ClinCard Process Flow at HSC Revised 05/06/2014

**Account Setup Activity**
- PI has study with subject payments
- PI submits study documents to OCR for review
- PI meets with OCR to develop Subject Payments Schedule (SPS) and OCR enters approved SPS into ClinCard software
- OCR provides approved SPS to PI and Bursar’s Office
- Bursar’s Office reviews SPS for ClinCard payments & obtains OSP approval for PID’s with fund codes 41000-44000
- PI requests ClinCards from the Bursar’s Office
- Bursar’s Office issues un-activated ClinCards to Custodian

**Account Conduct Activity**
- Custodian logs cards into a Gift Log to document the ClinCard inventory.
- Department Representative reconciles opening card inventory witnessed by the Custodian and documented on the Reconciliation Log
- Payor issues ClinCard to study subjects and collects completed Subject Payment Forms for cards
- Study subjects activate their ClinCards per enclosed activation instructions
- Payor enters payment requests as subjects meet payment requirements per SPS
- Custodian reviews and approves payment requests per SPS
- OCR monitors manual payments for further review
- Periodic reports of account activity are reviewed by the custodian, PI, OCR and the Bursar’s Office

**Account Close-Out Activity**
- Study ends and/or Study Payments are complete
- PI notifies Custodian and OCR that no additional payments will be made
- Department Representative reconciles closing card inventory; OCR conducts final review & deactivates the ClinCard software account
- OCR notifies the Bursar’s Office to close the study ClinCard account
- The study accounts are closed by the Bursar’s Office and OCR
- Periodic reports of account activity are reviewed by the custodian, PI, OCR and the Bursar’s Office