



Non-IU Health Research Access Request FAQ

All research persons requesting access to IU Health Systems must first complete a *paper* Research Access Request form and sign the Responsibility Statement/Data Stewardship Agreement. Requests must include IRB Approval Letter with IRB# and Principal Investigator's name.

Submitting the Requests

- All information must be complete and legible. Incomplete/illegible forms will be returned.
- All forms must be submitted together. Send an email to helpdesk@iuhealth.org attach your forms to this email
- All personal information is kept in accordance with IU Health Privacy Policies.

IU Health Approval

Requests must be approved by an IU Health Credentialed Physician (who may also be the Principal Investigator), IU Health Manager, **or** IU Health Director.

Access Support

For assistance with requesting access to Cerner, please contact Data Security via the IU Health IS Service Desk at 317-962-2828. The IS Service Desk can assist with password resets and other needs.

Access Expiration

Your access **expires on March 1st every year and requires renewal** to extend your access. Renewal Requests received before January 16th will expire on the same calendar year March 1st. Those requests received after January 16th will expire on March 1st the following year. Renewals require a new paper request form and a Data Stewardship Agreement.

Removing Access

If someone leaves your organization or their job changes, their IU Health access must be removed/updated. Please notify the IU Health IS Service Desk at 317-962-2828 as soon as possible.



Tips on Completing the Request Form

New access requests require completion of the entire request form with submission to Data Security of the following documents:

- Paper Research Access Request form
- Signed Responsibility Statement/Data Stewardship Agreement
- IRB Approval Letter- only 1 approval letter needs to be submitted.

Renewal access requests require completion of the Research Access Request form and Responsibility Statement/Data Stewardship Agreement only. No additional paperwork is required for renewals. Be sure to check the box if you are currently using self-service to switch between positions.

Section 1

Name:	Must be your legal name
Credentials/Title:	RN, MD, or NP for example
Last 5 SSN:	Last 5 digits of your social security number*
DOB:	MM/DD/YY
Department:	Name of department you work with, e.g. Radiology, Surgery, etc.
Phone Number:	Office phone number
Email Address:	Work email address
IRB Number:	IRB number that matches your IRB approval letter
PI:	Principal Investigator's Name

****Required in lieu of an IU Health employee number.***



Section 2

Complete this section to *add new access or to change existing access only*.

Access Requested: All users will receive an IUH Windows login (NT login.)

Cerner Access: Select the Cerner access needed. Use the decision tree on the next page to determine the correct position to request.

Research access is restricted: no access to Pulse, IUH Email, and Elms training

Please note that your login to the IUH Windows environment is different from the login you need to access Cerner which is the IU Health electronic medical record.

IMPORTANT INFORMATION---PLEASE READ!

Requesting access to one of the updated research positions that begin with AMB will change the look of your electronic medical record view in Cerner PowerChart. The application will open to *Message Center*. You can access your patient lists and tracking shells from the links in the second line of the menu bar.

Tips for helping you navigate the new look can be found in the web based training "Introduction to PowerChart for Research" located on the Clinical Trial Office website at

<https://indianaclinicaltrialsoffice.iu.edu/investigators-study-coordinators/oncore/projects-collaborations>

If you currently have access to scheduling books, you will want to make a note of which clinics and/or physicians you have. Individual scheduling book access is controlled and once you are put into the new research position, although you will still have access to Cerner Scheduling, you may lose access to your specific provider or groups scheduling books. Please email the IUH help desk (helpdesk@iuhealth.org) with the following verbiage in order to expedite getting the access to needed clinic or physician schedules:

Please log a ticket to the Cerner Scheduling team. I've recently had a Cerner position change and can no longer see scheduling views for "INSERT FULL PROVIDER or Multiple Provider NAMES HERE."

