

REQUEST TO SET UP RESEARCH STUDY, 2019-2020

Whenever possible, the ZSFG Clinical Laboratory will honor requests in connection with research projects for tests that we perform, provided that the requested services do not interfere with our primary responsibility of clinical testing for patient care. In order to process your request and determine pricing, we will need the following information:

Today's date: _____
 Principal Investigator: _____ Physician's ID Number: _____
 Name of Study: _____
 Contact person: _____ Title: _____
 Mailing address: _____ Telephone #: _____
 Email address: _____ FAX #: _____
 Emergency telephone or beeper number (24 hours): _____

(Required)

CHR or other IRB Approval Number: _____

(Required)

Have you completed the ZSFG Protocol Application? _____ Yes _____ No (Form is available for download at website <https://sfgh.ucsf.edu/protocol-applications-zsfg> - Please return the form to ZSFG Dean's Office)

COA:

Fund	Dep ID	Project ID	Activity Period	Function	Flex
_____	_____	_____	_____	_____	_____

Does this account/contract involve federal funding? _____ Yes _____ No

Account Name: _____ Department: _____
 Project starting Date: _____ Ending Date: _____
 Study participants (please check one): Inpatient _____ Outpatient _____ Animal _____
 Billing Contact: _____ Telephone: _____ Email: _____

PLEASE USE THE ATTACHED "RESEARCH TESTS ORDER FORM" TO LIST TESTS NEEDED.

Your **four-letter study CODE**, for billing: _____

(Use letters only. You will be notified immediately if the code you have selected cannot be used.)

Study Contact Signature

Please complete this form and the "Research Study - Test Order Form" and return both forms to:

Barbara Haller, MD, PhD
 Director, ZSFG Clinical Laboratory
 Bldg 5, Rm 2M14
 FAX: 628-206-3045

For more information, refer to the Clinical Laboratory Manual (on-line at <http://labmed.ucsf.edu/sfghlab/>), or call the Director's office at x68588.

DO NOT WRITE BELOW THIS LINE

DIVISION APPROVALS

Chemistry _____	Blood Bank _____
Hematology _____	Microbiology _____
LIS _____	Specimen Processing _____

RESEARCH STUDY – TEST ORDER FORM 2019-2020

Please note that there is a \$25 surcharge added to the price of each test or test panel for STAT service. Some tests may not be available on a stat basis.

List any other test(s) needed for your study: _____

Please provide the following **required** information regarding testing volume:

Number of patients enrolled? _____ How often will patients be drawn for testing? _____

How many samples will be submitted per week (approx.)? _____

Special handling required? No

Yes Centrifuge and Hold at Specified Temperature, \$19.25 per Specimen

Yes Other, please describe (Note: Additional charge for special handling to be determined)

Results Reporting:

Special reports required? No Yes

If yes, please describe (Please note: There is an additional charge for special reports.)

Results in EPIC/EMR? No Yes

If yes, the patient's name and medical record number must be provided. Please inform your patients that these research study results will be available in the electronic and paper Medical Records.

Do you currently have a special mail slot in 2M (pick-up location) for your reports? No Yes

If yes, please list your four-letter CODE _____.

Do you need a mail slot in 2M for this study? No Yes

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