
Reimbursement Reason	Reimbursement Amount	
<input type="text" value="Travel reimbursement"/>	<input type="text" value="25"/>	
<input type="button" value="Submit"/>		

This payment will total \$30
\$5 for visit 1 completion PLUS \$25 for travel reimbursement = \$30

EXAMPLE 3

When you want to pay a reimbursement only and it is not available on the Milestone drop down menu. (This could be due to each payment will vary depending upon criteria met, unscheduled visit, or the payment amounts have changed and no longer match the milestone dropdown menu, or if the reason you are paying the participant is not available on the Milestone dropdown menu for any other reason.)



The screenshot shows a 'Fund Card' form with the following fields and annotations:

- Card:** A dropdown menu showing the value '3013359400236930'. A green callout box points to this field with the text: 'Skip Milestone section (leave as "Select Milestone")'.
- Milestone:** A dropdown menu showing the value 'Select Milestone'.
- Optional Reimbursement:** A section containing two fields:
 - Reimbursement Reason:** A text field containing 'Unscheduled visit 11.2.2:'.
 - Reimbursement Amount:** A text field containing '25'.
- Submit:** A large blue button.
- Footer:** A red-bordered box containing the text: 'Enter data into "Reason" and "Amount" Feilds'.

REMEMBER:

If you select a Milestone from the drop-down menu AND enter data into the “Optional Reimbursement section- **these amounts will be added together.**

If you are only paying the visit milestone - select correct milestone from drop down and SKIP the Optional Reimbursement section (leave those fields blank).

If you are only paying a reimbursement SKIP the Milestone section. Leave it as "Select Milestone" and go straight to the Optional Reimbursement section.