Dear CRU users,

As the weather is getting nicer, the CRU is getting busier. In order to ensure availability at the CRU for your study visits, please follow the proper scheduling process for all visits:

1. Call the CRU to inquire about appointment availability before communicating with your subject:
   - **Outpatient Unit** – call before 2:30 pm: Feinberg at 6-4452, Galter at 6-6143
   - **Inpatient Unit** – page 1-8842 before 3:30 pm
   - **For next day appointments, please call before 12:00 pm** (see telephone numbers above).

2. Call your subject and determine the desired appointment time
3. Complete registration form and submit online via DropBox
4. If you did not receive a confirmation email for your appointment, please contact the unit

The CRU strives to accommodate all the studies that use our services and we greatly appreciate your understanding and cooperation.

Sincerely,

Karan S. Fachet, MS, RN, NE-BC  
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Administrative Director, Center for Clinical Research  
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