



# MCW Office of Research Standard Operating Procedure

## **USE OF FROEDTERT EPIC CARE EVERYWHERE FOR RESEARCH**

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

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

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### **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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Approved By: Ann B. Nattinger, MD, MPH, MACP  
Associate Provost for Research  
Office of Research  
Medical College of Wisconsin