## Q3. How do I request a coverage analysis modification?

To request modifications, login to **Velos** from the **Tools** page on the UTSW website.

UTSouthwestern Medical Center		Search this site Search
About Us Administration Department	as & Centers Education Hospital & Clinics Huma	an Resources Research Services <b>Tools</b> % 🕶
Home / Tools		$\sim$
Tools		
A-Z Index ADAPT Archibus Clinical Trials Compliance Report CORE LIMS Doctor & Faculty Profiles eAgreements eGrants eIRB Entrada Find A Doctor Focus On Faculty Health System Portal	i2b2 Clinical Research Data Warehouse Study Feasibility Application Kronos Library MyChart myTime Login Net Guide ORBIT – UTSW Reporting Portal Outlook Web App (Children's) Outlook Web App (Parkland) Outlook Web App (UT Southwestern) Pathfinder PeopleSoft Phone Directory Policy Library	Profile+ (Updates to faculty profiles) ReadySet REDCap Research Portal Talent Acquisition Management Taleo Learn TOPAZ Total Professional Effort TracDat UTSW ServiceNow Velos Web Resources • Faculty (Faculty Corner) • Postdocs (Graduate School of Biomedical Sciences)
	Procurement Portal	Students

Enter your UTSW username and password to login to Velos.



In the **Search a Study** field, enter the study number, then click **Search**. Next, click the **Study Administration** icon to pull up the study summary.

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			PeopleSoft Information Site		PeopleSoft Information Site
			Performance Site Review Form F	ΩA	Frequently asked questions to assist with filling out the Performance Site Review Form
			Research Portal		Research Portal
			Research Wizard		Research Wizard
		UTSW Performance Site Review	FAQ	UTSW Performance Site Review FAQ (Updated November 2020)	
		Velos Glossary of Terms		Velos Glossary of Terms (Updated 1/1/2023)	
			Velos Standard Reports Glossary	1	Description and sample of Velos Reports (Updated October 2020)
			Velos Tip Sheets and Helpful Gui	des	Study, Patient Registraiton, Coverage Analysis, Performance Site, etc.
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You will now be on the **Study Summary** page. Click the **Forms** tab.

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After clicking the **Forms** tab, a new window appears. From the drop down menu, select the option for **Coverage Analysis Modification Form**, then click **Go**.

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## On the next screen, click New.

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	1 to 7 of 7 Record(s)				

The study team should complete **Section 1** of the form. Leave form status as "**Work in Progress**." Next, enter your **e-signature** then click **Submit**.

You are working on study: 13222			
Summary Site/Team Protocol Study Status Forms Documents Admin Schedule F	Reports Notifications		
Jump to Form: Coverage Analysis Modification Form	Go		
Open Form Name: Coverage Analysis Modification Form		Ð	
Section 1 (To be filled out by the study team)			
Data Entry Date*			
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Has Modification Gone to IRB? *	Oves		c
Does this affect the Budget and/or items and services?*	Oves		c
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CTCA Modification On Hold			
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On the next screen, select Study Status, then Add New Status.

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Next, enter these status details:

- Organization: choose UT Southwestern Medical Center & Affiliates
- Status Type: Select Coverage Analysis from drop-down list
- Study Status- Select Coverage Analysis- Modification Submitted from drop down list
- Documented By- this field will auto-populate with your name
- Status Valid From- *enter the current date*.
- Enter e-Signature
- Click Submit.

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	Meeting Date			
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The SPA Coverage Analysis Team will complete the coverage analysis modification and submit approval request to PI/Study Coordinator via DocuSign. They will also revise your final budget if appropriate.

The SPA Coverage Analyst will add the study status of "Coverage Analysis Modification- PI Approved" to the study in <u>Velos</u>.