# Baylor Subject Registration System
## CTMS Module

Patient registration in the Baylor *Subject Registration* System (SRS) is required for all subjects enrolled by BCM faculty. New subjects must be registered in the SRS within 48 hours of enrollment. Registration in the Baylor SRS will integrate with BCM Epic.
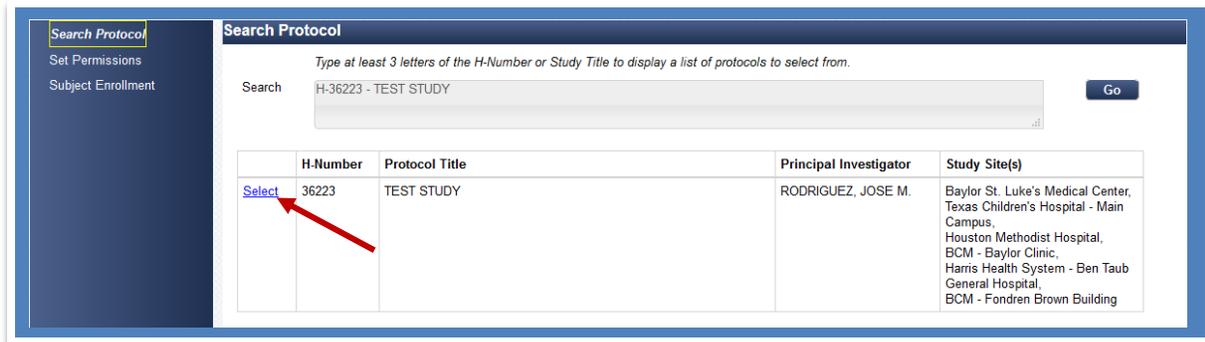
Step 1. **Select "Baylor Subject Registration System" button** after logging into the CTMS system to initiate the process.
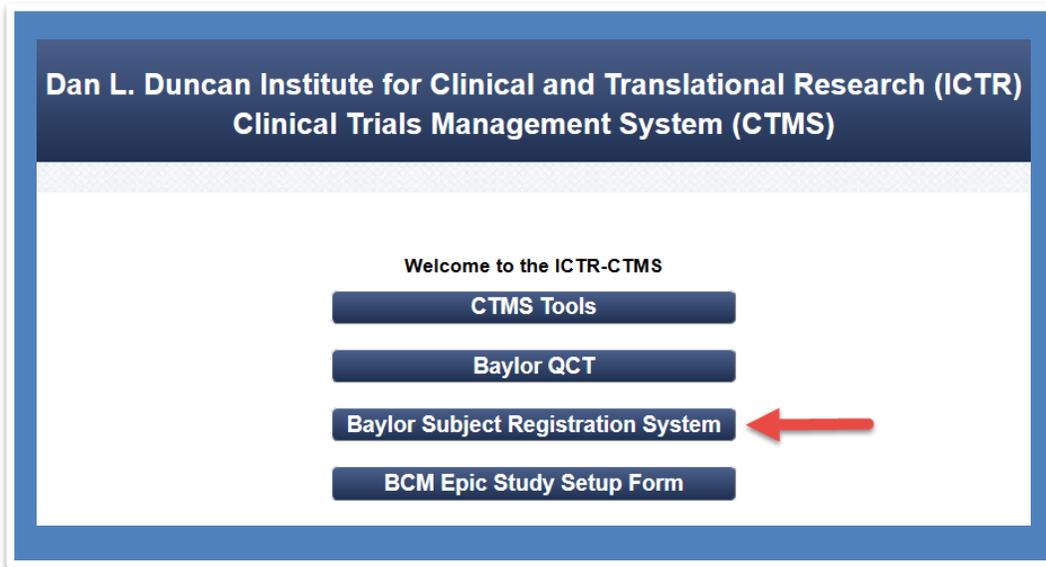
Step 2. **Select "Subject Enrollment" or "Search Protocol"** on the left hand menu to select the protocol in which the subject is enrolled.

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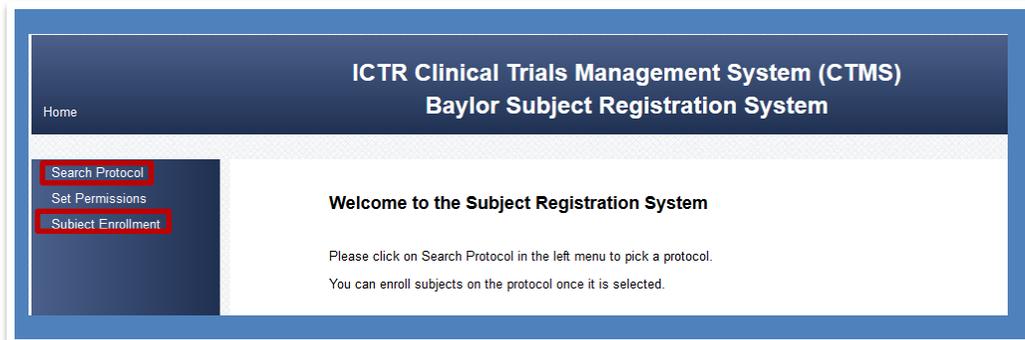
Step 3.   Search for the protocol, select it from the list and click **"Go"**. Click on the "**Select**" link to begin the subject registration process.

