EMORY UNIVERSITY | Office for Clinical Research | Research Administration

RPE Subject Push Instructions

<mark>Instructions:</mark> Access OnCore at https://emory-oncore-prod.advarra.app. Enter Emory username and password.

1. Menu > Admin > Other Admin > **RPE Console > Subjects** tab, set the destination to Epic.
2. Enter the Protocol No.
3. Set RPE Enabled/Disabled to **Enabled**.

4. Select **Search**. The search will result in all subjects that have successfully been sent to Epic.
5. In the Send Subjects column **Select All** and **Send** (bottom of page)

6. If the subject return with discrepancies, click **HISTORY**. In the RPE Status column, click **FAILURE** to see the reasons.

7.   Below are common reasons for a subject failure. Please see the resolution. If the resolution is "The enrollment failed to be created," contact OCR@Emory.edu, if needed to resolve.

EPIC Error	Description	Resolution
SoapFault: Patient validation failed	EPIC record doesn't match a record in OnCore	check 5 fields and match OnCore to EPIC • Emory MRN/EMPI in PowerChart • DOB • Last Name • First Name • Middle Name (if populated) • Gender
RpeException: Missing active start date for subject	Missing the Consent Date for the study	Add the Consent Date for this patient in the Consent Screen in OnCore
The enrollment failed to be created	there was no matching record in EPIC	A Patient record must be created in EPIC
SoapFault: Unable to lock the patient-study association record	the previously sent status in Epic doesn't match the current status in OnCore.	Please re-send the subject record to resolve the issue.