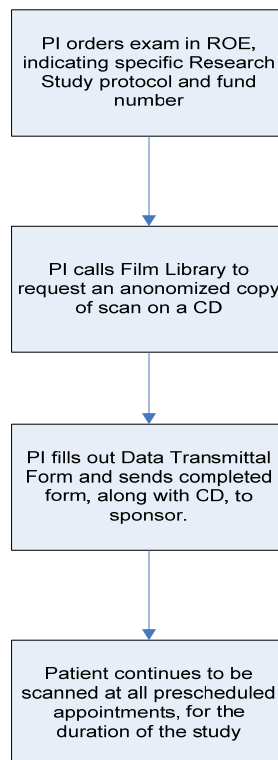


Active Study Overview

The following guide will help the Investigator and Study Team work through the required steps to prepare for studies that involve Radiology. The Active Study Phase includes those activities you need to consider *during* patient enrollment.

Active Study Flow Charts explain the steps to: schedule patients' exams, obtaining the images and filling out the appropriate paperwork and other considerations that are part of the work involved while patients are enrolled in your study

Below, please find a snap shot of the process. For a more detailed explanation, please see page (2) of this document. Modality specific workflows are also provided on the Radiology web site.



Key Contacts

Research Concerns – [Shannon Cahoon](#), Manager of Research Operations or [Eric Tomasini](#), Director of Research Operations

Film Library – [Fanny Lopez](#), Film Library Supervisor

ROE Concerns – [Bill Barron](#), Quality Assurance Manager or [Michelle Dean](#), Quality Assurance Manager

Active Study Checklist

- Does the patient qualify for your study? Yes No
- Was patient screened for safety and all contrast injections?
 Yes No N/A
- Are you aware of how to order exams? Yes No
 - Online - ROE, POE
 - Over the phone – 4-xray
- Exam Time point:
 - Standard of Care? Yes No
 - If no, no fund number should be used
 - Research Specific? Yes No
 - If yes, specify fund number when ordering
 - If yes, specify correct protocol
- Were baseline and all time point scans scheduled when patient enrolled, to ensure availability? Yes No
- Do you know how to order a copy of the exam? Yes No
 - Film Library contact – [Fanny Lopez](#)
 - CD must have all Patient Identifiers Removed
 - Is each separate exam on one CD? Yes No
- Was Data Transmittal Form filled out? Yes No NA
- Was the study performed per image acquisition guidelines from the vendor?
 Yes No
 - Is the Field of View correct? Yes No
 - Requested Field of View:
 - Actual Field of View:
 - Is the matrix correct? Yes No
 - Requested Matrix:
 - Actual Matrix:
 - Is the slice thickness correct? Yes No
 - Requested thickness:
 - Actual thickness:
 - If contrast was requested, was it used? Yes No
 - If no, why not?
 - Are all Patient Identifiers removed? Yes No
- Was CD and Data Transmittal Form mailed to Vendor? Yes No
 - Mailed Tracking Number: