IR/CLINIC REQUEST ENTRY

Training Guide for New Users

BASIC INFORMATION

- Before placing a request in BIMS, ITB recommends having the following information to ensure easy and accurate collection request entry.
    - Patient Information (name, MRN, DOB)
    - Protocol Collection Request Template
    - Date of IR/Clinic
    - Processing Instructions
    - Protocol Specific Kits if needed

BIMS COLLECTION ENTRY

Using the "Express Request" module in the "Requests" tab, enter the patient's MRN in the designated box. After the information is entered, press the "Search" button to bring up the list of protocols you have access to.

Looking at the list of protocols below, choose the protocol you wish to enter a request for. Please note that if the boxes marked "Tissue, Blood, Data" are empty then consent may not have been placed.

Protocol / Bank	Consenting Protocol	Total Patients	Response Date	Tissue	Blood	Data	
2015-0723	2015-0723	82 / 51					
2015-0728	2015-0728	24 / 40					
2015-0819	2015-0819	3 / 13					
2015-0828	2015-0828	26 / 55					
2015-0851	2015-0851	38 / 65					
2015-0856	2015-0856	25 / 24					
2015-0900	2015-0900	34 / 30					

Trouble Shooting Issues

- If the protocol you're creating a collection request for doesn't appear in the list, then you may not have permission in BIMS to create collection requests.
    - You should contact your Protocol Administrator to grant you the "Requestor" role under the protocol. If they are unable to or if the problem persists, please feel free to contact ITB.

- Your protocol may appear on the list however, if the "Select" button does not appear and the boxes marked "Tissue, Blood, Data" are blank meaning there is an issue with consent.
    - Please confirm that the patient is consented to the protocol and that consent is in Epic.
    - Also, please confirm that the consent has been transferred into BIMS using the "Consent" module in the "Others" tab.
    - For more information or help please feel free to contact the ITB.

THINGS TO KEEP IN MIND

When placing a request in BIMS there are some important things to keep in mind so that your request is placed accurately, ensuring easy collection.

- When placing a request, select the date of the procedure using the date selection box. If this is a future request, please make sure to choose that future date.
- If the procedure is happening in the IR, please specify which building location (Main, ACB) and if possible which IR room number.
- If the procedure is happening in a clinic, please specify which clinic (Endoscopy, Mays Neurology, Breast Ultrasound, Melanoma/Dermatology, etc.).
- We ask that when sending out the email for collections happening in clinic, include the relevant clinic personnel. Also, remind the clinic staff to contact ITB when the patient has entered the room and the collection is about to begin so we have time to gather supplies and make our way to the clinic.

COLLECTION REQUEST INFORMATION

Should you not have a Collection Request Template already created in BIMS, then the following list is the required information needed to enter a request.

Requesting Investigator	Preliminary Diagnosis	Tissue Type (Tumor, Normal, Met)	Organ/Site	Processing	Special Instructions	Contact for Pick-Up	Please select "ITB Assistance"

Once all information is entered, please hit the "Submit" button. Please note that if this is a "Same Day Request" it will not allow you to submit the request. Click save and email ITB at ITBTeam@mdanderson.org with "Same Day Request" in the subject line and we will submit it on your behalf.

COLLECTION REQUEST INFORMATION (CONT.)

- While entering requests please keep in mind the following items:
    - If your special instructions call for tissue to be collected in some sort of media, please provide that media to the ITB before the date of collection. The media can be provided in a bottle or aliquoted in a container. Please make sure the media is labeled with: date of expiration, name of media, lot number, and associated protocol.
    - If the collection is a time-sensitive case that needs to be picked up right away, make sure it is specified in the special instructions.

Address additional questions and training requests to:
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and
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