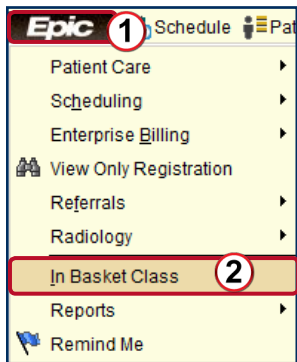


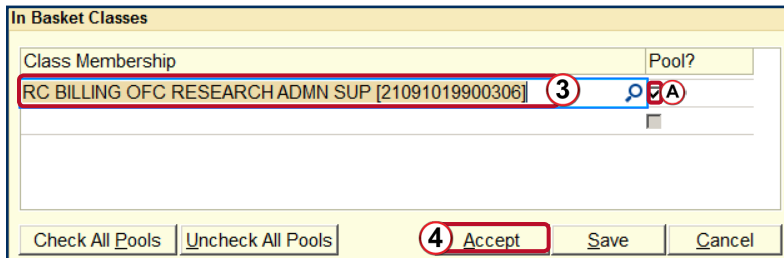
Research Billers

Sign into a Pool

Sign into the **RC BILLING OFC RESEARCH ADMN SUP [21091019900306]** Pool.

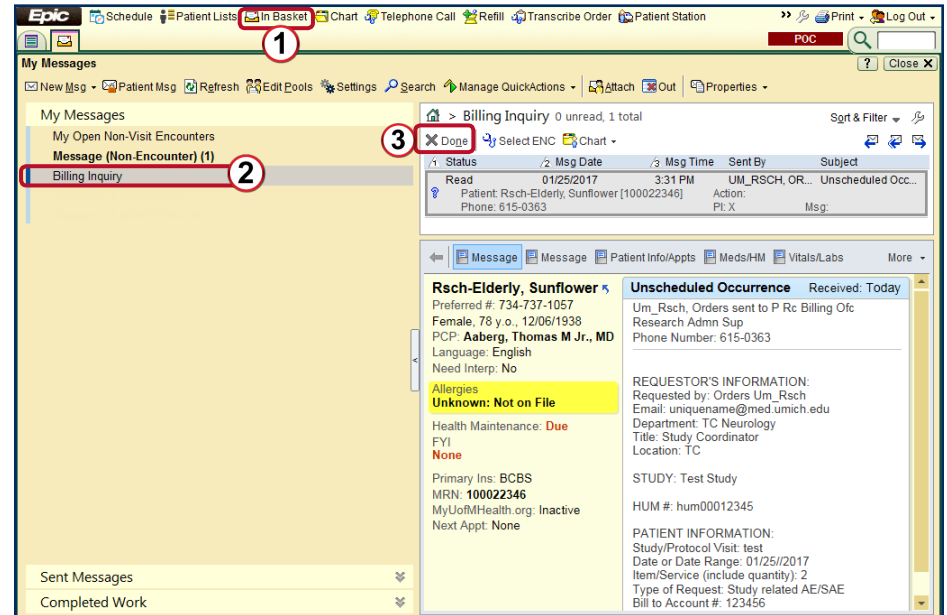


1. Click **Epic**.
2. Select **In Basket Class**.



3. Type **21091019900306** in the *Class Membership* field and press **Enter**.
 - A. Ensure the checkbox is selected .
4. Click **Accept**.

