

Stanford Children's Health Epic Access for Monitors (Research Only)

NOTE: For monitors that bring their own laptop, the monitor will need to download Citrix (if not already installed) to be able to launch and log into Epic. The monitor will also need to set up DUO 2 Factor Authentication to log into the Portal.

A Study Coordinator, Research Manager, or PI must complete the following instructions for any monitor (i.e., Industry Sponsor, FDA) who requires LPCH Epic access for research auditing purposes.

Please be advised due to recent changes in the LPCH Epic Request platform, LPCH Access Control will complete the Access Request Form (ARF) on the requester's behalf, once STEP 1 is completed.

STEP 1: Complete the REDCap questionnaire:

1. Go to: <http://med.stanford.edu/chri/resources/epic/stanford-children-s-health-epic-access-for-monitors-research-onl.html>
2. Click on 'EPIC Access for Research Monitors' and login (requires a SUNet ID)
3. Complete the Online Request Form -- please have the following documents available to upload:
 - ✓ An electronic copy of your IRB Approval Letter
 - ✓ List of the MRNs for which the monitor will need access

You are DONE.

Limitations: We limit the monitor's Epic access only to the days that s/he will be on site. If the Monitor comes periodically, *a new submission is required in advance* for the new dates with any new IRB approvals, and also if new patients will be monitored.

Timeline: Submit request (STEP 1) *at least 10 business days prior to monitor's arrival*. If the requester does not receive any notification within 5 business days of monitor's arrival, please email LPCHAccessControl@stanfordchildrens.org to get an update.

Termination: For monitors who no longer require Epic access, the requester should contact LPCHResearchEpic@stanford.edu to request removal of access.

For trouble logging into the system or resetting your log-in and/or password contact:

Stanford Children's Health (LPCH) Epic Access Control Team –
LPCHAccessControl@stanfordchildrens.org or 650-498-7500

For any other questions regarding Epic access or an existing request, contact:

LPCHResearchEpic@stanford.edu

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