

Quick Guide for Entering Invoiceable Items in SMART

Follow the standard process for entering enrollment data in SMART.

1. Select a study from the study list in your dashboard.

Studies Potential Studies Opportunity Emails My Profile Logout									
Studies									
Studies (5) <input type="checkbox"/> Show Final Reconciled Studies									
Sponsor	Protocol	Code	IRB #	Status	PI	Last Contact	Earned To Date	Paid To Date	
CSL Behring	CSL112_3001	0321-11	18-02-89	Dead	Nicholson, Joanne Mrs.	None	\$0.00	\$0.00	
Lilly	AB-111-C02	0418-11724	18-02-163Q	Active	Nicholson, Joanne Mrs.	2/28/2019	\$35,038.32	\$27,484.60	
Pacira Pharmaceuticals, Inc.	10-9-8-7-6-5-4-3-2-1	0921-14	0820-8	Initiation Pending	Irvine, Kimberly Ms.	None	\$0.00	\$0.00	
Pacira Pharmaceuticals, Inc.	10-9-8-7-6-5-4-3-2-1	0820-8	1110-6351	Active	Nicholson, Joanne Mrs.	9/21/2021	\$93,015.16	\$6,092.07	
Pacira Pharmaceuticals, Inc.	PILOT2011 (do not rec)	1110-6351		Active	Krieger, Nat Dr.	None	\$284,131.25	\$269,180.00	

2. Click "Enter Enrollment Data".



Actions

- [Add Note](#)
- [View Financial Details](#)
- [Add Subject](#)
- [Enter Enrollment Data](#)
- [Done](#)

Contacts

Finance Contact:
Ramnarine, Subhadra
(516) 470-6927

Studies | Potential Studies | Opportunity Emails My Profile | Logout

Study Site

Study Site Information

Sponsor: Pacira Pharmaceuticals, Inc.	Sponsor Study Number: 10-9-8-7-6-5-4-3-2-1
Study: 0820-8	IRB #:
Study: Countdown	Target Enrollment:
Site: Biomedical Research Alliance of NY	Minimum Enrollment:
Principal Investigator: Nicholson, Joanne Mrs.	Patients Enrolled: 4
Coordinator: Leverich, Walden Mr.	Screen Failures: 0
Study Site Status: Active	Department Number:
Last Contact Date: 9/21/2021	Fund Number:
Earned to Date: \$93,015.16	Document Translation Languages:
	Paid to Date: \$6,092.07

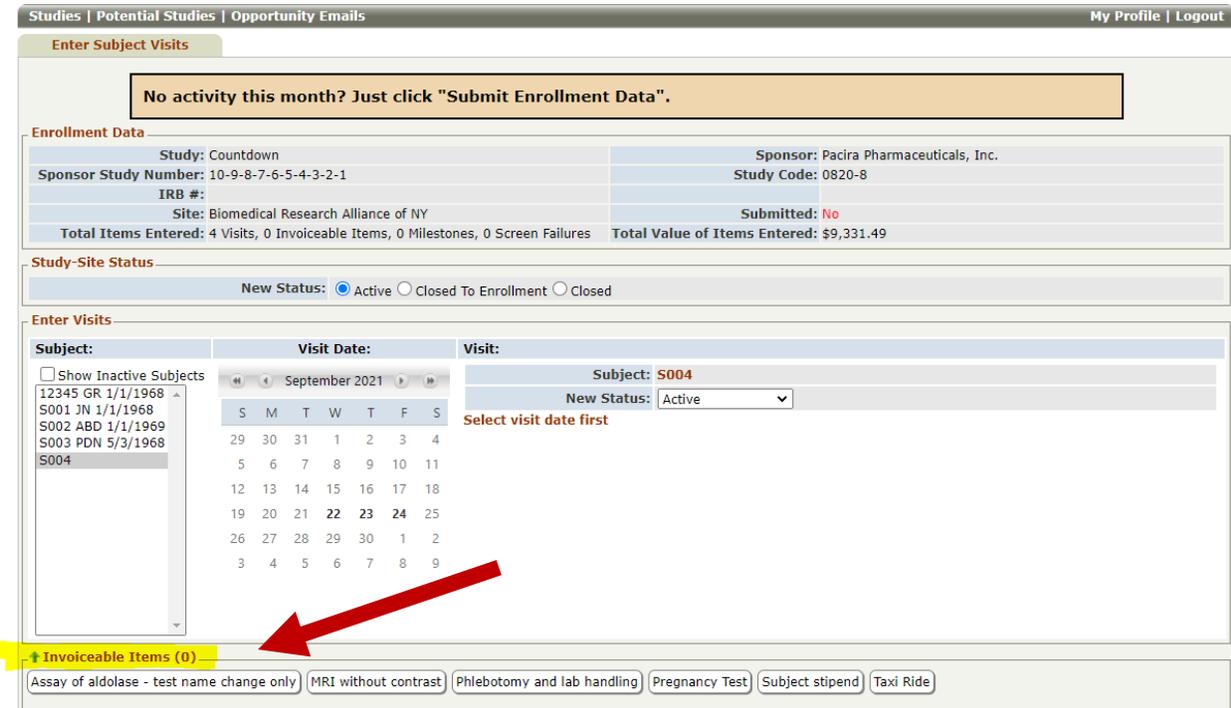
Study Site Attachments

Display Name	Type	Description	Attached On
Generated Documents			

Submitted Enrollment Logs (18)

Action	Date	Submitted By	Status	Approval Date	Approved By
	9/22/2021	Kimi	Pending Approval		
	7/30/2021	Kimi	Pending Approval		
	7/30/2021	Kimi	Pending Approval		
	7/30/2021	Kimi	Pending Approval		
	5/11/2021	Nicholson, Joanne	Approved	5/11/2021	Nicholson, Joanne
	5/11/2021	Nicholson, Joanne	Invoiced	5/11/2021	Nicholson, Joanne
	3/9/2021	Nicholson, Joanne	Invoiced	3/9/2021	Nicholson, Joanne
	3/9/2021	Nicholson, Joanne	Invoiced	3/9/2021	Nicholson, Joanne
	12/24/2020	Nicholson, Joanne	Approved	12/24/2020	Nicholson, Joanne

- On the “Enter Subject Visits” screen, Invoiceable Items for the study will appear just below the “Enter Visits” section.



Enter Subject Visits

No activity this month? Just click "Submit Enrollment Data".

Enrollment Data

Study: Countdown	Sponsor: Pacira Pharmaceuticals, Inc.
Sponsor Study Number: 10-9-8-7-6-5-4-3-2-1	Study Code: 0820-8
IRB #:	Submitted: No
Site: Biomedical Research Alliance of NY	Total Value of Items Entered: \$9,331.49
Total Items Entered: 4 Visits, 0 Invoiceable Items, 0 Milestones, 0 Screen Failures	

Study-Site Status

New Status: Active Closed To Enrollment Closed

Enter Visits

Subject: S004
New Status: Active

Select visit date first

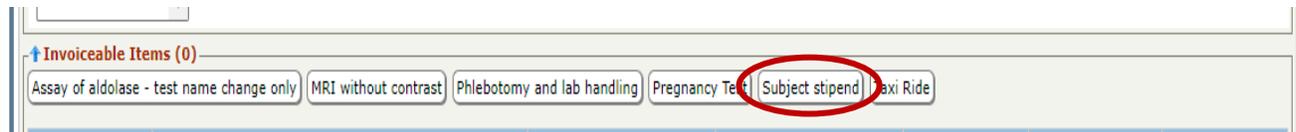
Subject:	Visit Date:	Visit:
<input type="checkbox"/> Show Inactive Subjects 12345 GR 1/1/1968 S001 JN 1/1/1968 S002 ABD 1/1/1969 S003 PDN 5/3/1968 S004	September 2021 S M T W T F S 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9	Subject: S004 New Status: Active

Invoiceable Items (0)

Assay of aldolase - test name change only | MRI without contrast | Phlebotomy and lab handling | Pregnancy Test | Subject stipend | Taxi Ride

There are two ways to enter Invoiceable Items.

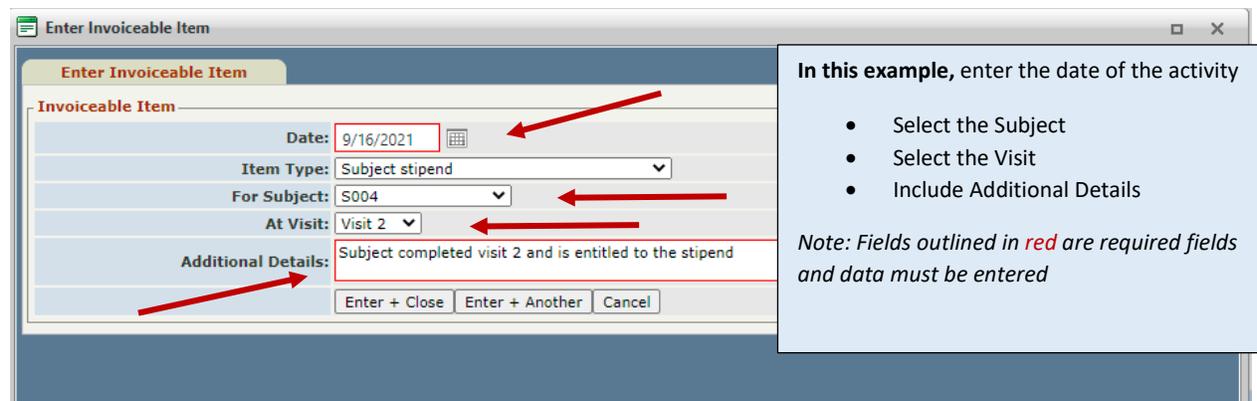
- The **first** is to select the invoiceable from the list of invoiceable items shown in this section.



Invoiceable Items (0)

Assay of aldolase - test name change only | MRI without contrast | Phlebotomy and lab handling | Pregnancy Test | Subject stipend | Taxi Ride

- The data entry screen will open, and you will fill in the specific information required for that invoiceable item.



Enter Invoiceable Item

Invoiceable Item

Date: 9/16/2021

Item Type: Subject stipend

For Subject: S004

At Visit: Visit 2

Additional Details: Subject completed visit 2 and is entitled to the stipend

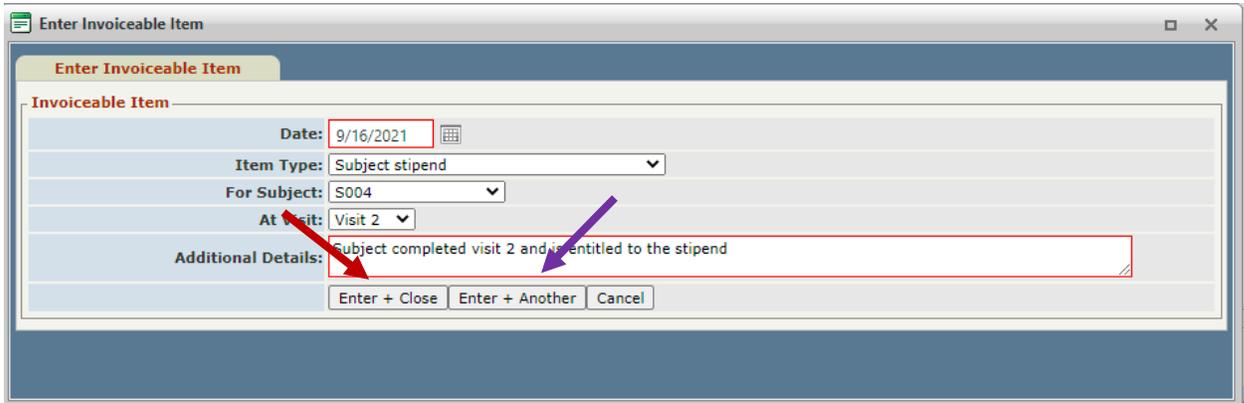
Enter + Close | Enter + Another | Cancel

In this example, enter the date of the activity

- Select the Subject
- Select the Visit
- Include Additional Details

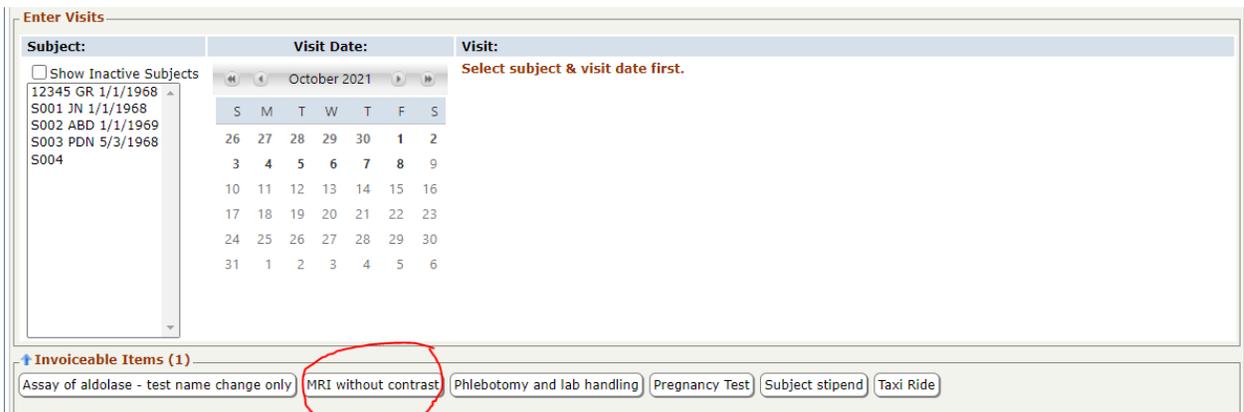
Note: Fields outlined in red are required fields and data must be entered

- Once data entry is complete, select “Enter + Another” if you have an additional invoiceable item to enter, or select “Enter + Close”.

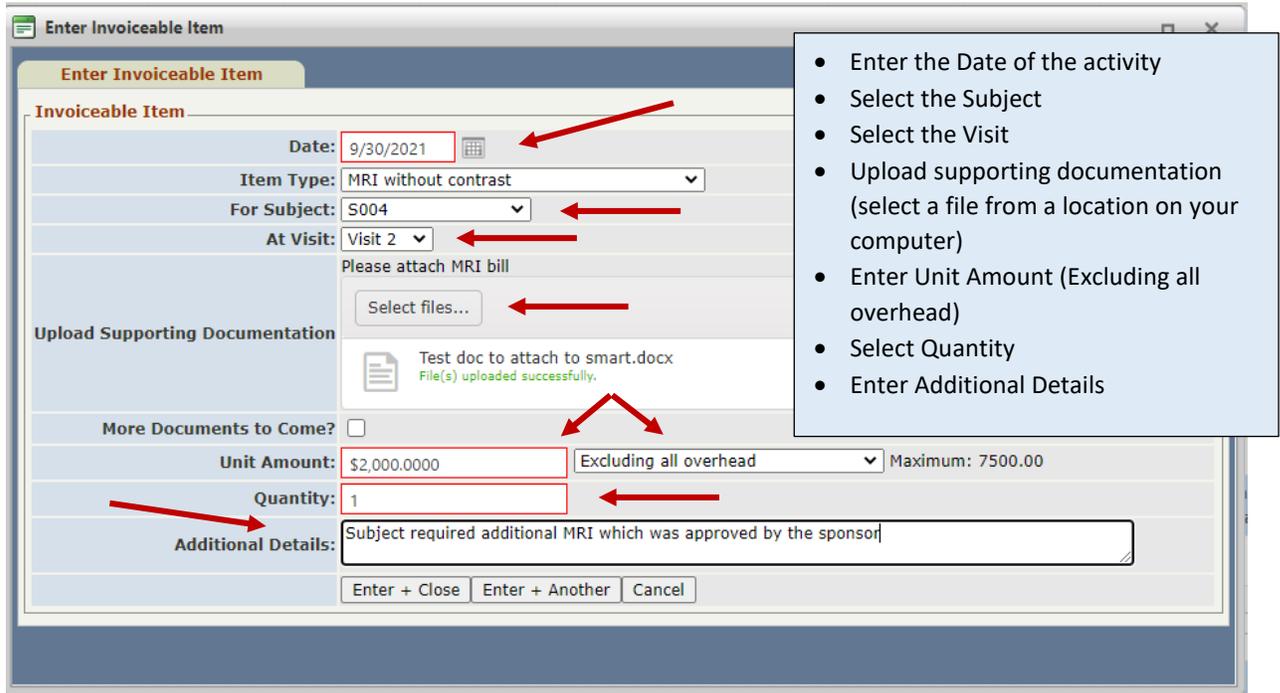


Let’s try another! Depending on the type of invoiceable item you are entering there will be varying data elements required. This guide includes are just a few examples.

- Select the invoiceable item from the list of invoiceable items shown.



- The data entry screen will open, and you will fill in the specific information required for that invoiceable item. In this example, MRI without contrast, in addition to selecting the subject and visit, documentation must be attached, and the Unit Amount must be entered. When entering the Unit Amount, “Excluding all overhead” should also appear next to the Unit Amount.



Enter Invoiceable Item

Invoiceable Item

Date: 9/30/2021

Item Type: MRI without contrast

For Subject: S004

At Visit: Visit 2

Please attach MRI bill

Select files...

Upload Supporting Documentation

Test doc to attach to smart.docx
File(s) uploaded successfully.

More Documents to Come?

Unit Amount: \$2,000.0000 Excluding all overhead Maximum: 7500.00

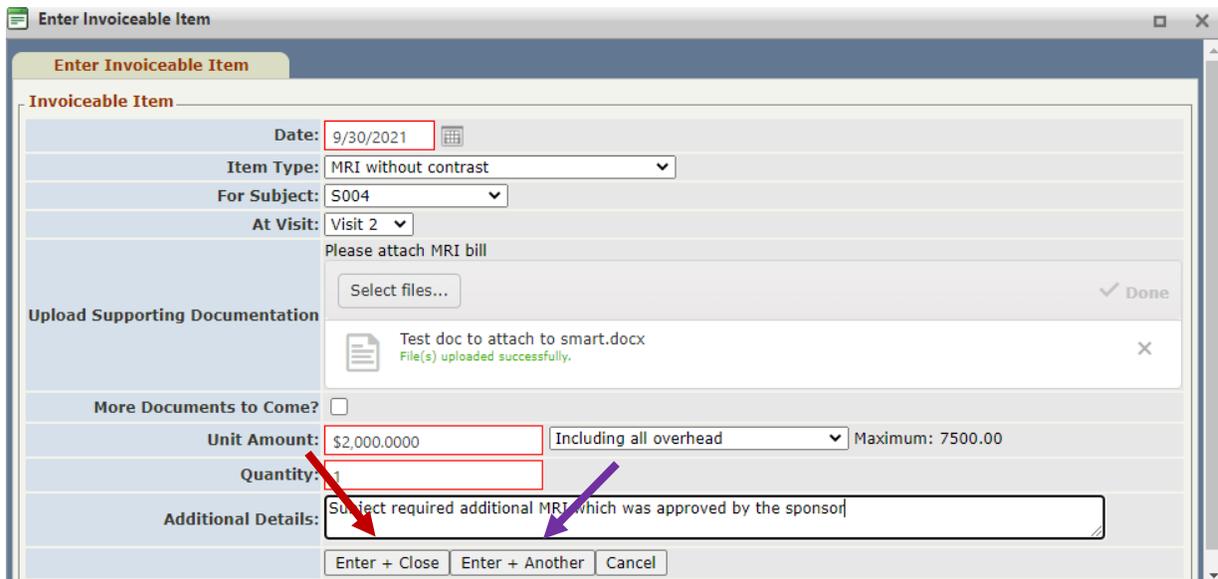
Quantity: 1

Additional Details: Subject required additional MRI which was approved by the sponsor

Enter + Close Enter + Another Cancel

- Enter the Date of the activity
- Select the Subject
- Select the Visit
- Upload supporting documentation (select a file from a location on your computer)
- Enter Unit Amount (Excluding all overhead)
- Select Quantity
- Enter Additional Details

- Once data entry is complete, select “Enter + Another” if you have additional invoiceable items to enter, or select “Enter + Close”.



Enter Invoiceable Item

Invoiceable Item

Date: 9/30/2021

Item Type: MRI without contrast

For Subject: S004

At Visit: Visit 2

Please attach MRI bill

Select files... Done

Upload Supporting Documentation

Test doc to attach to smart.docx
File(s) uploaded successfully.

More Documents to Come?

Unit Amount: \$2,000.0000 Including all overhead Maximum: 7500.00

Quantity: 1

Additional Details: Subject required additional MRI which was approved by the sponsor

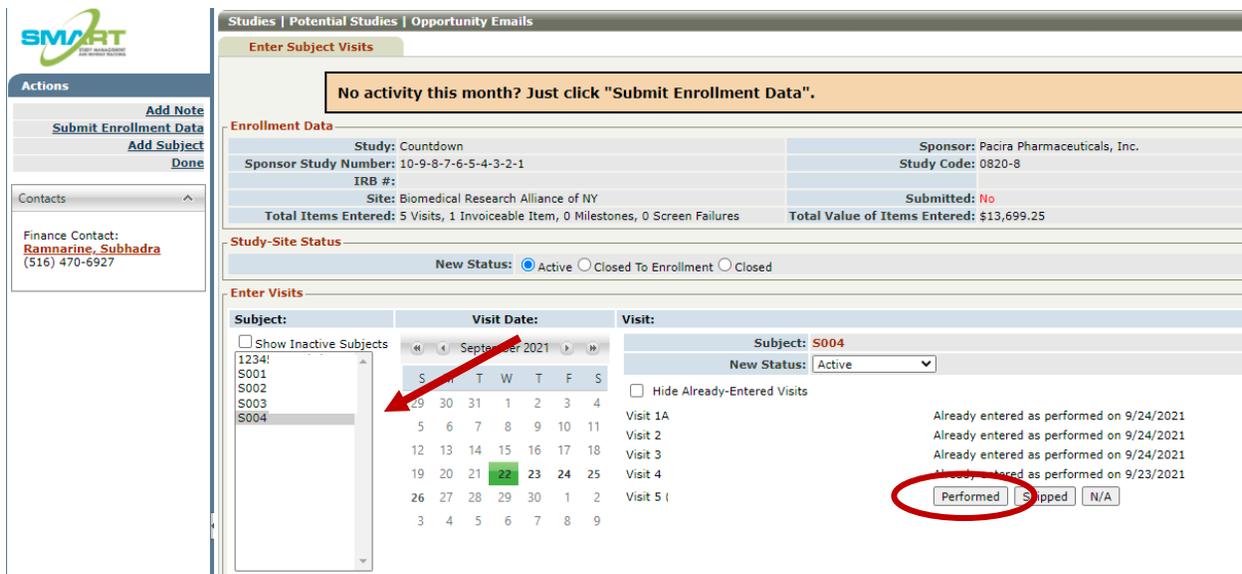
Enter + Close Enter + Another Cancel

4. You will see the items you entered listed below the Invoiceable Items list.

Action	Description	Subject	Visit	Date	Documentation Outstanding?	Status
  	Subject stipend - Subject completed visit 2 and should receive the stipend payment	S004	Visit 2	9/28/2021		Not Submitted
  	MRI without contrast - Subject required additional MRI which was approved by the sponsor	S004	Visit 2	9/30/2021		Not Submitted

The second way you can enter Invoiceable Items is when you are entering visits for a subject.

1. Select the Subject and the Visit Date. **Click – Performed.**



SMART logo and navigation menu (Actions, Contacts) are visible on the left side of the interface.

Enter Subject Visits section:

- Study: Countdown
- Sponsor Study Number: 10-9-8-7-6-5-4-3-2-1
- Site: Biomedical Research Alliance of NY
- Total Items Entered: 5 Visits, 1 Invoiceable Item, 0 Milestones, 0 Screen Failures
- Sponsor: Pacira Pharmaceuticals, Inc.
- Study Code: 0820-8
- Submitted: No
- Total Value of Items Entered: \$13,699.25

Study-Site Status: New Status: Active Closed To Enrollment Closed

Enter Visits:

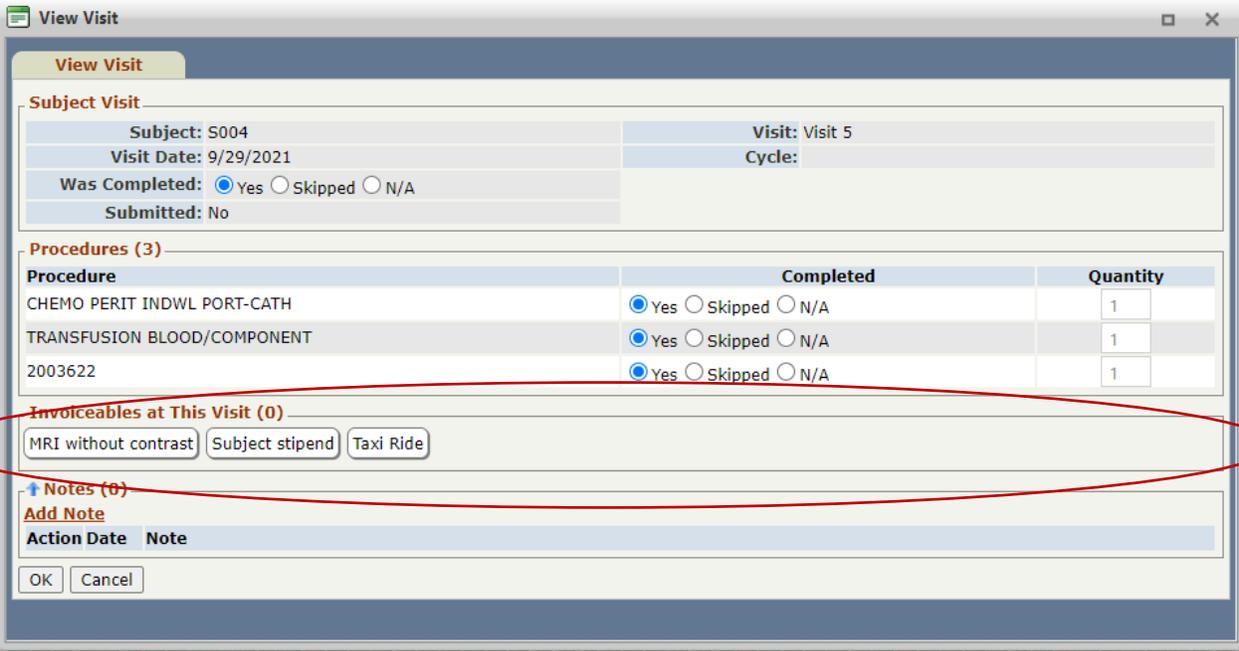
Subject: S004
New Status: Active

Calendar: September 2021. The 22nd is highlighted in green.

Visit list: Visit 1A, Visit 2, Visit 3, Visit 4, Visit 5. Visit 2 is selected.

Buttons: **Performed** (circled in red), Skipped, N/A.

- The Invoiceable items that are available for this visit will be listed under “Invoiceables at This Visit”.



View Visit

Subject Visit

Subject: S004	Visit: Visit 5
Visit Date: 9/29/2021	Cycle:
Was Completed: <input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	
Submitted: No	

Procedures (3)

Procedure	Completed	Quantity
CHEMO PERIT INDWL PORT-CATH	<input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	1
TRANSFUSION BLOOD/COMPONENT	<input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	1
2003622	<input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	1

Invoiceables at This Visit (0)

MRI without contrast Subject stipend Taxi Ride

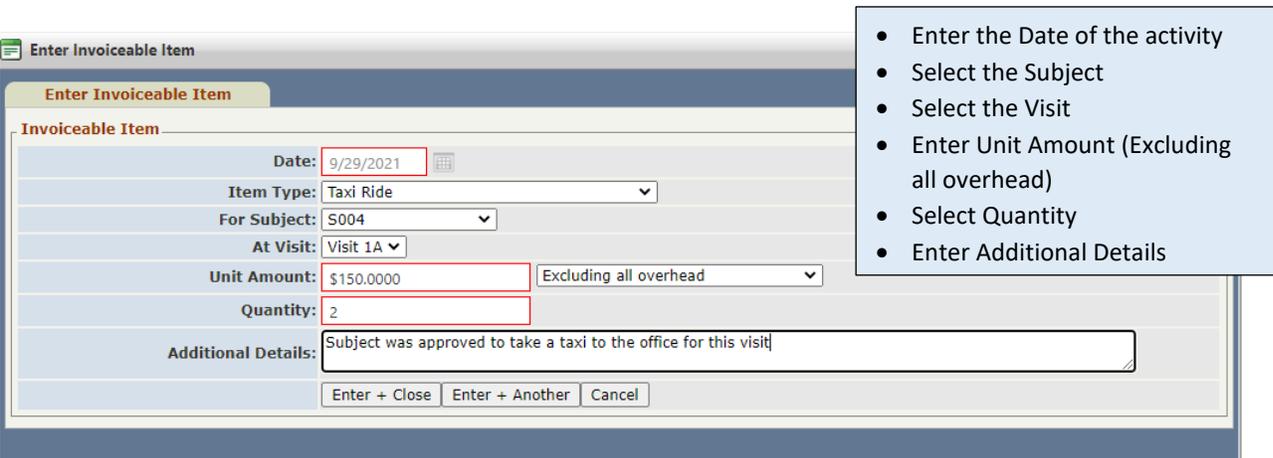
Notes (0)

Add Note

Action	Date	Note
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OK Cancel

- When you select an invoiceable item, the data entry screen will open, and you will fill in the specific information required for that invoiceable item.



Enter Invoiceable Item

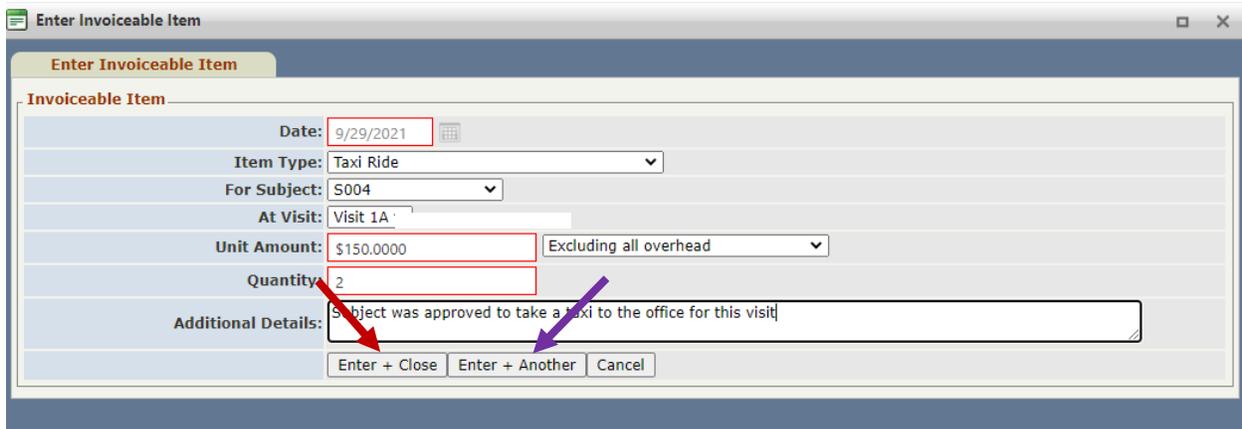
Invoiceable Item

Date:	9/29/2021
Item Type:	Taxi Ride
For Subject:	S004
At Visit:	Visit 1A
Unit Amount:	\$150.0000
Quantity:	2
Additional Details:	Subject was approved to take a taxi to the office for this visit

