

# Study Visit Reimbursement Roll-out 2/5/10

# Study Participants Process

## Benefits Include:

- Replacing the use of petty cash vouchers and its limitations
- Tracks usage by fund by study
- Develops one standard method for cash distribution
- Allows time to anticipate cash needs
- Initiates reconciliation process of cash disbursements to study participants



# Pilot Group update

## Pilot Group Set up:

- Pilot group was selected to represent the current pool of studies (4 groups)
- Pilot group began this process after all necessary set up was completed (i.e. access, fund information, reconciliation process, etc...)
- Pilot group's location (i.e. Clark St, Main campus, Marcey)

# Pilot Group - Results

## Pilot Group feedback:

- Consistency in reimbursements
- Ability to review volume of cash needed to support reimbursement
- Efficiency in having correct dominations for cash needed
- Audit trail for all requests including reconciliation by fund against original request

# How to Log in to the Study Participants Share Point Site

# Study Participants Share Point Site

## From the SharePoint Site:

- Go to "My Team"

The screenshot shows a Microsoft Internet Explorer browser window displaying the Children's Memorial Hospital SharePoint site. The address bar shows the URL <http://portal2/default.aspx>. The site features a navigation bar with several menu items: "My Home", "My Department", "My Team", and "My Resources". The "My Team" menu item is circled in red, and a red arrow points to it from the right. Below the navigation bar, there is a "Welcome DConcept" message and a "Click here to add a new announcement" link. The main content area is divided into several sections, including "High Priority Messages", "Daily Global Information", and "Highlights". On the right side, there are links for "All sources", "Quick References", and various applications like "Business Applications", "Clinical Applications", and "Office Applications". The Children's Memorial Hospital logo is visible in the bottom left corner of the browser window.

# Study Participants Share Point Site

## From the SharePoint Site:

- Select "Study Visit Reimbursements"

The screenshot shows a Microsoft Internet Explorer browser window displaying the Children's Memorial Hospital Portal. The address bar shows the URL: <http://portal2/My%20Team/default.aspx>. The page features a navigation bar with tabs for 'Your Professional Development', 'Your Pay and Performance', 'Your Financial Security', 'Your Health', 'Your Time Your Life', and 'Your Work Resources'. Below the navigation bar, there is a 'Welcome DConcept' section with links for 'My Home', 'My Department', 'My Team', and 'My Resources'. A search box is located on the right side of the page. The main content area displays a list of 'MyTeamSites' with the following items: 'Cash Handling Units', 'Cash Handling Units', 'CMH IM Purchasing and Contract Team', 'iHelp Campaign', 'Physician Billing Payment Posting', 'Policies and Procedures', and 'Study Visit Reimbursements'. The 'Study Visit Reimbursements' link is circled in red, and a red arrow points to it from the left side of the page. The left sidebar contains a 'Current Location' section with 'Home' and 'My Team' options, and an 'Actions' section with links for 'Manage Content', 'Add to My Links', 'Alert Me', and 'Edit Page'. The bottom of the page shows the Windows taskbar with the Start button and several open applications: 'Calendar - Microsoft...', 'Study participants-Kic...', 'Microsoft PowerPoint...', and 'Children's Memorial H...'. The system tray shows the date and time as 'Wednesday 2/6/2008 8:17 AM'.

# Study Participants Share Point Site

## The Study Visit Reimbursements Site:

imbursements - Microsoft Internet Explorer

ites Tools Help

ites/fin-svr/default.aspx

Welcome dconcept My Home My Department My Team My Resources Documents and Lists Create Site Settings Help

Study Visit Reimbursements

Modify Shared Page

**Announcements**

**Study Participants** 2/29/2008 3:09 PM  
by Conception, Doris  
Welcome to the Study Participants Pilot Group effective 3/3/08

- Add new announcement

**Click here to access the form!**

- Study Visit Form
- Add new link

*Click on Study Visit Form*

# Study Participants Share Point Site

## From the Study Visit Reimbursements Site:

- Go to "Fill out This Form"

