



UNIVERSITY OF MARYLAND
SCHOOL OF MEDICINE

February 19, 2008

TO: Faculty and staff involved in clinical research

The University of Maryland School of Medicine, University of Maryland Medical System, and University Physicians Inc. have been working together to insure that items and services relating to clinical research are being billed correctly to either the study sponsor or the patient/third party insurance carrier.

A revised policy has been developed to register research subjects for clinical research related services. A copy of the policy is attached.

Please note that a **Research Participant Registration Form (RPRF)** must be completed for ALL research patients that receive care at any UMMS and/or UPI facility. This policy is effective immediately. More details about this new process are included in the attached form.

Also note that Departments/PAs must continue to work with UMMS and UPI to insure that these services are billed to the proper entity.

If you have any questions regarding this policy please contact either Bryan Soronson at 410-328-3855, Fred Herman from UMMS at 410-328-4391, or Melanie Mack from UPI at 410-328-2712.

Thank you in advance for your cooperation regarding this important matter.

Bruce E. Jarrell, MD, FACS
Vice Dean for Research and Academic Affairs
University of Maryland School of Medicine

Henry J. Franey
Senior Vice President, Finance
University of Maryland Medical Center

William E. Tucker
Chief Corporate Officer
University Physicians, Inc.

UMMS AND UNIVERSITY PHYSICIANS (UPI) POLICY

FOR REGISTERING CLINICAL TRIAL RESEARCH SUBJECTS FOR CLINICAL TRIAL-RELATED SERVICES AT UMMC AND OTHER UMMS AFFILIATED FACILITIES AND UPI PHYSICIAN PRACTICES

A **Research Participant Registration Form** must be completed and submitted for all research subjects who will be seen in UMMC, another UMMS Hospital (*see list below) and/or any UPI physician practice location. This form can be accessed at <http://medschool.umaryland.edu/CCT>. This requirement applies regardless whether the services will be paid by the clinical trial sponsor, through insurance or other funding source. Responsibility for compliance with this policy rests with the Principal Investigator.

All research patients who may receive clinical care services at UMMS and/or UPI must be registered with **both entities**.

Registration forms should be sent the same day the patient is consented/enrolled in the research study. Please retain a hard copy of this form for future reference.

[Failure to provide the required registration form may delay services or result in cost for services provided being charged to the trial or principal investigator's department.]

The lower section of the **Research Participant Registration Form** must also be completed and submitted to UMMC and UPI when a research subject either completes the trial or when the research subject withdraws from the trial to notify UMMS and UPI of the change in status.

If you are unsure as to whether your patients should be registered with UMMS and UPI, please call Elizabeth Belschner with UPI at 410-328-0951 and Fred Herman with UMMS at 410-328-4391.

NOTE: The **Research Patient Registration Form** should **not** be completed for data analyses, questionnaires, surveys, interviews, chart reviews, database reviews, specimen/laboratory experiments that do not involve clinical care services as well as studies conducted solely at the VA Hospital.

Registration forms should be forwarded via e-mail as an attachment to:
CLINICALRESEARCH@UPI.UMARYLAND.EDU AND FHERMAN@UMM.EDU

Or faxed to:
MELANIE MACK, UPI (410) 328-2712 AND FAX NUMBER 410-328-3510
FRED HERMAN, UMMS (410) 328-3501 OR (410) 328-7497

UMMS affiliated hospitals: Kernan Orthopedic and Rehabilitation Hospital; Maryland General Hospital; Baltimore Washington Medical Center; University Specialty Hospital, Mount Washington Pediatric Hospital and Shore Medical System.



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