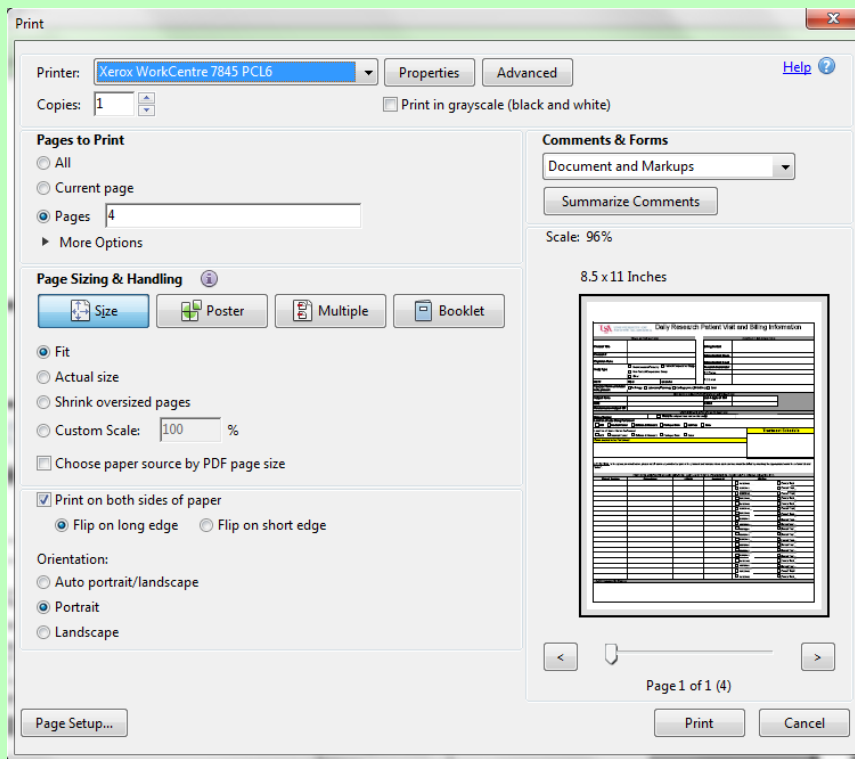


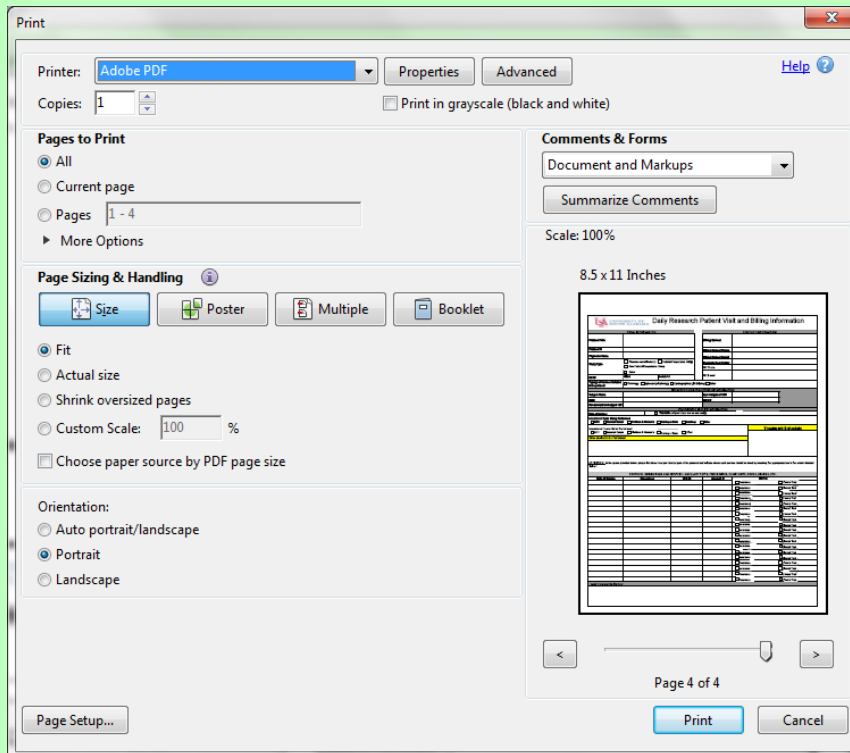
Tips and Tricks on How to Fill Out the Green Forms

Things you will have to complete:

1. Protocol Title
2. Protocol #
3. Physician Name
4. Study Type – Check mark what “Type of Study”
5. NCT# if applicable
6. IRB #
7. SAMSF#
8. Billing Contact Name, Phone # and Email
9. Research Coordinator, Phone # and Email
10. Types of Services – Check mark what “Type of Service”
11. Subject Name
12. DOB
Tip: Input the DOB as 00/00/0000
13. Randomization/Subject ID#
14. Last 4 digits of SS#
Tip: The form will only accept the last four digits
15. MRN#
16. Date of Service
 - a. Tip: Input the DOS as 00/00/0000
 - b. Tip: If the patient has completed the study please checkmark box “This is the subject’s last visit on this study.”
17. Locations of Labs Being Performed
 - a. Check mark the box where the labs are being performed
 - b. “Other” you can free text. Limited on character and space.
18. Location of Scans Being Performed
 - a. Make sure you have the type of scan(s) to be performed and when the scan(s) should be scheduled. You can also free text in the “Other” box.
 - b. Any note should contain **“Do not cancel this appointment without contacting the coordinator listed above.”**
19. Treatment Cycle Schedule – this is a free text box
20. Other Studies to be performed – this is a free text box
21. Protocol Driven Items and Services
 - a. Date of Service
 - i. Tip: Input the DOS as 00/00/0000
 - b. Procedures
 - i. This should coordinate with location of labs and/or procedures being performed.
 - c. ICD-10/CPT
 - d. Account #
 - i. If billed to a clinical trial the 800 numbers will be recorded here.
This is just a refresher of how the 800 numbers work.
 1. If the patient is getting labs drawn that will be billed to clinical trials. Add the 800 number that is issued monthly, beside that lab. Also checkmark bill to “Clinical Trial”



3. Change the name to say “Adobe PDF”



4. Click “OK” and name your file and where to save it on your computer.

TIP: You may leave it as a fillable form, but I would not recommend it because then anyone could come along and edit it.

