



# Clinical IS Update

**Topic:** Research Related Systems Access - from Clinical Research Systems

**Facility:** IU Health

**Audience:** Researchers

**Effective Date**  
August 15, 2019

**Contact**  
IUHealthResearchAccess@iuhealth.org

**Overview:** *The Clinical Research Systems (CRS) team is working with Identity Management to streamline access to IS systems for the research community. As part of that process, IU Health is requiring that all those requesting access to IU Health systems be added to Lawson, which is the current Enterprise Resource Planning (ERP) system. Figure 1. outlines the steps to take for new access requests, changes to existing access, or inactivations.*

Beginning August 15, 2019 new processes will be in place for requesting research related access to IU Health systems including the Cerner electronic medical record. Most access requests will be provisioned with **no expiration date**. The only exception to this will be for view only access and monitor access which will be limited to the duration of the project(s). Please note that paper research access requests will not be accepted after August 14, 2019. Please see Figure 1 for the grid included in this job aid and follow the instructions for requesting access. Please note the following key points as you request access.

1. All individuals requesting access to the EMR for research purposes are expected to **understand and follow** all applicable IU Health policies as well as applicable HIPAA guidelines and regulations.
2. All research related access to the EMR must be performed under the auspices of an Institutional Review Board. Proof of current IRB approval or exemption will be requested.
3. The Clinical Research Systems Team must be **notified immediately** when individuals with research related access are no longer performing research related activities.
4. Access is granted based on the available Cerner position that best fits your needs. Some positions are setup with access that may exceed your job description and/or professional practice standards. You are responsible for accessing the system within the parameters established by your job description.
5. All non-IU Health employees requesting access will be given a Lawson account with an IU Health NT logon and applicable active directory groups.
6. Per policy HR-142 section VI. C. 3- Non-Indiana University Health team members must complete the computer-based modules via electronic learning management system (eLMS) for all mandatory curricula for regulatory compliance. All non-IU Health employees requesting access will be required to complete the following 6 educational modules to obtain/maintain access to IU Health systems –
  - a. Corporate Compliance
  - b. Environment of Care
  - c. HIPAA
  - d. Patient Safety
  - e. Information Security HIPAA
  - f. Infection Prevention

*Continued on next page*



# Clinical IS Update

7. With certain exceptions, research access will not expire once granted. Non-IU Health users will no longer need to submit annual requests for renewal.
8. The CRS team will be performing a cross-institution employment/student validations as well as periodic reviews for current IRB approvals.
9. All access to the system is monitored by Haystack to ensure that access to patient records is limited to those with a legitimate business need.

## All New Users

All new users will need to use the links provided in Figure 1 for access to IU Health systems for research purposes beginning August 15. Please note that new research monitor access is dependent on up to date protocol and subject information in OnCore and PowerTrials. Be sure to sync your subjects using PowerChart's Research Viewpoint prior to the monitor's visit.

## Existing Non-IUHealth Users

All existing non-IU Health users will be contacted between August 15 and December 31 and requested to individually re-apply for research access using the processes outlined in this job aid. **PLEASE DO NOT USE THE LINKS TO UPDATE YOUR PERSONAL ACCESS UNTIL YOU HAVE BEEN CONTACTED.** Please note that you will be asked to complete the mandatory IU Health learning modules at that time.

The level of access is being standardized for all research positions and will be aligning with Cerner model. While this may result in some changes to the way you view information in the EMR, it does not change the availability of that information.

## Resources

Research related education and training materials, applicable policies and procedures, and links to can be found on the Office of Clinical Research Website at <https://ocr.iu.edu/>. Scroll down to the "IU Health Research Information" link.

### Quick Links

- [OnCore Home](#)
- [IU Health Research Information](#)
- [IU Health Enterprise Clinical Research Operations](#)
- [Eskenazi Health Research Information](#)
- [Indiana CTSI Clinical Research Center \(CRC\)](#)

*Continued on next page*



# Clinical IS Update

Type of Access Needed	Who Requests Access	How to Submit a New Request
Research Monitor	Research staff responsible for the protocol to be monitored	Click this link to complete the REDCap survey: <a href="https://redcap.uits.iu.edu/surveys/?s=X837WXEF7R">https://redcap.uits.iu.edu/surveys/?s=X837WXEF7R</a> <b>Note:</b> You will need the full name and e-mail address of the monitor as well as the OnCore protocol no. Additional details on this process can be found in the Research Monitor Policy and a companion job aid.
Research Study Staff (Not employed by IU Health or not medical students)	Individual needing access	Click this link to complete the REDCap survey: <a href="https://redcap.uits.iu.edu/surveys/?s=AC7JXK9XEY">https://redcap.uits.iu.edu/surveys/?s=AC7JXK9XEY</a> <b>Note:</b> You will be asked to provide the name and phone number for your supervisor/manager in the event that follow-up is needed and a copy of one of the current IRB approval letters for your studies.
Research Study Staff (IU Health Employees)	Individual needing access or their manager	Click this link to request research access: <a href="https://iuhservicemanager.iuhealth.org/CherwellPortal/winlogin">https://iuhservicemanager.iuhealth.org/CherwellPortal/winlogin</a> <b>Note:</b> You will need your NT logon and password.
Medical Students (Academic affairs is responsible for managing short term access to the system for research purposes.)	Individual needing access or their manager	Send e-mail request to <a href="mailto:docs@iuhealth.org">docs@iuhealth.org</a> . Medical students with existing system access must request research <i>view only</i> access and use Cerner self-service to switch to the research role when accessing a medical record for research purposes.
Access to other IS Systems for Research Purposes i.e. Synapse, PACS	Individual needing access or their manager	Click this link to request research access: <a href="https://iuhservicemanager.iuhealth.org/CherwellPortal/winlogin">https://iuhservicemanager.iuhealth.org/CherwellPortal/winlogin</a> <b>Note:</b> You will need your NT logon and password. If you do not have a NT logon, your IU Health manager will need to complete the “Non-Employee Activate-Inactivate Lawson Form” available on the IU Health Team Portal first.

The links provided above can also be used to communicate **changes** needed to demographics or access as well as requesting **inactivations** of research access for all roles **except** research monitor. Monitor access will be inactivated by the CRS team once the study closes. Questions can be sent to [IUHealthResearchAccess@iuhealth.org](mailto:IUHealthResearchAccess@iuhealth.org).