

# REGISTER A NEW SUBJECT

EU OnCore Tip Sheet

Version 03/04/25

**Description:** Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting.

## REGISTER A SUBJECT INTO A STUDY

1. Navigate to **Menu > Subjects > CRA Console**.
2. [Find your study](#) using the **Select Protocol** search field.
3. To display all registered subjects, make sure the display filter at the upper right is set to **All**.
4. Select **Register Subject** from the vertical menu bar.

OnCore By Advarra

**CRA Console**

Protocol No.: TRAIN-STUDY000006  
Protocol Target Accrual: 1000  
RC Total Accrual Goal (Upper): 250  
Short Title: Pre-hospital Administration

Select Protocol  
TRAIN-STUDY000006

Select Subject

Accrual

Protocol Calendar

Monitoring Visits

Financial Events

SAEs

Deviations

FAQs

Register Subject

5. In the **Find Subject** block, select your **Study Site**, enter the **Emory MRN** and click **Find** from the drop-down menu.

**Register Subject**

Protocol No.: TRAIN-STUDY000006 Library: Emory Enterprise PI: Adnan, Aqsa Sponsor: Merck  
Protocol Target Accrual: 1000 Accrual To Date: 448 Protocol Status: OPEN TO ACCRUAL  
RC Total Accrual Goal (Upper): 250 IRB Expiration: 12/16/2030  
Short Title: Pre-hospital Administration of Thrombolytic Therapy With Urgent Culprit Artery Revascularization

**Find Subject**

Study Site\*  
Emory MRN  
Last Name  
Birth Date

Find Clear Create New

**Subject Details**

Study Site\*  
Emory MRN  
Last Name  
First Name  
Middle Name  
Suffix  
Birth Date  
Gender  
Ethnicity  
Expired Date  
Last Known Alive Date

Approx? Not Avail?

**Race\***

☐ American Indian or Alaska Native  
☐ Asian Indian  
☐ Black or African American  
☐ Chinese  
☐ Decline to Answer  
☐ Filipino  
☐ Guamanian or Chamorro  
☐ Japanese  
☐ Korean  
☐ Multiple  
☐ Native Hawaiian  
☐ Native Hawaiian or Other Pacific Islander  
☐ Other  
☐ Other Asian  
☐ Other Pacific Islander  
☐ Samoan  
☐ Unknown  
☐ Vietnamese  
☐ White

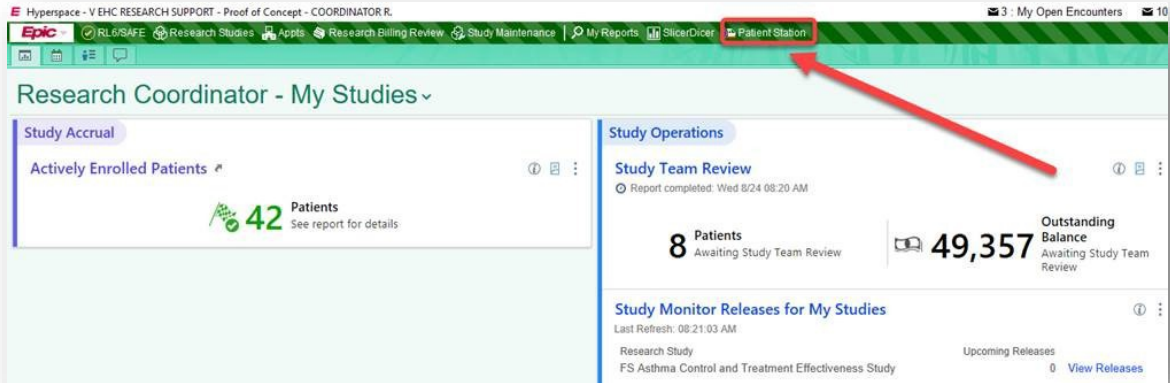
Add Clear All Close

# REGISTER A NEW SUBJECT

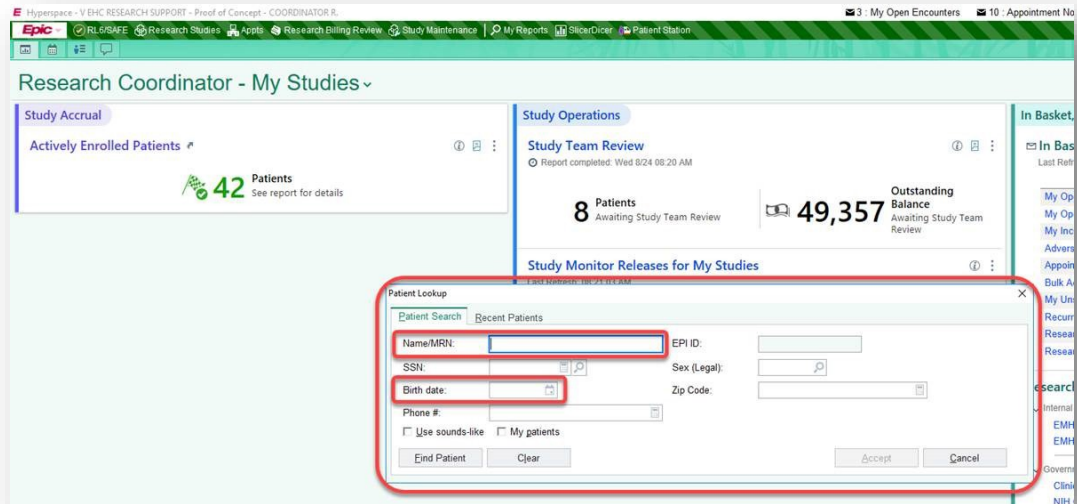
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6. If no match is found, you must perform an **ADT Refresh**.
7. Research Coordinator must log into EPIC Hyperspace, click [**Patient Station**].



8. Search for the patient – enter the patient's Name/MRN/ and/or Birth Date.



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9. Once the patient chart opens, click [**Resend Msg**] on the Patient Station Activity.

10. This will send a message to OnCore to refresh the patient in OnCore.

11. Go back into OnCore and complete step #5 again.



*If the subject does not have an Emory Encounter, and therefore no MRN number, complete the **MRN Request Form**. Navigate to the OCR website by clicking the link provided and scroll to the [MRN Request Form](#). Once the form is completed, click [**Submit**]. The Data Integrity and Integration Team will forward the MRN number within 10 minutes.*

12. Select your subject from the **Results** block by clicking the blue **Subject MRN** hyperlink.

| Results |           |            |             |        |        | Count: 1   |
|---------|-----------|------------|-------------|--------|--------|------------|
|         | Last Name | First Name | Middle Name | Suffix | Gender | Birth Date |
|         | Butter    | Cream      |             |        | U      | 11/17/1926 |

13. The **Subject Details** block will now be populated with the patient's data from Epic. Verify that all the required fields (indicated by \*) are complete and correct.

14. Click the [**Add**] button.

15. Enter additional fields as required by your Study Team and allowed by the protocol and IRB.

16. Click [**Submit**] to save.

17. Return to the **CRA Console** to confirm your new subject.