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 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) if EUH, EUHM, WW, EUOSH, CRM
    - Brittany Tharp (brittany.tharp@emoryhealthcare.org) if TEC
    - Patricia Wilson (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
- EHC Access Coordinator List

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Access Coordinators for each department are available through the EHC Intranet via the Virtual Desktop (VDT): [http://www.ourehc.org/departments/is/Security/aclist.html](http://www.ourehc.org/departments/is/Security/aclist.html).

[This information and supporting documents are available on the OCR website at [http://ocr.emory.edu/](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.]