

UH EMR ACCESS PROCESS

Access to clinical applications (i.e., Sovera, Epic, Logician) may be granted upon special request. Medical Informatics Committee approval is necessary in cases where the requestor does not have existing access according to their job/role at the University Hospital.

GENERAL ACCESS REQUESTS

Requestor must complete and submit the following documents to the UH Medical Informatics Committee:

1. Access to EMR System Request
2. Confidentiality Information Security Agreement

Download **EMR ACCESS** forms at www.umdny.edu/uhmedicalstaff

Scan and email to uhmedicalinformatics@umdny.edu

RESEARCH ACCESS REQUESTS RELATED TO AN IRB PROTOCOL

Requestor must complete and submit the following documents to the Office of Clinical Research Administration (OCRA):

1. Copy of IRB Approval Letter
2. Research Protocol Pre-Registration Form (Approval of Chart Review)

Download **OCRA** forms at njms.umdny.edu/research/clinical_research_admin.cfm

Scan and email to ocrareview@umdny.edu

Upon receipt of a copy of the IRB and verification of registration through the Office of Clinical Research Administration, the Medical Records Department will process a Sovera application. Requests for Logician, PACS, and Epic are processed through HST.

Clinical System	Contact Information		
Sovera	Debbie Hammond	Medical Records Department UH B439	2-4013
Logician	Shawn McCabe	HST ADMC - 1005	2-5416
Epic	Shawn McCabe	HST ADMC - 1005	2-5416
PACS	Jeanine Struck	HST B UH B104	2-8429

Inquiries:

UH Medical Informatics Committee	Office of Clinical Research Administration
Medical Informatics Committee Coordinator UH F244a uhmedicalinformatics@umdny.edu P: (973) 972-1800 F: (973) 972-1801	Research Billing Compliance Analyst UH/NJMS Cancer Center, Room F1218 ocrareview@umdny.edu P: (973) 972-5171 F: (973) 972-8290