

CLINICAL TRIALS – CONTACTS by Object Code

Revised July 21, 2021

Patient Care Expenses

Object Code	Sub-Object Title	Description	Contact / Department	Back-Up Document Needed & Notes
3355	Human Subjects	Subject ID / One-Time Payee	Study Team	- Trans Ref GL = PO Number (refer to PO for Subject ID/visit details) - Back-Up Doc: "Subject Check Reimbursement Request Form" per Subject
3456	Professional Services	CPRS	<i>Pathology & Lab Services</i> Lien Cheung LCheung@mednet.ucla.edu	- Back-Up Doc: Itemized "Invoice"
3456	Professional Services	HB	<i>CRBP</i> UCLAHSCRBP@mednet.ucla.edu & Michelle McDaniel MRMcDaniel@mednet.ucla.edu	- Back-Up Doc: Detailed "Research Charges"
3456	Professional Services	PB	<i>CRBP</i> UCLAHSCRBP@mednet.ucla.edu & Michelle McDaniel MRMcDaniel@mednet.ucla.edu	- Back-Up Doc: Detailed "Research Charges"
3464	Parking Services	Date of Visit & IRB #	Study Team	- Back-Up Doc: Subject Parking Log & original email request from Study Team
3466	Patient Care	CD Media Copies	Study Team	- Back-Up Doc: Copy of CD Request Form
3466	Patient Care	HB IRB#	<i>CRBP</i> UCLAHSCRBP@mednet.ucla.edu & Michelle McDaniel MRMcDaniel@mednet.ucla.edu	- Source Code = Date (MMDDYY) Report - Back-Up Doc: Study Team approved/finalized RTR HB/PB report
3466	Patient Care	Research Pat Rev	<i>Faculty Practice Group- Billing Services</i> Katherine Toris KToris@mednet.ucla.edu & CC: Maria Apodaca MApodaca@mednet.ucla.edu Gina Cabral GCabral@mednet.ucla.edu	-Trans Ref GL = Dept Name - Back-Up Doc: Charge Details (by IRB#)

Object Code	Sub-Object Title	Description	Contact / Department	Back-Up Document Needed & Notes
4440	Departmental Stores and Supplies	Dry Ice	Study Team	- Trans Ref GL = Month Recharged - Back-Up Doc: Copy of Dry Ice recharge card <i>per order</i> & Dry Ice log
4730	Pharmaceuticals	Invoice #	<i>RR UCLA Med Ctr – Pharmaceutical Services</i> Christina Shin CSShin@mednet.ucla.edu	- Back-Up Doc: Itemized “Invoice”

Patient Care Related/Misc Expenses

Object Code	Sub-Object Title	Description	Contact / Department	Back-Up Document Needed & Notes
3001	Delivery Service	(Vendor/Courier Name)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3 rd party expense)
3003	Freight and Shipping	(Vendor/Courier Name)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3 rd party expense)
3005	Storage Service	(Vendor/Courier Name- i.e. Iron Mountain)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3 rd party expense)
4070	Outgoing Mail Charges	(Vendor/Courier Name)	Fund Manager / Purchaser	-Trans Ref GL = PO Number - Back-Up Doc: Invoice (refer to NOA to verify approved 3 rd party expense)

Best Practices & Tips

- Always provide complete study FAU and IRB# in all communications.
- For department expenses (i.e. CPRS, Pharmacy, Parking, etc.), request charge details when monthly recharge PAN notices received.
- Available Log templates:
 - Dry Ice log
 - Subject Parking log
- Contact CRBP team (UCLAHSCRBP@mednet.ucla.edu) including Michelle McDaniel (MRMcDaniel@mednet.ucla.edu) to be added to weekly Research Transaction Report (RTR) distribution list. However, reconciliation should be based on finalized RTRs approved by Study Team.