Dear Research Study PI’s and Coordinators:

As a current user of our NMH Clinical Research Unit services, we are happy to provide an update on CRU scheduling staff and corresponding work flow changes for scheduling and registration.

Brittany Andersen has joined the CRU team and works with Jacqui Grullon for scheduling appointments within the CRU. Effective 9/26, Brittany Andersen will be the main contact for Inpatient/Bedded Outpatient scheduling requests, all active CRU Mobile visits, and Core Lab only appointments. Jacqui Grullon will continue to schedule for the Outpatient unit. Brittany and Jacqui will continue to provide confirmations of patient and Core Lab visits via email.

<table>
<thead>
<tr>
<th>Outpatient Scheduling</th>
<th>Inpatient/Bedded Outpatient, Core Lab, and CRU Mobile</th>
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</thead>
<tbody>
<tr>
<td>(Maria) Jacqui Grullon</td>
<td>Brittany Andersen</td>
</tr>
<tr>
<td>312-926-4452</td>
<td>312-926-6143, pager 312-921-8842</td>
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</tbody>
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Cross coverage applies during absences

Steps for scheduling Outpatient visits at the CRU:
1. Call 6-4452 to check availability for the date and time for your visit
   - Please call before 3:30 pm
   - For next day appointments, please call before 12:00 pm
2. Fill out the provided registration form for each visit.
3. Go to the rDrop Box web site and log in: https://rails-prod.nubic.northwestern.edu/rdropbox/login
4. Enter the following information into rDropbox:
   - PI last name:
   - Protocol number:
   - Attach the registration form(s) [IP or OP] that you have already saved
   - Click ‘upload’
   NOTE: Each registration form that you upload has to have a unique name (e.g., 1603.SL.5.30.14) or it can’t be attached. You should now see a screen that tells you “successfully uploaded!”
5. Click ‘upload another document’ to schedule another visit.
6. Click ‘logout’ to exit rDropbox.

Steps for scheduling Inpatient/Bedded Outpatient and CRU Mobile visits (formerly Off-Site):
1. Call 6-6143 or page 1-8842 to check availability for the date and time for your visit
2. Follow the above steps 2-7

Steps for scheduling CRU Core Lab services*:
1. Fill out the provided registration form in advance of each sample drop-off
2. Follow the above steps 2-7 to submit the registration form to the rDropbox web site prior to sample drop off

*A completed registration form is required prior to sample drop-off at the CRU Core Lab. The Core Lab will NOT accept samples without a registration form, or if the registration form is incomplete.
Please report any technical difficulties accessing rDropbox by contacting Toddie Hays via email to patricia.hays@northwestern.edu, or by pager of (312) 921-8350.