

Recruit Study Participants From UCSF Electronic Medical Records

1 Submit Request



- > Email ctsi.consulting@ucsf.edu or submit a request online
- > Complete a checklist to identify inclusion and exclusion criteria for your cohort
- > Explore the Research Data Browser to identify potential cohort (optional)

2 Write Letter



- > Consult with communications experts to optimize the patient letter
- > Submit for IRB approval

3 Obtain Data



- > Recruitment Services (RS) works with Academic Research Services (ARS) to identify cohort
- > RS receives cohort records directly from ARS and acts as an honest broker of records

4 Execute Mailing



- > Create mailing schedule based on study recruitment timeline and staff capacity for screening
- > RS sends patient letters via US mail

5 Evaluation & Optimization



- > Monitor study enrollment
- > Explore opportunities to increase response rates:
 - > Adjust patient letter
 - > Refine cohort criteria
 - > Second touch mailings
- > Refresh data extract periodically to update patient death and privacy statuses