

**From the June 19th RESCUE Meeting**

# **RE**search **C**oordinators **U**nited in **E**xcellence **Newsletter**

## Announcements

**Kim Koss, OHRP and HAC** - Reminded everyone that

Beginning in July, the HAC would meet twice monthly: the second Wednesday and the fourth Monday of each month. (See OHRP website and the Research Administration Newsletter for a schedule.)

Don't forget that there are monthly training classes on amendments, continual review, informed consent documents and adverse events. The schedule is on the OHRP website, and can also be found in the Research Administration Newsletter.

**Kathy Miles, OCIS** - HELPFUL REMINDER

MCG has asked our office to be sure that the MCG HI budget page is signed by the PI and the department chairman. This needs to occur before you submit your HI budget to our office for review.

We recommend that you obtain these signatures at the same time you get the extramural routing document signed. That way, you'll have everything signed when you submit your budget.

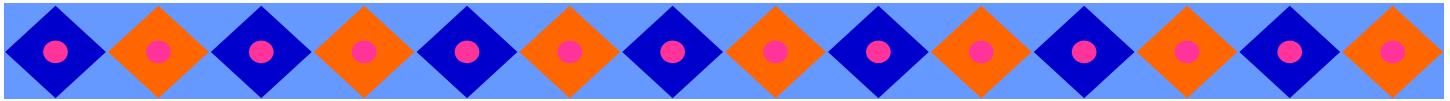
Helpful Hint: Put a "Sign/Date" sticky each place that someone is to sign. Otherwise, they may only sign the extramural routing form and not sign on the HI budget page. (Learned that one the hard way....)

**Michelle Christiano, OHRP**—Asked everyone to please remember that

- OHRP is short staffed by two positions, which cannot be filled at this time
- Is moving to a twice monthly HAC meeting (two meetings, two deadline dates, etc.)
- Is launching eProtocol (data conversion has taken place)

So, please bear with us regarding deadlines and turnaround times. We will do the best we can.

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## **RESCUE TOP TEN—The “Real Deal” Money-Saving Tips**

1. Become a coupon clipper and take advantage of member cards.

- Put in the time and effort to clip coupons, sign up for customer discount cards, and online specials that include free shipping.
- Place an envelope some place convenient to store your coupons
- Put the customer discount cards on your key ring
- Get on mailing/email lists for customer specials

2. Meal planning: read grocery fliers, see what's on sale, plan meals around those items, cook ahead and freeze.

3. Set a limit for out-to-eat spending and stick to it. (This includes family dinners, lunch breaks, fast food)

4. MCG Employee Discounts Program.

5. Review your policies and plans. Insurance policies (homeowners, life, auto, etc.) check to see if you have too much coverage; consider combining auto and home insurance, consider raising your deductible, etc.

- Cell phone plans
- Home cable plans

6. Sell your junk. Ebay, yard sales, etc.

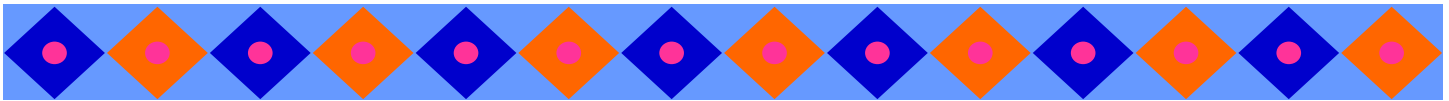
7. Don't pay for what you can get for free. Banking privileges (free checking, free atm, free debit card) may consider credit unions

- Local library – books, dvds, computer time, magazines
- Shipping – don't pay it. You can find what you need someplace on the internet and get a shipping “special”.

8. Ask creditors to lower your interest rate. Creditors are feeling the crunch too. It takes more money to find a new customer than to retain a current one. Tell them about 0% transfer offers you've received.

9. Check your vehicle's tire pressure each time you fill up. Things like under-inflated tires and dirty air filters can reduce your gas mileage.

