

RPE Subject Push Instructions

Instructions: 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)

RPE Eligible Subjects										Page Size 100	<<	<	Page 1	>	>>
Emory MRN	Protocol No.	Last Name	First Name	Study Site	RPE Enabled/Disabled	Current Subject Status	Last Status Sent	Discrepancies	Send Subjects (Select All/Select None)	History					
7712033	IRB00075162	Zubber	Latrica	Emory University	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					
10637923	IRB00075162	Zamora	Christopher	Emory University	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					
18533106	IRB00075162	Yurchenko	Michael	Emory University	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					
7221022	IRB00075162	YOUNG	RENEE	The Emory Clinic	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					
7133984	IRB00075162	Yehl	Kristen	Emory University	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					
9991687	IRB00075162	Toppin	Nikita	Emory University	En	OFF STUDY			<input type="checkbox"/>	History					
9690895	IRB00075162	Terry	Leah	Emory University	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					
9602137	IRB00075162	Terrell	Paul	Emory University	En	OFF STUDY	OFF STUDY		<input type="checkbox"/>	History					

0 subjects selected **Send**

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

RPE Eligible Subjects Page Size 100 Page 1 of 1

Emory MRN	Protocol No.	Last Name	First Name	Study Site	RPE Enabled/Disabled	Current Subject Status	Last Status Sent	Discrepancies	Send Subjects (Select All/Select None)	History
				Emory University Hospital Midtown	Enabled	ON STUDY			<input type="checkbox"/>	History

By Protocol **By Subject**

Select Subject
Type here to search

Subject

Emory MRN:	Protocol No.:
Last Name	First Name
Current Status	Study Site

Emory MRN: ON STUDY Study Site: Emory University Hospital Midtown

History - Epic Send

ID	Subject Details Sent	Created User	RPE Status	Status Date
	ON STUDY		FAILURE	10/12/2022 06:51:36 PM

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 <ul style="list-style-type: none"> • 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.