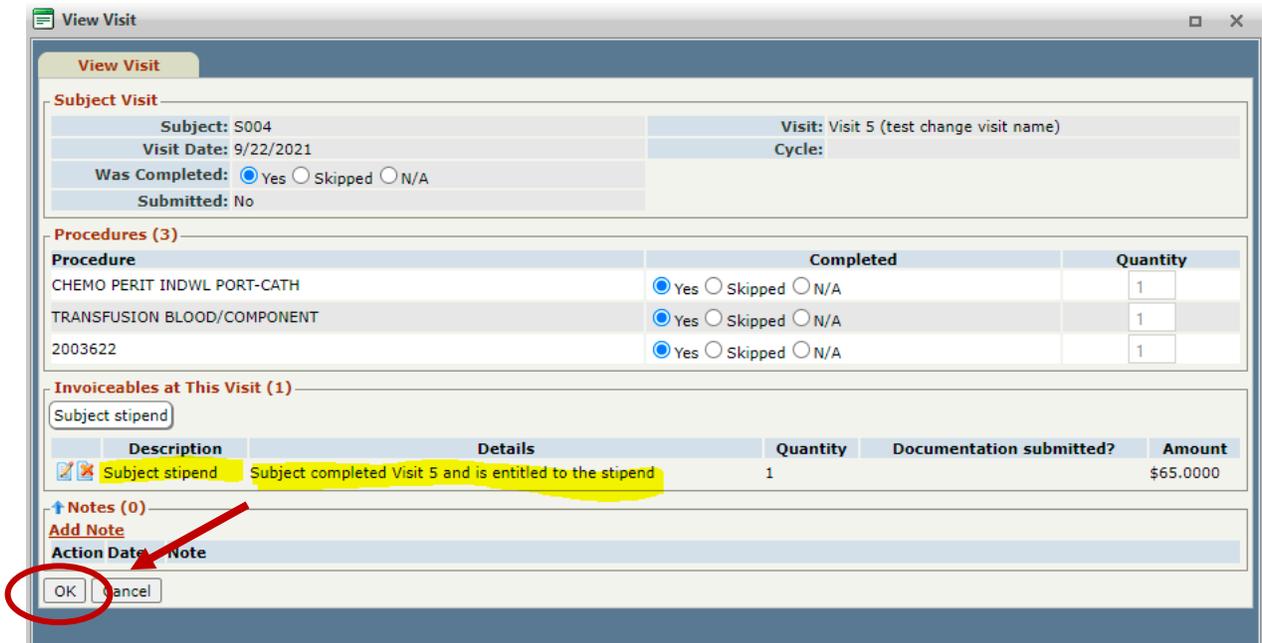
Enter + Close Enter + Another Cancel

- Enter the Date of the activity
- Select the Subject
- Select the Visit
- Enter Unit Amount (Excluding all overhead)
- Select Quantity
- Enter Additional Details

- Once data entry is complete, select “Enter + Another” if you have additional invoiceable items to enter, or select “Enter + Close”.



- You will see the items you entered listed below “Invoiceables at this Visit”. Click – OK.



Procedure	Completed	Quantity
CHEMO PERIT INDWL PORT-CATH	<input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	1
TRANSFUSION BLOOD/COMPONENT	<input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	1
2003622	<input checked="" type="radio"/> Yes <input type="radio"/> Skipped <input type="radio"/> N/A	1

Description	Details	Quantity	Documentation submitted?	Amount
Subject stipend	Subject completed Visit 5 and is entitled to the stipend	1		\$65.0000

- You will see the items you entered listed below the Invoiceable Items list.



Action	Description	Subject	Visit	Date	Documentation Outstanding?	Status
	Subject stipend - Subject completed visit 2 and should receive the stipend payment	S004	Visit 2	9/28/2021		Not Submitted
	Taxi Ride - Subject was approved to take a taxi to the office for this visit. x2	S004	Visit 1A	9/29/2021		Not Submitted
	MRI without contrast - Subject required additional MRI which was approved by the sponsor	S004	Visit 2	9/30/2021		Not Submitted

7. Once all enrollment data is entered **Click – Submit Enrollment Data.**

Total Items Entered: 6 Visits, 2 Invoiceable Items, 0 Milestones, 0 Screen Failures
Total Value of Items Entered: \$17,817.03

Study-Site Status

Status: Active Closed To Enrollment Closed

Enter Visits

Show Inactive Subjects

12345 GR 1/1/1968

S001 JN 1/1/1968

S002 ABD 1/1/1969

S003 PDN 5/3/1968

S004

Visit Date: September 2021

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Visit:

Subject: **S004**

New Status:

Select visit date first

Invoiceable Items (2)

Assay of aldolase - test name change only MRI without contrast Phlebotomy and lab handling Pregnancy Test Subject stipend Taxi Ride

Action	Description	Subject	Visit	Date	Documentation Outstanding?	Status
	Subject stipend - Subject completed Visit 5 and is entitled to the stipend	S004	Visit 5	9/22/2021		Not Submitted
	Subject stipend - Subject completed visit 2 and is entitled to the stipend	S004	Visit 2	9/24/2021		Not Submitted