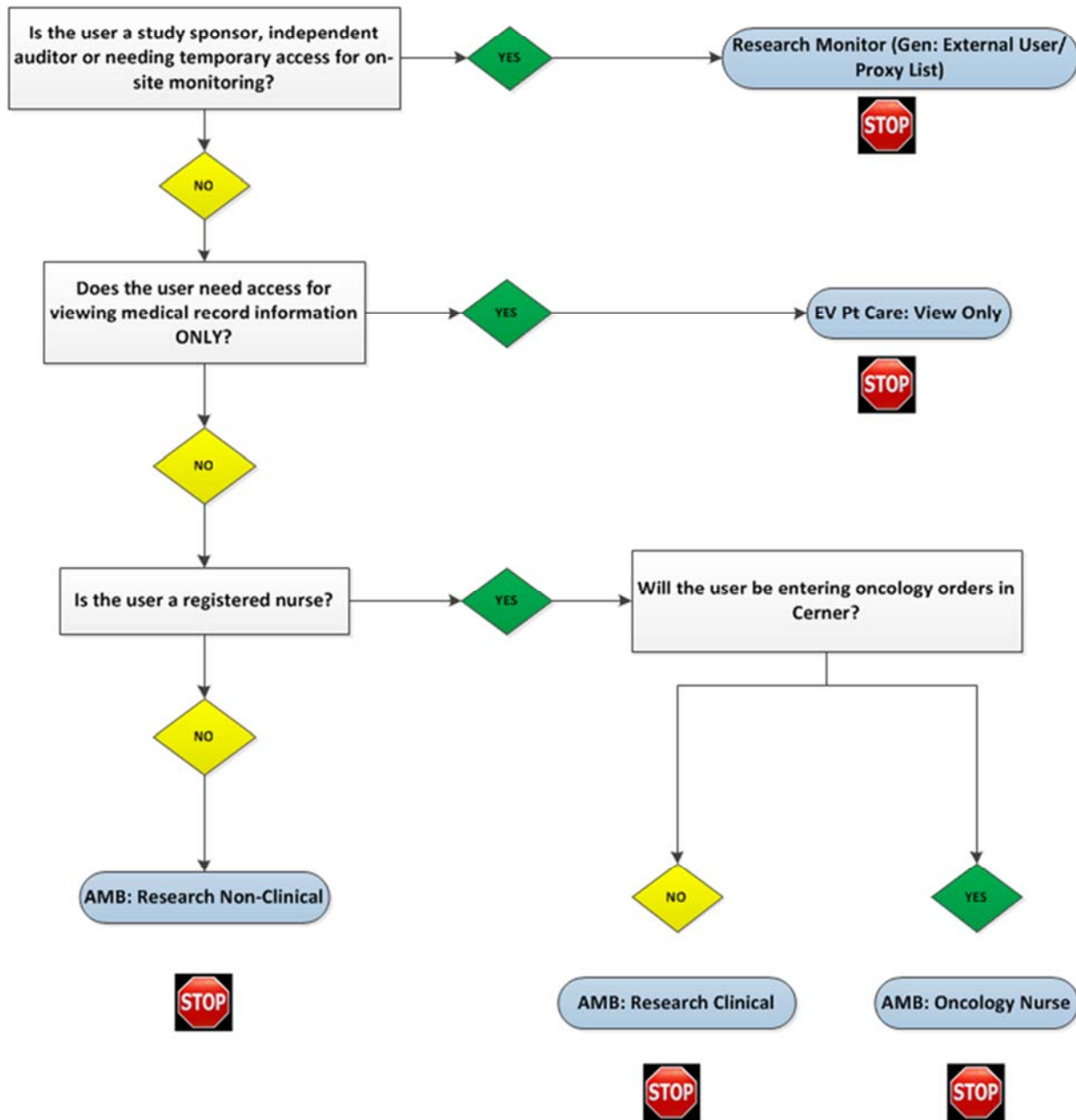
If you need assistance with setting up your scheduling books, please review the FAQ available at

<http://docs.iuhisclinicaleducation.org/files/ws-default/Scheduling>



Cerner Research Access Decision Tree

 = Cerner position to request on paper access form





Indiana University Health

Section 3

All requests require an approval signature. The signatory must be an IUH Health credentialed physician or an IUH Manager/Director. Check the box indicating which type of signatory is approving the access.

All fields must be completed and information entered must be legible or the form will be returned.

Scan the completed form with the required attachments to helpdesk@iuhealth.org. Access may take 5 to 7 business days to be processed. Questions about the status of a request should be directed to the IUH Help Desk at (317) 962-2828.