OBJECTIVE:
To register Research/Study patients in a consistent manner, to ensure quality demographic information is obtained and the correct grant is billed.

PROCESS:
- The Investigator/designee makes contact with persons interested in information about research study and schedules them for testing/appointment
- Register patient per policy ACCESS-REG-115 Registration of a New MRN or ACCESS-REG-116 Creation of an Outpatient or Series hospital account.
- Patient class will be Outpatient
- Personal/Family guarantor will be used
- No Coverage will be listed
- Set Specialty Billing flag to appropriate research/grant. Note: This information can be obtained from Investigator/designee.
- When the research participant arrives, the Investigator/designee will have the participant complete the:
  - Notice of Privacy Practices
  - HIE
  - Biobank
  - Conditions of Treatment

References
- Nebraska Medicine Policy and Procedure – Admission/Registration to Nebraska Medicine RI06
- Nebraska Medicine Policy and Procedure – Notice of Privacy Practices RI18
- Clinical Trials Office Policy and Procedure – Informed Consent SM5

ACCOUNTABILITY:
Team Leads ACCESS/Patient Registration Services

<table>
<thead>
<tr>
<th>Department Approval</th>
<th>Administrative Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed</td>
<td>s</td>
</tr>
<tr>
<td>Title:</td>
<td>Patient Access Manager</td>
</tr>
<tr>
<td>Department: ACCESS/Patient Registration Services</td>
<td></td>
</tr>
</tbody>
</table>