

Center for Human Phenomic Science	University of Pennsylvania Health System	CHPS SOP 20
Standard Operating Procedure	Process for Principle Investigators Conducting Patient Visits on CHPS Unit	Page 1 of 2

INTRODUCTION The Center for Human Phenomic Science (CHPS) provides research services for oncology patients who regularly have visits with the Principle Investigator (PI) of the research study in which they are taking part. These patients typically have their CHPS infusion scheduled with their clinic visit overlapping. This SOP should be utilized to ensure that PIs are aware of patient visits for the day and billing components are accurate. The CHPS Unit and Cancer Center front desk staff work together to ensure optimal care for their shared patients.

PURPOSE: To provide guidelines for patients whose Principle Investigators (PI) will be conducting their clinical visits on the CHPS Unit while the patient receives treatment.

SCOPE: CHPS clinical staff, CHPS administrative staff, Cancer Center front desk staff, Principle Investigators (PI) and Clinical Study Teams (CST).

RESOURCE: Development of Clinical Policies and Clinical Practice Guidelines, HUP & CPUP Policy 1-12-50

PROCEDURE:

1. Patients who are scheduled for a visit with a PI during their CHPS visit should be checked in for their PI visit prior to their CHPS treatment.
2. CHPS front desk staff should comb the schedule each morning to locate PI visits on the CHPS Unit and call the PSC of the native department the morning of the CHPS visit.
3. If the patient does have a copay – the patient should physically check in on the appropriate floor of the Cancer Center for their PI visit, and then check in on the CHPS Unit.
4. If the patient does not have a copay or the visit is billable to research – CHPS front desk staff will call the appropriate floor of the Cancer Center where the PI is located and have front desk staff check in the clinic visit.
5. CHPS front desk staff should call the PSC on the floor in which the PI is located to have the visit checked in:
 - a. PCAM 2 (Head/Neck/Lung, GI, GU, Neuro) 215-220-9732
 - b. PCAM 3 (Women’s Cancers & Skin) 215-615-6327
 - c. PCAM 4 (Liquid Oncology, Multiple Myeloma) 215-615-7201
6. In addition to calling the PSC to have the PI visit checked in, CHPS front desk staff should follow up with an email to the PSC.

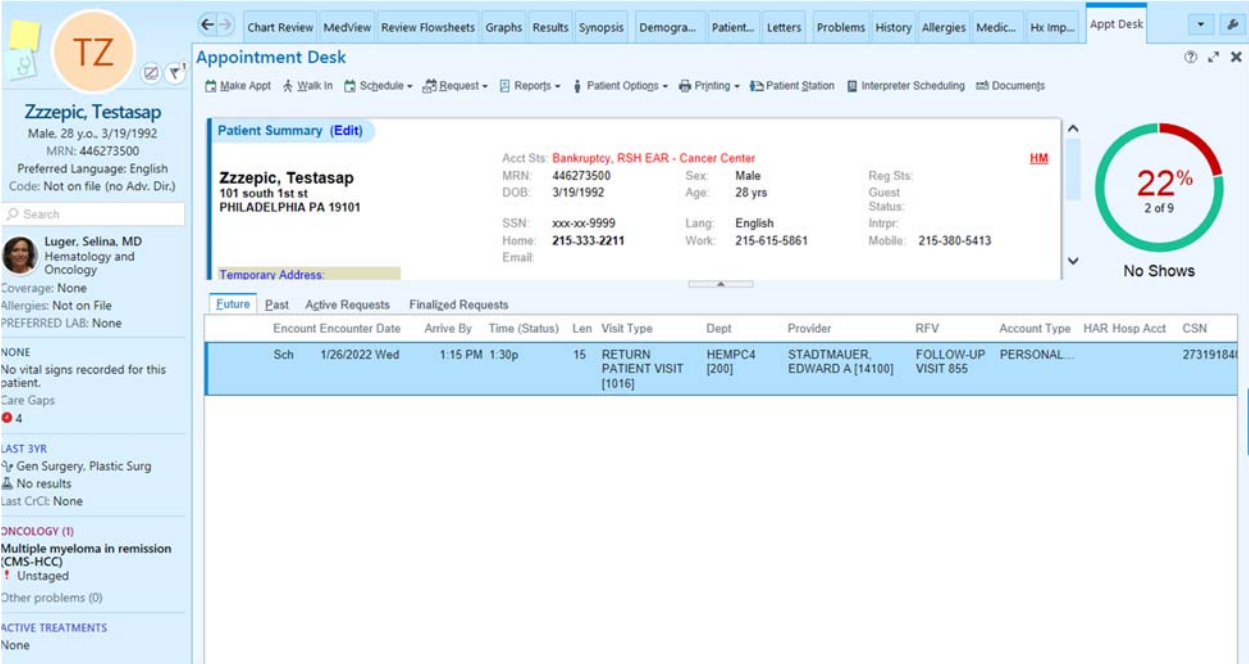
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7. If the visit with the PI is checked in while the patient is already on the CHPS Unit, Cancer Center staff/PSC should be sure to leave the patient checked in to their CHPS infusion room in Patient Progression.
8. This process should be communicated to the patient by the research coordinator, along with letting the patient know if they have a copay and need to report to the Cancer Center or if they have no copay and can report directly to CHPS.

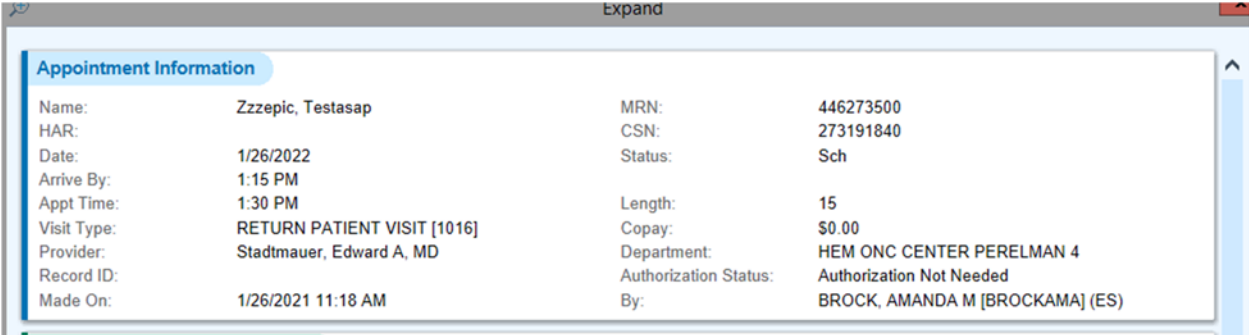
Prepared by:	Samantha Brumbaugh	01/11/2021
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1. To determine if patient has a copay- navigate to appointment desk and locate office visit



2. Double click on office visit in blue



3. Copay is listed on right side under appointment length.

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