



- ▣ Check that all dates and other information are correct.
- ▣ Sign the note.
- ▣ Print the note for your study files.
- ▣ You can create your own templates for your studies and save them in the “My Templates” file in CPRS or even save them at your desktop to be pasted into CPRS notes when you need them. A study-specific template saves you time because most of the information can be pre-entered. CPRS templates will be a future Research Service Hot Topic.
  
- ▣ Further details can be found in the following Research Service SOPs available through the Research Service:
  - ▣ HRP 07.01: Establishing Patients in CPRS
  - ▣ HRP 03.01G: Informed Consent Guidebook
  - ▣ HRP 03.03: Obtaining and Documenting Informed Consent
  - ▣

For questions concerning this or other Research Service Hot Topics, contact:

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