Research Appointment Arrival Form

**Purpose:** To make sure that research appointments/visits contain necessary Clinical Trials information. All fields should already be complete in registration and on the appointment from the scheduling process.

1. Validate the Insurance and NCT# fields are correct on the appointment:

   ![Appointment Form](image)

   A generic Carve Out page is populated on the Registration screen.

2. 

   ![Add/Edit Registration](image)

3. 

   ![Carrier Information](image)

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3. If on the appointment, "Should this service be billed to your health insurance (Y/N);" was answered "Y", validate the patient’s insurance is on the visit. If it was answered "N"

and a “FSC 1” was assigned, validate insurance was assigned to the visit as seen below.

4. If data on the appointment was missed, it can be added on the visit. During the arrival process, validate the NCT # and Study have been assigned on the visit screen.

*** NOTE *** If study cannot be found, file the visit without the NCT #. The Research Coordinator should forward the Billing Set up Forms and patient/appointment Information to ClinicalTrialsBilling@mcvh-vcu.edu to have the study added to the system and the patient’s appointment updated.

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