



Welcome to Stanford Cancer Institute Clinical Trials Office.

Thank you for being a Sponsor Monitor for cancer trials. We appreciate and recognize that your effort is critical for protection and wellbeing of trial participants and for collection and analysis of high-quality data to enhance cancer research.

This document provides basic information on account setup and accessing records regarding \monitoring provided by Stanford Cancer Institute Clinical Trials Office.

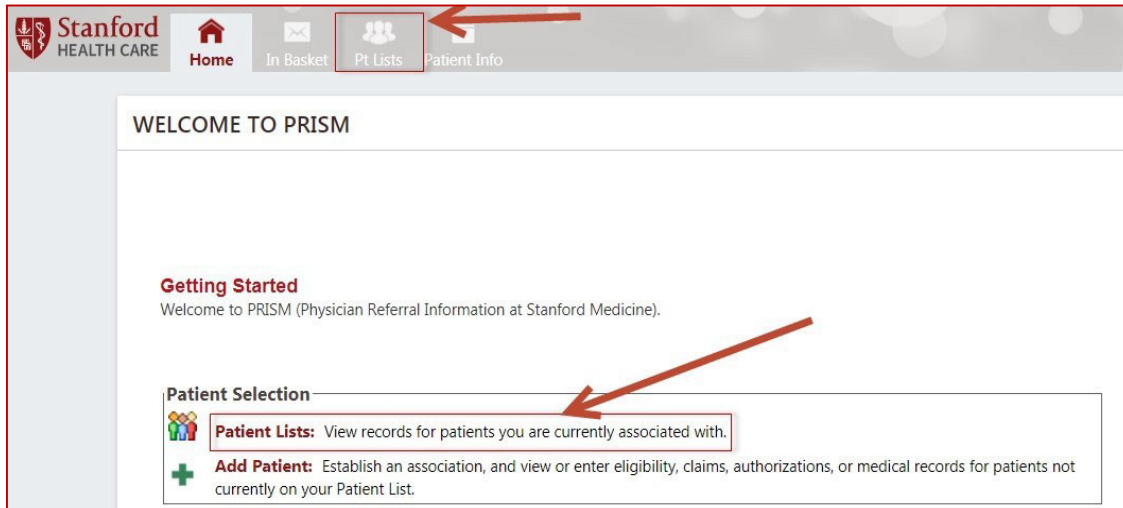
You should have received the login information and temporary password to access Stanford Healthcare MedLink access. If you have not set up your MedLink account, Please go to <https://medlink.stanfordhealthcare.org/medlink/login/login> to set up your MedLink account. The username is your email you provided on your application for \ monitoring. Note: you will be prompted to change your password at the first login.

Monitoring Hours: The data will be available for monitoring only on the day of your visit between the hours of **5:00 AM to 8:00 PM (Pacific Standard Time)**. Do not try to access the data outside of time mentioned.

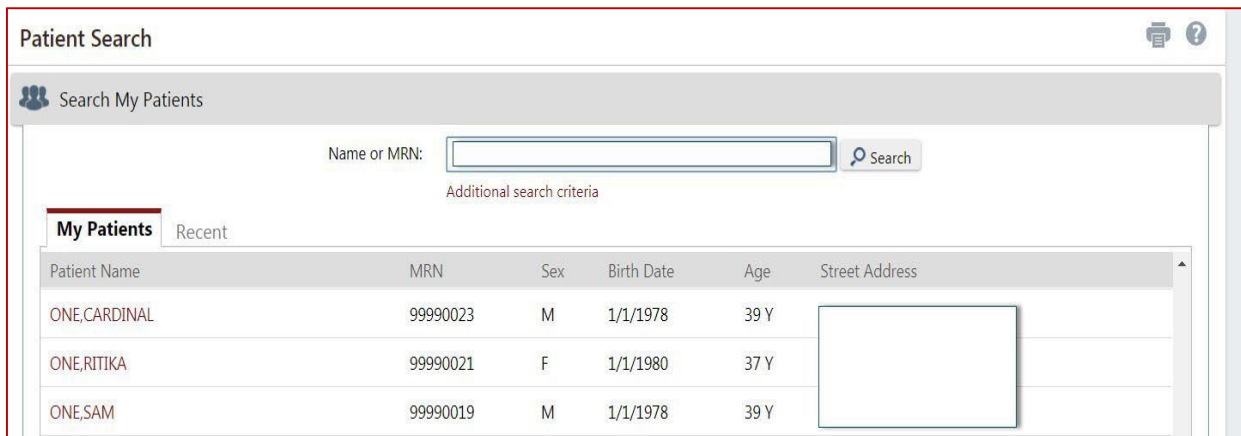


Accessing Patients Records for Monitoring: Once you have logged into Stanford MedLink you will see the following screen.

