

Baystate Medical Center

Policies and Procedures: Division of Academic Affairs

Individuals Reviewing Policy

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SUBJECT: Electronic Medical Record for External Research Auditors and Monitor Visits

PURPOSE

To ensure that external research auditors, monitors, and reviewers who require access to electronic medical records are aware of and comply with all applicable BH policies, and that BH research personnel appropriately initiate and oversee their access.

POLICY OVERVIEW

All Investigators, Research Coordinators, and Research Assistants are responsible to ensure that outside vendors (monitors/auditors) have access only to the required electronic medical records. All appropriate BHS policies will be followed. BH study personnel are responsible for overseeing electronic medical record access by external research auditors and monitors. The following procedure ensures that access is limited to the appropriate study-related electronic medical records only.

Procedure for access

1. Once a new CIS user has been identified, a System Access Request Form (SARF) (***for non-employees***) available on eWorkplace must be completed and sent to the help desk.
2. The following information is required:
 - a. User name
 - b. CN#: Contact Security if user does not have one
 - c. Non BHS Manager name, title and phone number
3. When completing the SARF note the following
 - a. User will need access to CIS (***position: External Reviewer***) this is placed in the ***“additional notes or information”*** and will limit the reviewers eMR access to only the charts set up by you in the ***“Create a custom list & Proxy for external reviewers”***.
 - b. If accessing CIS offsite, the user will need external access to eWorkplace, so they can sign in.
4. Complete the SARF and email it to the Help Desk PC. Copy Health information Maintenance (HIM) Manager on the email for approval.
5. If possible, the SARF should be sent at least 2 weeks in advance to allow enough time for completion
6. Before allowing the user to sign on, be sure the user has completed the following:
 - a. [Reviewed and Signed Confidentiality Policy \[HR 106\]](#)
 - b. [Reviewed the Information Security Policy \[BC 6.820\]](#)
 - c. [Reviewed the Privacy Policy \(Minimum Necessary\) \[BC 7.010\]](#)
7. BH Research staff will Create a Custom List & Proxy for External Reviewers: (see directions for Creating a Custom List & Proxy Document) The list may be created and

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added to at any time. Once a coordinator has created the list, you will give proxy to the monitor/auditor. (see instructions below)

8. Review/train the user on how to navigate through CIS. Screenshots to assist with the process are available.

REFERENCES:

BHS Procedure for External Reviewers access to CIS

BHS Creating Custom List for Proxy

Create a Custom List & Proxy for External Reviews

1. Sign into CIS and select the List Maintenance icon from the task bar
2. The modify patient list box will open. Select the “New” button
3. Once the Patient List Type box opens, select “Custom” and then the “Next” button
4. Create a name for your list. (The study and monitor/auditor name.)
5. select finish
6. Highlight the name of the list you just created and select the button in the middle with the arrow pointing towards the right.
7. You will see the list will move from “available lists” to “active lists”. Select OK
8. You have just created and named a custom list. Now it is time to add patients to this list. Select the Add Patient icon from the task bar.
9. Search for the patient you would like to add to the list. Once found, select OK
10. The patient has been added to the list. Complete this process until all of the patients have been added
11. Now that the list has been completed select Properties to create the Proxy
12. When the Customize Patient List Properties box opens, select the “Proxy” tab on top and then select “New”
13. Select the “Provider” radio button and search for the name of the person who will be receiving the list
14. Then give them “Read” access and select the date range you would like the monitor/auditor to have CIS access for. Select “apply”
15. The proxy will remain listed here until the time frame expires

Effective Date: 10/06/2008

Revision Dates:

10/02/2008	3/26/2009					
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