

CTMS BCM Epic Study Setup Form

The CTMS BCM Epic Study Setup Form (BESS) is used to set up the research account in Epic (RSH Record). Completion of this form is required in order to associate patients to studies and take full advantage of the research workflow in Epic 2015.

Log into CTMS and select the BCM Epic Study Setup Form Button

BCM Epic Study Setup Form

Enter the protocol's H number to begin a new form or to continue working on a saved draft. Once entered, click 'Go'.

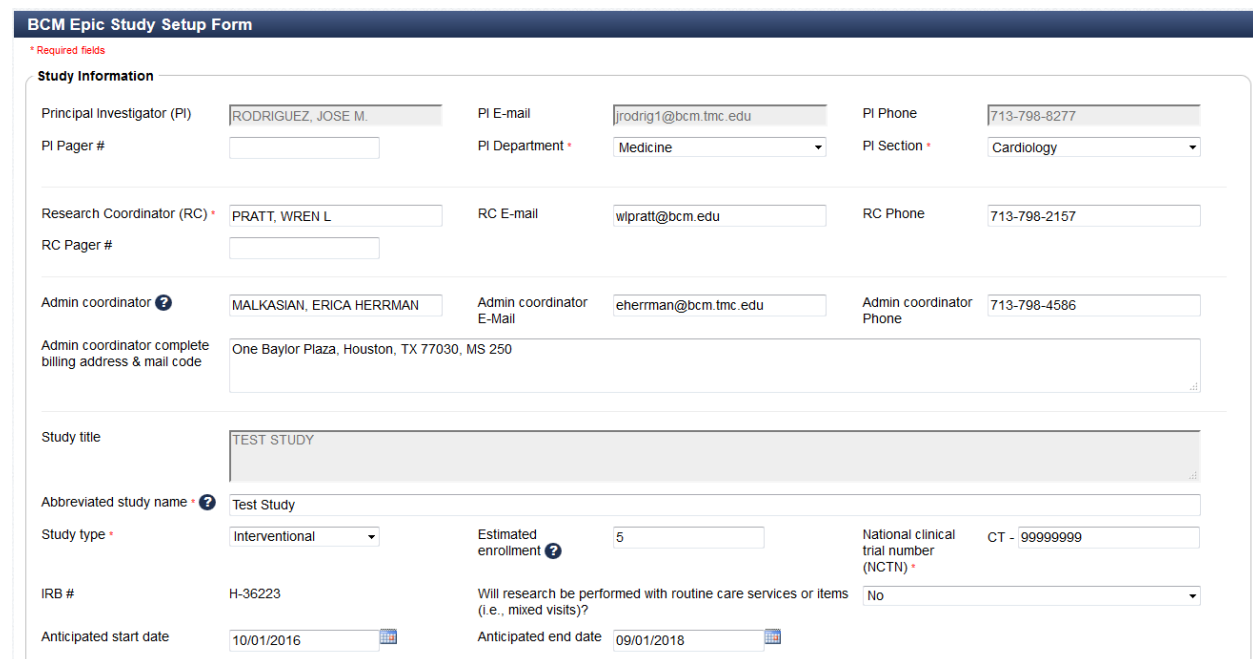


BCM Epic Study Setup Form

BCM protocol H-number H -

The BESS form for the H number entered will now be displayed.

Several fields will be automatically populated from BRAIN ESP1 and cannot be edited in the BESS form. These include the principal investigator (PI), PI email, PI phone, and study title.



BCM Epic Study Setup Form

* Required fields

Study Information

Principal Investigator (PI)	RODRIGUEZ, JOSE M.	PI E-mail	jrodrig1@bcm.tmc.edu	PI Phone	713-798-8277
PI Pager #		PI Department *	Medicine	PI Section *	Cardiology
Research Coordinator (RC) *	PRATT, WREN L	RC E-mail	wpratt@bcm.edu	RC Phone	713-798-2157
RC Pager #					
Admin coordinator ?	MALKASIAN, ERICA HERRMAN	Admin coordinator E-Mail	eherrman@bcm.tmc.edu	Admin coordinator Phone	713-798-4586
Admin coordinator complete billing address & mail code	One Baylor Plaza, Houston, TX 77030, MS 250				
Study title	TEST STUDY				
Abbreviated study name ?	Test Study				
Study type *	Interventional	Estimated enrollment ?	5	National clinical trial number (NCTN) *	CT - 99999999
IRB #	H-36223	Will research be performed with routine care services or items (i.e., mixed visits)?	No		
Anticipated start date	10/01/2016	Anticipated end date	09/01/2018		

Required fields are designated by a red asterisk (*) and must be completed. Optional fields should be completed as applicable. To enter study personnel, enter the person's last name first in the BCM EPIC Access section. Once 3 or more characters are entered, a drop down list of people matching the name is generated. Select the person from this drop down. Once selected, the person's full name, BCM ID and ECA are populated automatically. Select the person's study role from the drop down. Please note, only study personnel with current BCM EPIC access should be entered in this section. Study personnel that require BCM EPIC access should contact their department CDA. Only study personnel entered in this section will have access to run reports for the study in Epic.

Study site(s) *

- Baylor St. Luke's Medical Center
- BCM - Baylor Clinic
- BCM - Fondren Brown Building
- BCM - Jamail Specialty Care Center
- BCM - McNair Campus
- BSL-MC - Baylor Clinic
- Children's Hospital of San Antonio
- Children's Nutrition Research Center
- Harris Health System - Ben Taub General Hospital
- Harris Health System - Community Clinics
- Harris Health System - Northwest Clinic
- Harris Health System - Smith Clinic
- Harris Health System - Thomas Street
- Houston Methodist Hospital
- Park Plaza
- Texas Children's Hospital - Main Campus
- Texas Children's Hospital - Pavilion for Women
- Texas Children's Hospital - West Campus
- University of Texas Medical Branch
- US Renal Care Center - Scott Street
- Veterans Affairs Medical Center

BCM Epic Access

Names of person(s) who will need access to the study for participant registration in BCM Epic *

Name *	BCM ID *	BCM ECA *	Role *	
RODRIGUEZ, JOSE M.	██████████	jrodrig1	Principal investigator	Remove
PRATT, WREN L	██████████	wpratt	Study coordinators	Remove
DIAZ-TREJO, CRYSTAL	██████████	diaztrej	Study coordinators	Remove
HUDA, ZOHRA ABID	██████████	zahuda	Nurses	Remove
			Please Select	Remove

Short description of study and contact information in BCM Epic ?

Funding

WBS element (Account number) *

Funding (Check all that apply)

- NIH/Federal
- Industry
- Internal (BCM)
- Non-Profit/Foundation
- Other (Specify)

For questions or comments, please contact Jose Rodriguez, Lead Project Manager, Research Billing and Compliance Office, ICTR (713-798-8277) or email medha.naik@bcm.edu.

[Save](#)
[Submit](#)
[Cancel](#)

The form can be saved at any time. Simply click on the 'Save' button located at the bottom of the form. To search for saved forms, enter the H number (as outlined in the beginning of this document) and click 'Go'. Once in the form, select 'Edit' which will be located at the bottom of the form to continue filling out the fields. If all required fields are complete, the form can be submitted. If required information is missing, error message will appear.

Submitted BESS forms will be reviewed by the ICTR to ensure the information entered is accurate and the study personnel entered in the form have current BCM Epic access. If information is inaccurate or study personnel listed in the BCM EPIC Access section do not currently have BCM EPIC access, the study BESS form will be returned to the user who submitted it along with an email message outlining the reason for the return.

Epic RSH record set up will occur after the BESS form has completed the ICTR review process.