



University of  
Missouri-  
Columbia School  
of Medicine

**Subject:**  
Study Enrollment & Visit Log  
Reporting

**Function:**  
Clinical Trials

**Office of Compliance & Quality**

**Procedure No:**  
C&Q 02

05/01/2008  
Effective Date

Research Coordinators are required to notify the Office of Compliance & Quality of all subjects enrolled in each Clinical Trial at the time of enrollment. Study visit logs are also required on a monthly basis.

#### **PURPOSE:**

To enable the Office of Compliance & Quality to carry out the monitoring, research claims review, and participant advocacy duties in relation to IRB-approved Clinical Trials conducted by investigators in the School of Medicine.

#### **PROCEDURE:**

- New subject enrollment information (Name, MRN and subject ID if applicable) is due immediately upon enrollment.
- Study visit logs (document detailing when a subject receives study-related services) are due by the first day of each month.
- Updated enrollment information and visit schedules must be emailed to the Administrative Associate for Research Billing, faxed to 884-7327, or mailed hard-copy to DC021.00.
- If a study has no enrollees, a monthly email to the Administrative Associate for Research Billing is sufficient to inform the Office of Compliance & Quality.