
Stanford Children's Health (SCH) Epic & Clinical Systems Access for Research Personnel

Instructions: Follow these instructions for all Stanford University or SCH research personnel who need access to (or modification/renewal of) SCH Epic and/or Clinical Systems access *for research purposes*.

Process Description: University or SCH research personnel must submit an [Online Request](#) 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 SCH Epic, the Stanford Children's Health electronic health record (EHR), and any other clinical systems that may be required to support research efforts. 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](#).*

Who Must Use This Process?

- Stanford University or hospital research personnel who need access to the SCH EHR
- Requesters who would otherwise obtain Epic and/or Clinical Systems access for clinical purposes should ***not*** request access through Stanford Maternal Child Health Research Institute

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

STEP 1: Submit Online Request

Submit an Online Request [here](#).

- Requester will be asked to upload 3 documents:
 1. [CITI](#) Certificate of Completion dated within the last 3 years
 2. [HIPAA](#) "Protecting Patient Privacy" Certificate of Completion dated within the last year
 3. [HIPAA](#) "Privacy for 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://axess.sahr.stanford.edu/group/guest/all-learning> or email 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 to the Supervisor or PI with the subject line "Action Required: Attestation for LPCH Epic Access: [user]." 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 personnel 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](#) within the last 3 years
 2. [HIPAA](#) "Protecting Patient Privacy" within the last year
 3. [HIPAA](#) "Protecting Patient Privacy for Clinical Researchers" or HIPAA "Privacy for 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 STARR (formerly STRIDE)
- I assume full responsibility for ensuring that the User utilizes 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

Standard Process: STANFORD CHILDREN’S HEALTH EPIC ACCESS FOR RESEARCH PERSONNEL

STEP 3: User and Manager Receive Log-in Information

Once the Attestation is complete (Step 2), the request will be processed by SCH Epic Access Control. The Username and Password will be emailed to the user and manager listed in the Online Request Form.

OTHER INFORMATION

Timeline: After the [Online Request](#) (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 user and manager listed in the Online Request.

EMR Access Request (Formerly STARR/STRIDE) (Stanford Medicine Research Data Repository): All personnel requesting access to Stanford Children’s Epic for chart review purposes must obtain a “Research Use Exceeds STARR Capabilities” document or have had one within 1 year of the request prior to requesting Epic. [For personnel supporting a Clinical Trial, please note that this step is not required.]

Please be prepared to upload the specific Research Use Exceeds STARR Capabilities document coinciding with the approved IRB protocol upon submission of an access request. If that document has not yet been generated, please fill out this form to document the reasons for needing Epic for Research:

<https://redcap.stanford.edu/webauth/surveys/?s=XNFJJ3A87J>.

Syngo Radiology – Radiology ultrasound studies (including PDC) are stored in this system. There is no link from Epic to “Syngo Radiology” and access is not included with your general Epic access. Access for Syngo Radiology can be requested through this route. Please select “True” if you need this access. If “True,” the Supervisor/PI will be asked to explain why this access is needed in the attestation (step 2).

Note:

Syngo Cardiology – Stores sonogram of the heart (Echocardiography) done using special Doppler Ultrasound machines. This access is included in your general Epic access; the data can be accessed via EPIC using the web icon “Echocardiography PACS” in patient chart. (The data will be specific to the particular patient whose chart you have opened in epic.)

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 30 and 7 days prior to access end date.

Termination: Supervisors must submit a termination request [here](#) when an employee with access to Stanford Children’s Health Epic leaves their position. Please be advised that MCHRI must be notified immediately of any termination or leave from the position in which SCH Epic access is currently enabled. This includes leaves of absence, internal Stanford University transfers, transfers to Stanford Children’s Health or Stanford Healthcare, as well as employment separation from Stanford University. MCHRI will also perform regular monitoring of access. Should we identify an inactive user, we will send a status confirmation request to the PI/Manager that most recently attested to the individual’s access. Should a response not be received from the PI/Manager within 48 hours, access to Epic will be terminated.

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 or 650-498-7500

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

LPCHResearchEpic@stanford.edu

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