INSTRUCTIONS FOR NEW DUA FORMS: (Information on where to send these will be coming at the time of the announcement.)

1. **IRB-Approved Research Studies – Search of EMR**

The intention for this form is that it will be used for EMR searches, to be conducted by HCA, to aid recruitment in very large recruitment trials. It is very important that we not overuse this method so as not to lose this opportunity. I would suggest that it only be used for studies that need to recruit 100 or more subjects. The research study information will be provided in the second block. Answer the questions in the first block followed by the determinants to be used. Remember that each different type of variable will require that the request and data move from department to department within HCA. (For example: if you provide ICD9 codes, that will require one search. If you included medications, the results of the first search will be forwarded on to another department for a medication search. If you included labs, the results of the search thusfar will be forwarded to the lab for another search. Etc.) The form must be signed by the PI.

2. **IRB-Approved Research Studies – Request EMR Access for Research Team**

The intention of this form is that you will complete this for every IRB approved research study (information in the box) and you will add the names of all members of the research team in the space provided. The form is to allow all members of the research team to access the EMR to follow and get results on all recruited subjects. This form must be signed by the PI.

3. **Research Monitors (Sponsor) – Temporary Access for Monitoring an IRB-approved research study**

The intention of this form is to provide temporary access for CRO study monitors to the EMR. You only need to offer this to those sponsors who require electronic access. You will need to fill out the form, get it signed by the monitor and it must be signed by the PI.

If you have any questions about any of these, please let me know.