

From the Office of Health Informatics PowerTrials – Patient Protocol Manager Edit Enrollment on a Protocol

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Patient Protocol Manager is one of two major components of the PowerTrials solutions. Patient Protocol Manager (PPM) is used to enroll and manage enrollment of patients into studies.

Taking a Patient Off Study

- **<u>STEP 1</u>**: Log into **Patient Protocol Manager**.
- **<u>STEP 2</u>**: Go to the protocol the patient is to be taken off study.
- **<u>STEP 3</u>**: Locate and right-click the patient's name that is to be taking off study and select **View/Edit Enrollment**.
- **<u>STEP 4</u>**: Select the **Off-Study** tab.
 - Enter the date the patient was taken off study in the Off-Study Date box.
 - Enter the Removal Person, Removal Institute, and Removal Reason information.
 - A free text comment must be entered if **Other** is selected from the **Removal Reason** list.

STEP 5: Click OK.

- The patient's details are updated. The applicable column (i.e., Off Study and/or Off Treatment) is updated with the date entered.
- Tab Options
 - If the Study Type of **Therapeutic** was selected when creating the protocol, there will be four tabs available: **Enroll, On Treatment, Off Treatment,** and **Off Study**.

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Cancel

• For Non-Therapeutic studies, there will only be two tabs: Enroll and Off Study.

SmartZone Alert

- A SmartZone alert will appear in the patient's chart when staff enter the chart. In order for the alert to fire and appear, the following events need to occur:
 - Once the protocol has been built and the patent is enrolled into the study.
 - After the patient has been enrolled into a study, the SmartZone alert will trigger upon opening the chart.
- <u>NOTE</u>: When a patient is off treatment, the Smart Zone alert will still appear until they are taken off study.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.



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