



## CCS Procedures During COVID-19 Closures

The Center for Clinical Studies (CCS) office is closed until further notice, and we will be working remotely effective immediately. All normal business operations will continue with certain modifications to accommodate staff working from home. Please see below for contact information and processes affected by remote operations.

### Financial

Due to lack of physical presence of staff, check processing for clinical studies will occur once a week. All checks should be sent via campus mail to Brittany Ohmeyer at CB 8009 for processing. Budget adjustment processing times will be reduced based on the check deposit schedule. Email notifications will continue to be sent routinely.

CCS approvals for the M0302 stream will occur daily.

For any financial/billing related correspondence contact [ccsbillingservices@wustl.edu](mailto:ccsbillingservices@wustl.edu).

### OnCore Support Team and the Clinical Research Billing Support

These services are available remotely to assist you. Please email [oncore@wustl.edu](mailto:oncore@wustl.edu) for OnCore assistance, and [ccsbillingmatix@wusm.wustl.edu](mailto:ccsbillingmatix@wusm.wustl.edu) for any questions related to clinical study billing activity.

### Regulatory Support Services

These services are available remotely, and can be reached at [reg\\_spt\\_center@wusm.wustl.edu](mailto:reg_spt_center@wusm.wustl.edu) to assist you.

### Volunteer for Health

This office is closed and can be reached at [rprstaff@wusm.wustl.edu](mailto:rprstaff@wusm.wustl.edu) for assistance.

### Coordinator Services

For assistance, please contact Teresa Arb at [arbt@wustl.edu](mailto:arbt@wustl.edu).

### Budget Services

For assistance, please contact Chrissy Barr at [barrc@wustl.edu](mailto:barrc@wustl.edu).

Any other questions or correspondence should be directed to Divine Hartwell at [ccs@wustl.edu](mailto:ccs@wustl.edu). Staff access to phone and voice mail will be extremely limited.