View the In Basket Message



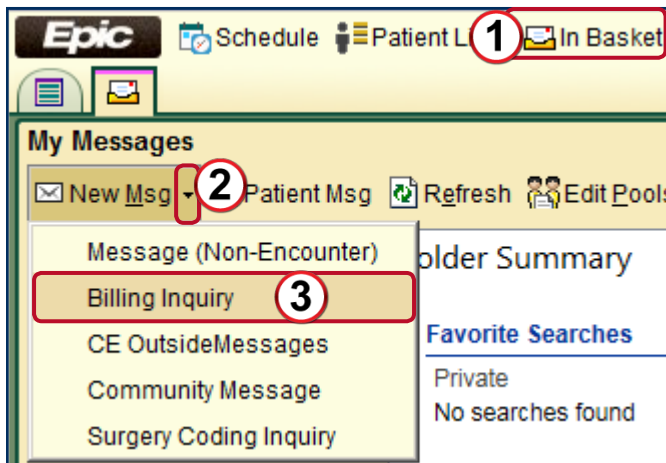
1. Open the **In Basket** activity.
2. Select the **Billing Inquiry** folder.
 - This folder is viewable only if you are signed into the pool and there are messages in the folder.
3. Click the **Done** button when the message is complete.

i See the [In Basket Job Aid](#) for more information:

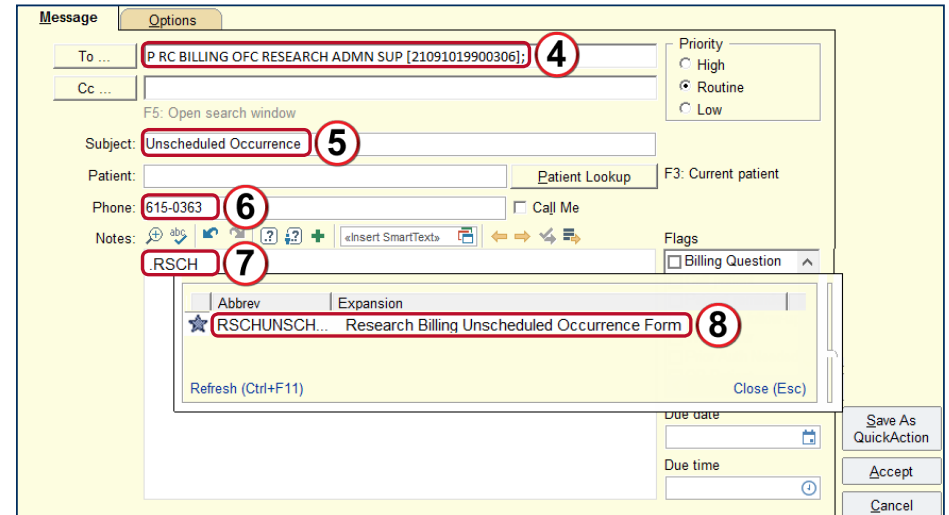
- Edit Pools/Sign into a Pool
- Search (for a completed message)

Study Team Members

Send a Research Billing Unscheduled Occurrence Message



1. Click **In Basket**.
2. Click the down facing **arrow** next to *New Msg*.
3. Select **Billing inquiry**.



4. Type **P RC BILLING OFC RESEARCH ADMN SUP [21091019900306]** in the *To* field.
5. Type **Unscheduled Occurrence** in the *Subject* field.

i DO NOT search for the patient until you have completed creating a QuickAction and have entered your phone number.

6. Type your **Phone** number.
7. Type **.RSCH** in the *Notes* section.
8. Select **Research Billing Unscheduled Occurrence Form** and press **Enter**.
 - The *Research Billing Unscheduled Occurrence Form* displays.

JOB AID

9. Press **F2** on the keyboard to highlight the wildcards (***) . Fill in:

- *Email*
- *Department*
- *Title*
- *Location*

10. Click **Save as a QuickAction**.

11. Click **Accept** in the *Send Message QuickAction Editor* window.

- The new *Quick Action* is selectable under the **New Msg** down facing arrow.

12. Type the **patient name** or **MRN** in the *Patient* field.

13. Press the **F2** button on the keyboard to highlight the wildcards (***) .

Complete the *Notes* section with study specific information:

- *Study name*
- *HUM#: hum000XXXXX*
- *Study/Protocol Visit*
- *Date or Date Range*
- *Item/Service (include quantity)*
- *Type of Request*
- *Bill to Account #*

14. Click **Accept** to send the message.