If you do not see the protocol listed, search for it by entering the H number or the study title in the search bar. In the event you still do not see the protocol it may be for one of the following reasons:

1. The study is not be in the QCT system.
2. The study is not in the CTMS system.
3. A BCM Epic Study Setup Form for the study has not been completed.

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Step 4. Enter required subject-specific information. Fields marked with a red asterisk (*) is required and the others, if applicable, are optional. Click "**Save**" when finished.

  ➢ <u>Name</u>: Last, First, Middle
  ➢ <u>Gender</u>: Male , Female
  ➢ <u>Date of birth</u>: use calendar button to select date
  ➢ <u>MRN</u>: enter medical record number
  ➢ <u>Ethnicity</u>: Hispanic, non-Hispanic, declined
  ➢ <u>Race</u>: American Indian, Hawaiian or Pacific Islander, Asian, Black or African American, White or Caucasian, More than one race, other, Declined; specify race if "other" is selected
  ➢ <u>Trial specific subject ID</u>: Number assigned by sponsor
  ➢ <u>Site</u>: Sites selected in Protocol Information section where subject accrual will occur
  ➢ <u>Initial consent date</u>: use calendar button to select date
  ➢ <u>Subject Status</u>: On study, off study
      o If subject status is "Off Study", the off study date, off study reason are subsequently required.
      o Off Study Reason—withdrawn, complete, lost to follow up, screen/randomization failure; enter withdrawn reason

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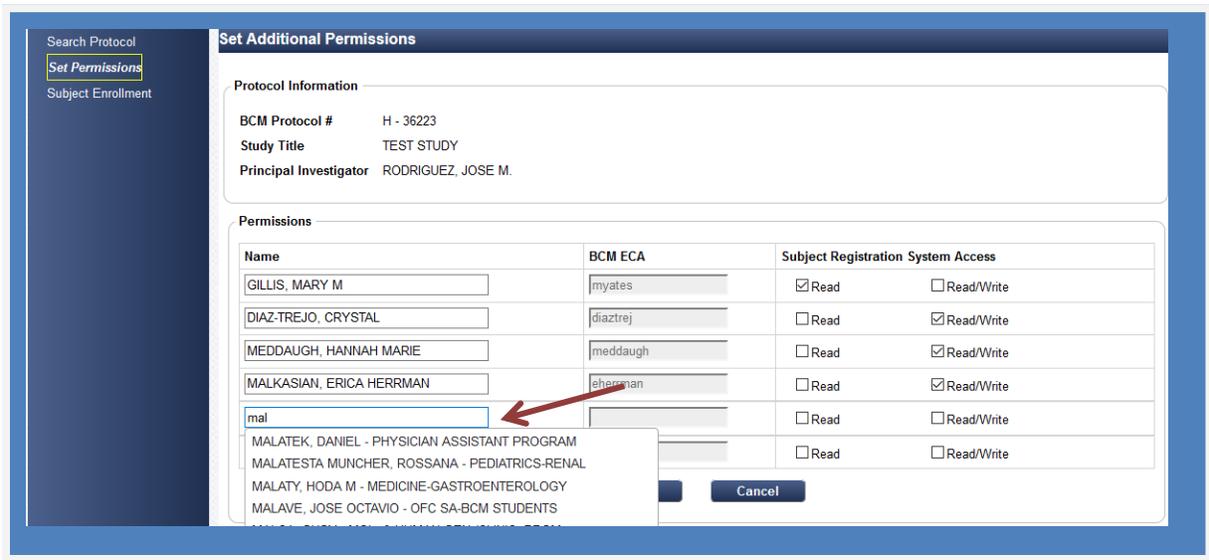
Appendix A: Setting Permissions

Setting permission allows the addition of study personnel who may have access the Subject Registration System for a particular trial. Initial permission is granted to the PI and Administrative contact, please request permission from these individuals.

Step 1. *To begin, select "**Set Permissions**" on the left hand menu. To provide access to additional personnel, select the "**Add Users**" button. You may add as many additional users as needed.*

Step 2. *Under the Name column, begin by typing the last name of the contact to whom you are granting access to the system. Once three (3) letters are entered, you will be able to select from a drop down list, continue typing to narrow down the list.*

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Step 3. *Select the desired contact from the list. The BCM ECA is automatically populated. Select the system access type you will be granting to the new user. You can choose read (only able to view the form, no editing functions) or read/write (can view and edit the form) access to the subject registration system. Once you have completed setting the permission, click "**Save**".*

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