

# Memo

**Date:** 4May2022

**From:** Mary Pak, PharmD

**Subject:** monitors can now request remote visit appointments within Vestigo

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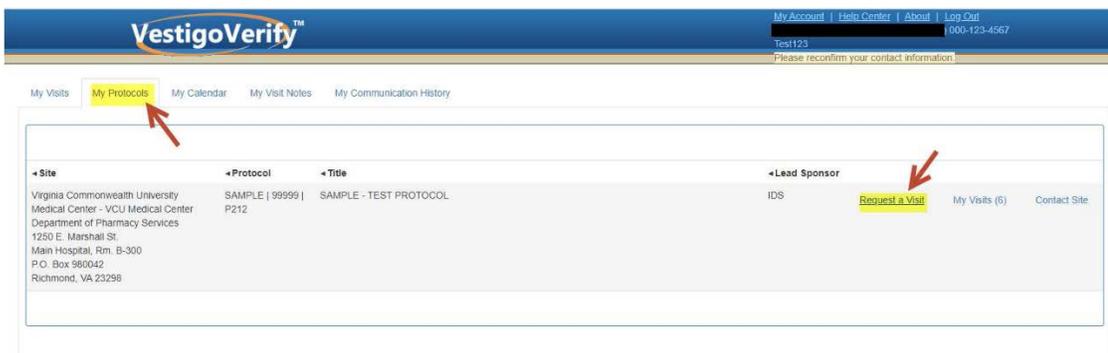
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Vestigo now allows monitors to request monitoring visits. See screenshot below detailing how to create a request:

**In order to request an appointment in Vestigo:**

- You must already have or be granted a Vestigo login
- IDS staff must have already received your signed Vestigo E-signature form (available in Vestigo facility documents or by email)
- IDS staff must have already received communication notifying that monitor will serve in unblinded CRA role for that specific protocol so we can associate monitor on the study in Vestigo

Please note, VCUMC IDS is ONLY accepting remote monitoring visits at this time. We periodically review appointment requests and will accept up to 5 monitor visits per day. Monitoring visits should be requested with advanced notice to ensure a slot is available and that IDS staff have time to review and accept the request. VCUMC IDS typically grants protocol access for a 24 hour period.