SVR - Microsoft Internet Explorer

Address: <http://portal2/sites/fin-svr/SVR/Forms/AllItems.aspx>

Home Documents and Lists Create Site Settings Help

Study Visit Reimbursements

SVR

Select a View

All Forms

Explorer View

Merge Forms

My Forms

Open Items

Actions

- Add to My Links
- Alert me
- Export to spreadsheet
- Modify settings and columns

Fill Out This Form | Upload Form | New Folder | Filter | Edit in Datasheet

Type	Name	Modified	Modified By	Checked Out To	Date	Dept	Study	Req	Fund	PickUpDate	GrandTotal	DateDisp	OpenValidate
concat(req,_,date)		2/29/2008 4:34 PM	Movagh, Mark R.		2/29/2008	test	test	test	test	3/1/2008	75	2008-03-01	
form		2/29/2008 3:57 PM	Movagh, Mark R.		2/29/2008	test	test	test	test	2/29/2008	95	2008-02-26	
NaN		12/4/2007 4:47 PM	Movagh, Mark R.	Santiago, Mauricio J.	12/4/2007	Test	Test	Test	289282				

Click on Fill Out This Form

Local intranet

# Study Participants Share Point Site

## From the Study Visit Reimbursements Site:

- This is the form to be filled out each time a reimbursement request is needed  
 – UPDATED

Study Visit Reimbursements

Date: 4/16/2008

Department Name:  \*

Requestor:  \*

Email:  \*

Phone/Extension:  \*

Fund:  \*

Sub-account: 99006

Pick Up date:  \*

**Denominations**

5's	10's	20's	Denomination Total
Select... <input type="button" value="v"/>	Select... <input type="button" value="v"/>	Select... <input type="button" value="v"/>	\$0

Participant Last Name	First and Last Initial	Visit Date	Date Dispersed	Part. Identifier Type	Participant Identifier	Amount
Enter Last Name of Partici... <input type="button" value="v"/>	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	Select... <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> *
Total:						\$0

Insert item

# Study Participants Share Point Site

## From the Study Visit Reimbursements Site UPDATED:

### Required Fields:

- Department Name
- Requestor
- Email
- Phone/Ext
- Fund#
- Sub-account
- Pick Up date
- First/Last Name
- Visit Date

Study Visit Reimbursements

	Date: 4/16/2008
Department Name:	<input type="text"/> *
Requestor:	<input type="text"/> *
Email:	<input type="text"/> *
Phone/Extension:	<input type="text"/> *
Fund:	<input type="text"/> *
Sub-account:	99006
Pick Up date:	<input type="text"/> *

  

Denominations			
5's	10's	20's	Denomination Total
<input type="text" value="Select..."/> ▼	<input type="text" value="Select..."/> ▼	<input type="text" value="Select..."/> ▼	\$0

  

Participant Last Name	First and Last Initial	Visit Date	Date Dispersed	Part. Identifier Type	Participant Identifier	Amount
▼ Enter Last Name of Partici	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/> *
					Total:	\$0

Insert item

# Study Participants Share Point Site

## Reconciling Unused Cash:

### If you have unused cash:

- Go into the original SVR form
- Go to the line of the participant who rescheduled or did not come in and change the Amount field to 0.00
- Printout the form and take it to the Cashier's Office
- Cashier will take back the cash and give you a receipt

**Study Visit Reimbursements**

Date:	4/16/2008	
Department Name:		*
Requestor:		*
Email:		*
Phone/Extension:		*
Fund:		*
Sub-account:	99006	
Pick Up date:		*

  

Denominations			
5's	10's	20's	Denomination Total
Select...	Select...	Select...	\$0

  

Participant Last Name	First and Last Initial	Visit Date	Date Dispersed	Part. Identifier Type	Participant Identifier	Amount
Enter Last Name of Partici	*	*		Select...		*
					Total:	\$0

Insert item

# Study Participants New Process

## Completed Forms:

- Will be routed via email to cashier's office for cash disbursement request
- Any cash not disbursed must be returned to cashier's office immediately
- Each study is subject to audits on reconciling of cash

# Study Participants Final Roll-out

## Next Steps:

- This will be applicable to all studies effective 3/1/10
- Designate individuals who will be responsible for requesting/picking up cash for study participants (1-2 per study)
- Designate individuals who will be responsible for reconciling (1-2 per study)