

# Guidelines for Remote Monitoring in EeMR

- After the sponsor/CRO monitor requests access for remote monitoring in EeMR, the research nurse/CRC will obtain approval from their PI/supervisor.
  - If clinical trials managed by Winship CTO, please refer to Winship Clinical Trials Procedure for External Sponsor Monitors Conducting Remote Monitoring Visits
- The PI, research nurse, CRC, or access coordinator<sup>1</sup> will:
  - Complete the [EHC Access Request Form](#) (including monitor's last 4 digits of SSN & full DOB)
  - Instruct the monitor to review the [EHC HIPAA Base-Line Privacy Awareness Training](#)
  - Obtain the following completed documents from the monitor:
    - *EHC HIPAA Privacy Acknowledgement*
    - *EHC Confidentiality Form*
  - Submit all documents to HIM/Medical Records (generally processed w/in 3 business days from receipt of all required documentation):
    - Audrey Jenkins ([audrey.jenkins@emoryhealthcare.org](mailto:audrey.jenkins@emoryhealthcare.org)) if EUH, EUHM, WW, EUOSH, CRM
    - Brittany Tharp ([brittany.tharp@emoryhealthcare.org](mailto:brittany.tharp@emoryhealthcare.org)) if TEC
    - Patricia Wilson ([patricia.wilson@emoryhealthcare.org](mailto:patricia.wilson@emoryhealthcare.org)) if ESJH & EJCH
- Medical Records creates a Powerchart Patient List in EeMR restricting the monitor's access to only those patients approved by the PI
- Medical Records requests network access from IS (which typically takes 7-10 business days)
- Once view only access is granted, Medical Records will send the netID information directly to the monitor and notify the study team of the completed access request
- The PI, research nurse, CRC, or access coordinator will send instructions to the monitor for remote access to EeMR

## ATTACHMENTS:

COVID Letter for Requests for On-site Monitoring from Sponsors and CROs

EHC HIM/Medical Records Workflow Procedures

EHC Access Request Form for Research/Study, Audit, and Reviews

EHC HIPAA Privacy Awareness Training

EHC Patient Privacy Acknowledgement

EHC Confidentiality Acknowledgement and Agreement of Privacy Practices and Policies

Instructions to View PowerChart Patient Lists

<sup>1</sup>EHC Access Coordinator List

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Winship Clinical Trials Procedure for External Sponsor Monitors Conducting Remote Monitoring Visits

Winship OnCore Access Request Form

OnCore User Confidentiality Agreement

EHC Confidentiality Statement

<sup>1</sup>Access Coordinators for each department are available through the EHC Intranet via the Virtual Desktop (VDT): <http://www.ouehc.org/departments/is/Security/aclist.html>).

[This information and supporting documents are available on the OCR website at <http://ocr.emory.edu/>, then select the **Policies** tab at the top of the screen and scroll down until you reach the **On-Site/Remote Monitoring** heading.]