Clinical Research staff will import a document into the protocol that includes contact information for the identified points of contact for the specific study. This will allow for providers or clinicians providing care to the patient accurate contact information to someone on the clinical research team involved in the study for more information.

Importing Contact Information Document

STEP 1: Create a folder on your desktop of your device that you can save the contact information documents.

STEP 2: Using Microsoft Word, create a document with the Study name and contact information you wish to have listed for the study.

- Save the document to the folder you created on your desktop.

STEP 3: Login to **Protocol Office Manager**.

STEP 4: Locate and select the protocol you wish to import the contact information document.

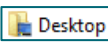**STEP 5:** Click the **Document Manager** icon.
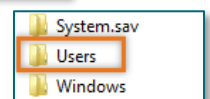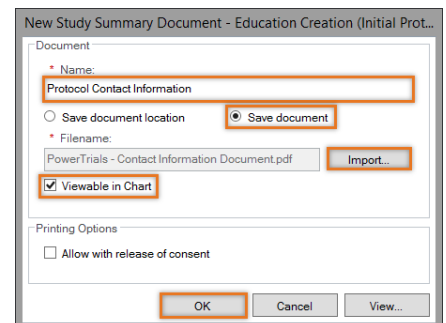
STEP 6: Click the **Add New Document**.

STEP 7: Enter a Document Name: **Contact Information**.

STEP 8: Verify the **View in Chart Option** is selected.

STEP 9: Select the **Save Document** option and then select **Import**.

STEP 10: To locate the document you saved on your desktop:

- Click **This PC** in the address bar.
- Double-click the **Local Disk: (C: on <*your deviceID*>**.
- Double-click the **Users** folder.
- Locate the folder with your network sign on and double-click to open.
- Double-click the **Desktop** folder.
- Find the folder you saved the contact information to, select the document, and click **Open**.

STEP 11: Click the **OK** button.