



MCW Office of Research Standard Operating Procedure

USE OF FROEDTERT EPIC CARE EVERYWHERE FOR RESEARCH

Unit: Human Research Protections Program (HRPP), Office of Research

Applies to: MCW Faculty and Staff involved in human research at Froedtert Health

PURPOSE

The purpose of this SOP is to provide guidance regarding the use of

PROCEDURES

A signed research consent does not automatically authorize use of Care Everywhere to access external medical records as part of study participation. CE may not be used by research staff (including a Principal Investigator and/or study 92 ree/F2 1am)ETQ.00000912 0 612 02 reW*nB

considered treatment/care coordination. Therefore, CE should not be used, and a medical records request to the outside center would be required.

Reconciled Medical Records

Some discrete information received using Care Everywhere, such as problems, medications, allergies, and immunizations, may be reviewed by clinicians as part of routine treatment/care coordination record. When in Epic, in the Care Everywhere Outside Records activity, a green check mark in the row for a specific document indicates that FH has retrieved that document. Rows *without* a green check mark indicate that the document is available from the outside organization, but it has not yet been retrieved. Reconciled information obtained solely for treatment and/or care coordination can be considered local information and may be used for research purposes.

All Epic users **must** follow both MCW Corporate and Froedtert Health Corporate Policies and Procedures with regards to authorized access to Personal Health Information and medical records, including the use of CE.

CONTACT

If you have any questions regarding the use of Epic Care Everywhere to obtain patient records, or are

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