BRIGHAM AND WOMEN'S HOSPITAL
Center for Clinical Investigation
in partnership with Harvard Catalyst
CCI

Policy #	Title	Effective Date:
8.008	Overbook (all)	02/25/2014

PURPOSE
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To outline the steps of scheduling a subject for all other requests that require an overbook, in the Harvard Catalyst Scheduling system.

STANDARD OPERATING PROCEDURE
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a. For scheduling that requires an overbook but does not follow our standard SOPs
   1. Please confirm the subject has a subject record in the system. If there is no subject record, please create one before submitting a request to the CCI scheduler.

   2. Please submit the online form titled "Overbook (all)" which can be found here: http://cci-webservices.dipr.partners.org/Overbook/Overbook.html. In the 'comments' section in the email please explain reason for the overbook.

      Fill in the following information:

      Protocol Number
      Unit—please choose one: ACC, CTC, 9A/B
      Patient's Legal Last Name
      Patient's Legal First Name
      Date of Birth
      Template Name
      Starting Appointment Date
      Starting Time
      Ending Time
      Outpatient Nursing required for visit
      Ultrasound required for visit: Yes or No
      Coordinator's Name
      Email Address
      Comments

   3. Research coordinator will be responsible for contacting the unit and resource managers.

RESPONSIBLE DEPARTMENT
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Brigham and Women's Hospital's Center for Clinical Investigation's Administration is responsible for this policy.

DATE ISSUED
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Issue Date: **Written By: Joyce Clark**
                                                         Ali Wagner