**PCRC Outpatient Visit Guidelines FAQ**

* **Submitting Outpatient PVRs (1-2 weeks prior to visit)**
	+ We will try to accommodate first choice; please provide any additional times that may work for the patient and family
	+ Please verify if the patient has a MRN, if they do, please list it on the PVR.
	+ Include parent/guardian and PCP
	+ Please indicate if visit is for a NEW patient
	+ When you have an inquiry about appointment times please contact Jasmine only. If there is some sort of issue the Nursing Manager, Michele Downing, will step in. All appointments should go through the appropriate channels, no exceptions.
	+ Please link the patient to the appropriate ZZ Account prior requesting an appointment.
	+ Please list the procedures being done during the visit (Phlebotomy, MMTT,OGTT, RN required labs via central line or port, Exam Room only etc.).
	+ In subject line please remember to use “**ePHI:”** OR “**secure**:” (HIPAA).
	+ PCRC hours are 8:00 AM to 5:00 PM.
* **Submitting Doctor’s Orders (by 2:00 pm of the day prior to visit)**
	+ Please submit patient orders one business day before the scheduled appointment.
	+ Please let the scheduler know if orders need to be forwarded to Diana Wong, the pharmacist.
	+ Be sure scan the orders and then email them to peds.crs@ucsf.edu, or submit via APeX. If orders are submitted through APeX, please let Jasmine Dudley know.
	+ A copy of the signed consent form must be provided to the outpatient nurse prior to initiating research activity.
	+ All specimen tubes must be labeled with patient’s full name and birthday prior to blood draw. This is a safety policy and there will be no exceptions. If study specimens require anonymous labeling [subject ID number], investigators or study coordinators may re-label the tube after the specimen has been drawn.
* **CRS Research Services Guidelines and Initial Application Process**
	+ <https://accelerate.ucsf.edu/research/crs/guidelines>
* **Inservice Meetings are held at PCRC on Monday afternoons (2:00 – 4:00)**
	+ Please request 2 weeks prior to expected enrollment/opening
	+ Email: CRSProtocolServices@ucsf.edu.
	+ Requires CHR, GAC Meeting, Feasibility Budget approval and ZZ account.
* **Contact Information**
	+ Main email: peds.crs@ucsf.edu
	+ Jasmine Dudley: jasmine.dudley@ucsf.edu