



<b>Policy #</b> 8.004	<b>Title</b> Time Change (within 48 hrs)	<b>Effective Date:</b> 02/25/2014
--------------------------	---	--------------------------------------

**PURPOSE**

---

To outline the steps of changing appointment times for study visits in the Catalyst online Scheduling system.

**STANDARD OPERATING PROCEDURE**

---

**If a Research Coordinator would like to change only the time of the appointment (same study, same subject, same day) more than 48 hours prior to the originally scheduled time, please do so via The Harvard Catalyst Scheduling System.**

Appointment time changes occurring *less than 48* hours before the scheduled appointment time:

1. Please submit the online form titled “Time Change (within 48 hrs)” which can be found here: [http://cci-webservices.dipr.partners.org/Time\\_Change/Time\\_Change.html](http://cci-webservices.dipr.partners.org/Time_Change/Time_Change.html).

Fill in the following information:

- Protocol Number**
- Unit—choose one: ACC, CTC, 9A/9B**
- Patient’s Legal First Name**
- Patient’s Legal Last Name**
- Scheduled Starting Date**
- Scheduled Starting Time**
- Change Starting Time to**
- Scheduled Ending Time**
- Change Ending Time to**
- Coordinator’s Name**
- Email Address**
- Comments: (Optional)**

2. Research coordinator will be responsible for contacting the unit and resource managers.

**RESPONSIBLE DEPARTMENT**

---

Brigham and Women’s Hospital’s Center for Clinical Investigation’s Administration is responsible for this policy.

**DATE ISSUED**

---

**Issue Date:**

**Written By: Joyce Clark  
Ali Wagner**