

ACCESSING & SCHEDULING CHPS ECHOS WITH THE CHPS CV CORE LAB

Step 1: Schedule meeting or call with Echo Lab manager, Christine Pascua pascuac@email.chop.edu to go over study needs.

Step 2: During the meeting, the sonographers assigned to the study will be distributed to the study coordinator. The process to schedule with the CHPS Echo Outlook Calendar will be reviewed at that time.

After the initial meeting and when an appointment needs to be scheduled for a CHPS Echo with the Main Lab:

*****Full approval from IRB and CHPS must be in place PRIOR to scheduling*****

- Send an email for the requested dates and times to Echo Lab sonographers assigned, always include our CHPS sonographer:
 - Anysia Fedec, Echo Tech, at Fedec@email.chop.edu
- Once a date has been identified and confirmed by the sonographers assigned to the study please send an appointment request to the participating sonographers as and the CHPS Echo Outlook Calendar. Please ensure information is entered as indicated below:
 - **Subject:** Subject/Patient Identification
 - **Location:** IRB #
 - **Notes in the appointment:** Information the CHPS needs for reporting purposes to the NIH:
 - Subject's race, ethnicity, and gender.

Note: Appointments made on the calendar will be scheduled in EPIC and linked to a research guarantor by the Echo Lab staff. Once this has been done an *S* will be placed in the subject line of the appointment on the Outlook Calendar. Please periodically check and confirm that your appointments have this indication.

- Research subjects must ALSO be registered and scheduled in eTRACK.
 - Go to the Clinical Trial Financial Management website for instructions
 - Use your Active Directory User name and password when signing into eTRACK
 - Use the provided appointment time when scheduling subjects in eTRACK.
 - Make sure CHOP Research Institute's eTRACK billing plan reflects the Echo is being performed by the CHPS
- **Place Echo Order in EPIC**
 - **Subjects will not be seen at their scheduled appointment without a physician order**

On the day of the appointment:

- It is the responsibility of the study team to ensure that subjects arrive to their appointments on time. Due to the high volume of the Echo lab, late arrivals may not be able to be accommodated. Changes to the appointment on the day of should be communicated to the Echo tech directly.
- Completed exams must be updated in eTRACK and marked as completed

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To obtain finalized Echo Report:

- Follow up with Celena Green or Christine Williams 24 to 48 hours after the test for results/report.

Contact Information:

Celena Green, Echo Lab Coordinator, ext. 43354

Christine Pascua, Echo Lab Manager, ext. 69558

Meryl Cohen, MD, CHPS Cardio Core Director, ext. 43354

Anysia Fedec, CHPS Echo Technician, ASCOM 15621

John Krall, CHPS Administrator, ext. 51790