**Stanford Children’s Health Epic Access for Research Staff**

**Instructions:** Follow these instructions for all new University or LPCH research staff who need access to (or modification/renewal of) LPCH Epic access *for research purposes*. (Exception: CCTO staff).

**Process Description:** University or LPCH research staff must submit an [Online Request](https://is.gd/StanfordChildrensEpicAccess) followed by completion of an Attestation by the supervisor or PI (Steps 1 and 2 below). Once these are complete, the request will route for approval by Authorized Approver in order to access LPCH Epic, the Stanford Children’s Health electronic health record (EHR). A separate Online Request must be submitted per user. *Default access is view-only. For research RN or NP, documentation access may be requested in the* [*Online Request*](https://is.gd/StanfordChildrensEpicAccess)*.*

**Who Must Use This Process?**

* Stanford University or hospital research staff who need access to the LPCH EHR
* Exception: Pediatric Hematology/Oncology research staff should obtain Epic access through CCTO
* Requesters who would otherwise obtain Epic access for clinical purposes should ***not*** request access through Spectrum Child Health

**To Request Epic Access for Research Staff, follow this 3-step process:**

**STEP 1: Submit** [**Online Request**](http://med.stanford.edu/spectrumchildhealth/services/epic-access.html)

Submit an Online Request at <http://is.gd/StanfordChildrensEpicAccess>

* Requester will be asked to upload 3 documents:
  1. [CITI](http://researchcompliance.stanford.edu/hs/new/resources/training/citi.html) Certificate of Completion dated within the last 3 years
  2. [HIPAA](https://privacy.stanford.edu/faqs/hipaa-training-faqs) "*Protecting Patient Privacy*" Certificate of Completion dated within the last year
  3. [HIPAA](https://privacy.stanford.edu/faqs/hipaa-training-faqs) "*Protecting Patient Privacy for Clinical Researchers*” Certificate of Completion dated within the last year
* To download **CITI and HIPAA** certificates of completion:

1. CITI - go to <https://www.citiprogram.org/>
2. HIPAA - go to <https://www.lawroom.com/login.aspx> or email [hipaatraining@stanford.edu](mailto:hipaatraining@stanford.edu)

**STEP 2: Supervisor or PI Completes Attestation**

Once the Online Request (Step 1) is reviewed and verified, a *unique Attestation link and Code* will be emailed from [LPCHResearchEpic@stanford.edu](mailto:LPCHResearchEpic@stanford.edu) to the Supervisor or PI with the subject line “Action Required: Attestation for LPCH Epic Access: [employee].” The attestation link is SUNet authenticated and must be completed by the Supervisor or PI. The link leads to the following attestation:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor or PI), attest that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (research staff member):

* + Is a member of the Stanford University or LPCH workforce who has a clinical research job function (e.g. clinical research coordinator, research nurse, research assistant)
  + Has completed the following required trainings
    1. [CITI](http://researchcompliance.stanford.edu/hs/new/resources/training/citi.html) within the last 3 years
    2. [HIPAA](https://privacy.stanford.edu/faqs/hipaa-training-faqs) "*Protecting Patient Privacy*" within the last year
    3. [HIPAA](https://privacy.stanford.edu/faqs/hipaa-training-faqs) "*Protecting Patient Privacy for Clinical Researchers*” within the last year
  + Will access patient records only for clinical research purposes.

I further attest that:

* + My research needs cannot be fulfilled by the capabilities of STRIDE
  + I assume full responsibility for ensuring that the employee uses EPIC only for IRB-approved protocol(s)
  + I understand access is granted up to one year from the date of request and that a Renewal Online Request and Attestation must be submitted to renew access

**STEP 3: “Manager” Receives Log-in Information**

Once the Attestation is complete (Step 2), the Username and Password will be emailed to the “Manager” listed in the Online Request who is responsible for forwarding the log-in information to the employee.

**OTHER INFORMATION**

**Timeline:** After the [Online Request](https://is.gd/StanfordChildrensEpicAccess) (Step 1) and Attestation (Step 2) have been completed, **allow 3-5 business days** for receipt of log-in information to be emailed from Access Control to the “Manager” listed in the Online Request.

**STRIDE** (Stanford Translational Research Integrated Database Environment): All requesters must obtain a STRIDE consultation or have had one within 1 year of request. Please note that only one STRIDE consult is required per study. To open a STRIDE consultation request go to <http://scci.stanford.edu/> and click on the "Request a free consultation" button or email [informaticsconsultation@lists.stanford.edu](mailto:informaticsconsultation@lists.stanford.edu).

**Renewal/Modification:** Access is granted for up to one year and renewable on a yearly basis. Follow the same 3-Step process above for renewal or modification requests. Users will receive expiry email notices at 7 and 30 days prior to access end date.

**Termination:** For employees leaving Stanford and have Epic access, supervisors should contact [LPCHResearchEpic@stanford.edu](mailto:LPCHResearchEpic@stanford.edu) to request removal of access.

**For trouble logging into Epic or resetting your log-in and/or password, contact:**

Stanford Children’s Health (LPCH) Epic Access Control Team:

[LPCHAccessControl@stanfordchildrens.org](mailto:LPCHAccessControl@stanfordchildrens.org) or 650-498-7500

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

[LPCHResearchEpic@stanford.edu](mailto:LPCHResearchEpic@stanford.edu)

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