Patient List Activity: View Records for patients you are currently associated with as provider. Your patient list is accessible by clicking **the Patient Lists link or the PT List tab** from the main toolbar



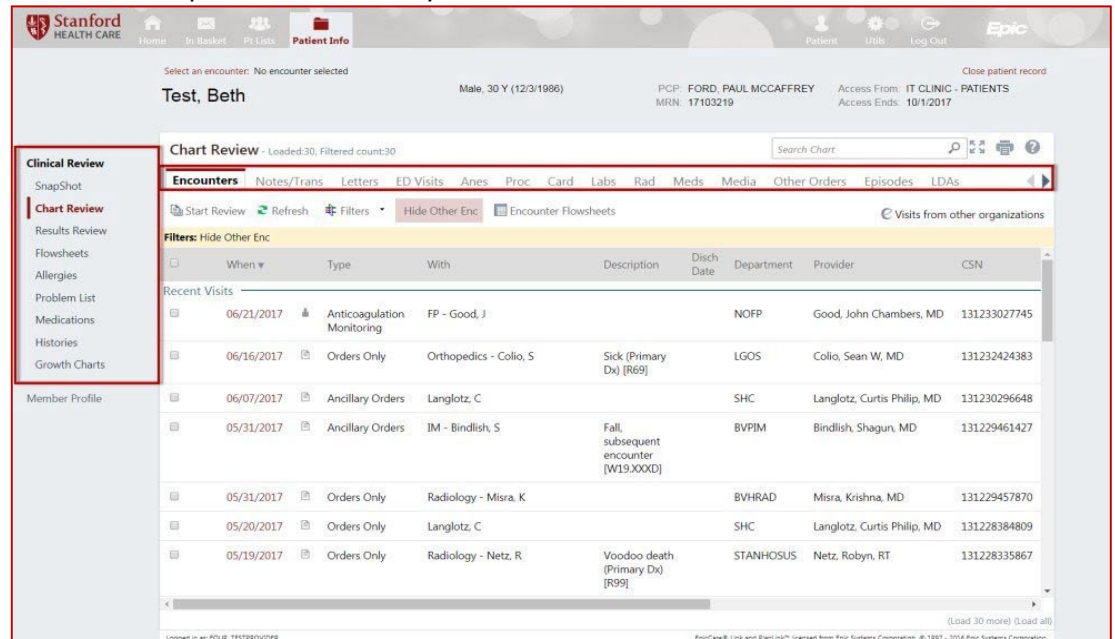
To view your patient’s medical records. Select patient name to access medical records:



Reviewing Patient Information

Click the left-hand navigation links or the tabs across the top to review patient information.

See the following below for a description of each activity.



When	Type	With	Description	Disch Date	Department	Provider	CSN
06/21/2017	Anticoagulation Monitoring	FP - Good, J			NOFP	Good, John Chambers, MD	131233027745
06/16/2017	Orders Only	Orthopedics - Colio, S	Sick (Primary Dx) [R69]		LGOS	Colio, Sean W, MD	131232424383
06/07/2017	Ancillary Orders	Langlotz, C			SHC	Langlotz, Curtis Philip, MD	131230296648
05/31/2017	Ancillary Orders	IM - Bindlish, S	Fall subsequent encounter [W19.XXXD]		BVPIM	Bindlish, Shagun, MD	131229461427
05/31/2017	Orders Only	Radiology - Misra, K			BVHRAD	Misra, Krishna, MD	131229457870
05/20/2017	Orders Only	Langlotz, C			SHC	Langlotz, Curtis Philip, MD	131228384809
05/19/2017	Orders Only	Radiology - Netz, R	Voodoo death (Primary Dx) [R99]		STANHOSUS	Netz, Robyn, RT	131228335867

Snapshot: The Snapshot activity provides a quick glance of the patient’s chart including demographics, problem list, results, medication and allergies.

Chart Review: The Chart Review activity provides access to reports based on key activities such as ambulatory encounters, hospital stats, ED visits, lab results and radiology images. For specific step by step details on how to access Radiology images, select document “How to Access Image Viewer” from the MedLink Home Page (under Quick Links).

Results Review: The Results Review activity provides a condensed view of lab results.

Flowsheet: The Flowsheet activity provides access to flowsheet information captured during a hospital stay.

Allergies: Displays the patient’s allergies.

Problem List: Displays diagnosis that have been identified as long-term issues for which the patient may be receiving treatment.

Medications: Displays the patient’s Medication List.

Histories: Displays the various medical, surgical, and other histories for the patient.



MedLink - Common Locations for Source Documentation		
Document	MedLink Tab	Document Type and/or Comments
Consenting Note, CRC notes for drug accountability (if applies)	Chart Review -> Notes/Trans	Documentation Only Encounter
Clinic Notes	Chart Review -> Notes/Trans	Progress Notes: Office Visit or Telemedicine; Telephone Encounters
Laboratory, Imaging (Radiology), Pathology, and Cardiology Results Reports	Results Review	Navigate to documents from the 'Results' left menu tree
Vitals	Review Flowsheets -> Onc Vitals	Select 'Load More' if scrolling is not available to get past vitals
IV Drug Administration	Chart Review -> Notes/Trans	Med Onc Infusion; Scroll to end of page, select 'Med Onc Infusion x hours on date' -> click 'Detailed Report' -> scroll and click on 'All MAR Charting with Details'
CRC notes for drug accountability (if applies)	Chart Review -> Notes/Trans	Documentation Only Encounter
Tumor Measurements	Results Review -> Radiology	Select Imaging Report -> scroll to section "Order Scans" -> select file TRAC Report



Stanford
MEDICINE

Stanford Cancer Institute

Should you have any questions, please contact your study team and SCI-CTO Monitoring team for help.

FAQs

Having Login Issues? If you forget your password, please call SHC help desk at 650-723-3333. Identify yourself as “MedLink User”. If the issue is not resolved, please note down the help ticket number and contact your study team and SCI-CTO Monitoring Team.

Able to login but cannot see the records? Have you checked that you are accessing data during monitoring hours? If you are accessing the records in the hours of operation and still cannot see the record, please contact your study team and SCI-CTO Monitoring Team at scicto-monitoring@stanford.edu

Thank You

SCI-CTO Monitoring Team

Email: scicto-monitoring@stanford.edu