


# Research

## Research Coordinator

**Audience: Research Coordinators, Research technicians, Research assistants, Research program managers, Research program coordinators, Research Charge Reviewer, Credentialed Study Team Member**

**Program Contact: Eliana Gomez, [ELG9082@NYP.ORG](mailto:ELG9082@NYP.ORG)**

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Pre-Requisite E-Learning Courses	Research Coordinator: Live Session	Training Track Complete

## Research Coordinator

	Web-Based Training
Instructor-Led Course Length: 6 hours	
<p><b>Course Description:</b> In this course, you will learn how to:</p> <ul style="list-style-type: none"> <li>• Use the schedule activity to view and access different department and provider schedules</li> <li>• Review the Chart. Review visit documentation, various types of test results, and medications</li> <li>• Write a research note</li> <li>• Document telephone encounters</li> <li>• Associate patients to research studies</li> <li>• Associate orders to research studies</li> <li>• Associate encounters to research studies</li> <li>• Releasing information to study monitors</li> <li>• Performing coordinator review of research-related charges</li> <li>• Use and create reports to find patients associated to your research studies and patients associated to your research studies with upcoming appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Overview of Hyperspace in an Outpatient Setting</li> <li>• Overview of In Basket</li> <li>• Overview of Research Studies in Epic</li> <li>• Overview of Media Manager</li> <li>• E-Learning Ordering in an Outpatient Context</li> <li>• Overview of the Research Billing Review Activity</li> </ul>

## Credentialed Study Team Member

**Audience: Providers and research study members who are licensed. Pharmacists, Social workers, Nurses, PIs**

**Program Contact: Eliana Gomez, [ELG9082@NYP.ORG](mailto:ELG9082@NYP.ORG)**

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Pre-Requisite E-Learning Courses	Credentialed Study Team Member: Live Session	Training Track Complete

## Credentialed Study Team Member




	Prerequisites
Instructor-Led Course Length: 3 hours	
<p><b>Course Description:</b> In this course, you will learn how to, associate patients to Research Studies, associate orders to Research Studies, associate encounters to Research Studies , release information to study monitors, perform coordinator review of research-related charges and use and create reports to find patients associated to your research studies and patients associated to your research studies with upcoming appointments</p>	<ul style="list-style-type: none"> <li>• Overview of Research Studies in Epic</li> <li>• Overview of the Research Billing Review Activity</li> </ul>

**Course:** Prior to this course, credentialed study team members should receive clinical training appropriate for their discipline.

## Credentialed Study Team Member (PI and Co-Investigators)

**Audience:** Providers and research study members who are licensed.

**Program Contact:** Eliana Gomez, [ELG9082@NYP.ORG](mailto:ELG9082@NYP.ORG)

 Pre-Requisite E-Learning Courses	 Credentialed Study Team Member(PI and Co- Investigators): Recorded Lessons	 Training Track Complete
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## Credentialed Study Team Member (PI and Co-Investigators)

	Web-Based Training
<p><b>Course Description:</b>            In this recorded lesson, you will learn how to associate patients to Research Studies, associate orders to Research Studies, associate encounters to Research Studies, release information to study monitors, performing coordinator review of research-related charges and use and create reports to find patients associated to your research studies and patients associated to your research studies with upcoming appointments</p>	<ul style="list-style-type: none"> <li>• Overview of Research Studies in Epic</li> <li>• Overview of the Research Billing Review Activity</li> <li>• Associate patients to Research Studies.</li> <li>• Associate orders to Research Studies.</li> <li>• Associate encounters to Research Studies.</li> <li>• Releasing information to study monitors.</li> <li>• Research charge review.</li> <li>• Find patients associated with studies and upcoming appointments.</li> </ul>

## Clinical Trials Offices

**Audience: Clinical Trials Office**

**Program Contact: Eliana Gomez, [ELG9082@NYP.ORG](mailto:ELG9082@NYP.ORG)**

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Pre-Requisite E-Learning Courses	Clinical Trial Offices: Recorded Lessons	Training Track Complete

## Clinical Trial Offices

	Web-Based Training
<p><b>Course Description:</b> In this recorded lesson, you will learn how to review information in the Summary activity, patient Demographics and other grouped types of information, learn Study Maintenance and how to maintain a research study, associate patients to Research Studies, review research charges for accuracy and reroute charges and get an overview of the workflow to review research charges using the Research Charge Review activity</p>	<ul style="list-style-type: none"> <li>• Overview of Hyperspace in an Outpatient Setting</li> <li>• Overview of Research Studies in Epic</li> <li>• Overview of the Research Billing Review Activity</li> <li>• Reviewing information.</li> <li>• Learning Study Maintenance.</li> <li>• Associate patients to Research Studies.</li> <li>• Research Charge Review.</li> </ul>

## Research Charge Reviewer

**Audience: Staff who are not part of the study roster but would need to review research study information**

**Program Contact: Eliana Gomez, [ELG9082@NYP.ORG](mailto:ELG9082@NYP.ORG)**

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Pre-Requisite E-Learning Courses	Research Charge Reviewer: Recorded Lessons	Training Track Complete

## Research Charge Reviewer

	Web-Based Training
<p><b>Course Description:</b> In this recorded lesson, you will learn how to use Study Maintenance to view a research study, review research charges for accuracy and reroute charges and get an overview of the workflow to review research charges using the Research Charge Review activity</p>	<ul style="list-style-type: none"> <li>• Overview of the Research Billing Review Activity</li> <li>• Review research charges for accuracy and reroute charges.</li> <li>• Review research charges using the Research Charge Review activity.</li> </ul>