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| Topic: | Research Related Systems Access Overview- Non-IU Health Employees |
| Facility: | All IU Health Locations |
| Audience: | Researcher Staff |

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| Effective Date |
| 06.01.2021 |
| Contact |
| isclinicalresearchsupport @iuhealth.org |

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| Overview: | This job aid provides information on non-IU Health employee system access for research purposes. |
| **KEY POINTS**1. Cerner access for research purposes is granted under the provisions outlined in the IU Health Information Systems Access Management policy.
2. Access requires the identification of an internal IU Health employee responsible for maintaining relationship with any non-employee seeking access to IU Health PHI-containing systems.
3. All individuals requesting access to the Cerner electronic medical record (EMR) for research purposes are expected to **understand and** **follow** all applicable IU Health policies as well as applicable HIPAA guidelines and regulations.
4. 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 may be requested at time of initial provisioning.
5. With certain exceptions, research access will not expire once granted. The Clinical Research Support team must be ***notified immediately*** when individuals with research related access are no longer performing research related activities.
6. Access is granted based on the available Cerner position that best fits the specified needs. Some positions are setup with access that may exceed job responsibilities and/or professional practice standards. Users are responsible for accessing the system within the parameters established by their job responsibilities.
7. All non-IU Health employees requesting access will be entered into Oracle (IU Health human resources system) and given an IU Health network logon and applicable active directory groups.
8. 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.
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| **REQUESTING ACCESS- ALL RESEARCH STAFF AND MONITORS**1. Research staff with a business need to access the Cerner EMR can begin the request process by completing the REDCap survey found at <https://redcap.uits.iu.edu/surveys/?s=HKRAPCMC9W>
2. FOR RESEARCH STAFF REQUESTING MONITOR ACCESS-- Once access has been granted and the protocol is open to accrual in PowerTrials, complete this survey to have the monitor added to the protocol in Research Viewpoint- <https://redcap.uits.iu.edu/surveys/?s=L8XXPHNTMC>

**Resources** IU Health research related training materials can be found on the Office of Clinical Research Website at <https://ocr.iu.edu/iu-health-access/>  |