10. Pull out the piggy bank. Throw every scrap of spare change you have (yes, even the pennies.) Amazing what you can accumulate over the course of a few months.



## TOP TEN—The “Funny-but-you-can’t-be-serious” Thrifty Tips

1. Buying two-ply toilet paper and pulling the sheets apart.



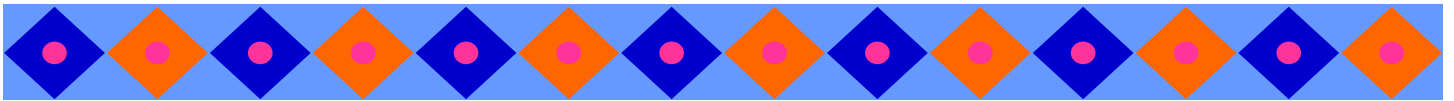
2. Save on food – send your kids out for sleepovers and let them eat other people out of house and home.
3. If you want a free drink, keep cups from various fast-food places. When it is time to get your drink, go by one of the places you have a cup from and take the cup in and fill it up.

4. Don’t pay babysitters. Instead, get young couples who are thinking about having kids to rent your for the evening.



5. Cover plates with plastic wrap and then you won’t have to wash them. Just remove the plastic wrap each time after you eat.
6. You can also save water by taking baths instead of showers. Then, when your skin gets all wrinkly, cash in on those “senior discounts”.
7. Call people long distance when you know they won’t be home. Leave a message for them to call you. That way, they pay for the long distance call.
8. Car wash saving tip: wash your entire car using the squeegee at the gas station.
9. A tip from a mom: she has her kids stuff their pockets with free ketchup, salt and other condiment packets every time they go out. Then, she has her kids squeeze the ketchup and mustard from the packets into regular jars of ketchup and mustard, and claims she hasn’t bought these condiments in years.
10. Watch PBS, but when they ask for donations, just change the channel. Stupid hippies.





## Topic—Electronic Medical Records and Online Access for Research

Melissa Jarriel and Ben Herrington Spoke to the RESCUE Attendees.

**Ben Herrington** discussed electronic medical record access, and showed a live demo.

### Online EMR Access for Research

The Health Insurance Portability Accountability Act (HIPAA) has impacted clinical research in many different aspects. One major area has been the appropriate access of medical records by research staff. The Office of Clinical Investigative Services (OCIS) has worked with MCG Health Inc. Information Services to develop a process to access electronic medical records for approved study purposes.

Currently, research staff complete an Electronic Information System Access Form that is located on the OCIS website: [www.mcg.edu/OCIS](http://www.mcg.edu/OCIS). The requestor selects what information system is needed. For example, this could be the electronic medical record (EMR) or an electronic database that is maintained by MCG Health Inc. The type of data set(s) and associated data fields are indicated. The request form and the Description of Research Proposal or study protocol are submitted via email to [OCIS@mcg.edu](mailto:OCIS@mcg.edu). The request is reviewed and forwarded to MCG HI Information Services. Upon approval, the requestor is notified and a research access account is set-up. Access is approved for the fiscal year (July 1st – June 30th). Specific parameters and instructions are provided to each person requesting EMR access.

Good news! Beginning July 1, 2009, research staff will go online for the entire EMR access process. The program is named *EMRa* and was developed by MCG HI Information Services in consultation with the OCIS. A requestor will be able to go online at any time to check the status of their EMR request. It also has a feature that makes it easy for a principal investigator to request the addition or removal of a research staff member on an approved study. Demonstration of the new *EMRa* program will be conducted at the monthly meeting of RESCUE (Research Coordinators United in Excellence) and at other venues. This new online process should help streamline the approval of EMR requests for research and continue to ensure complete compliance with HIPAA.

*(continued)*

## **Topic—Electronic Medical Records and Online Access for Research**

**Melissa Jarriel, Director of Health Information Management Services, discussed the below information:**

### Issue/Concern:

Items from the electronic medical record (EMR) should not be printed for research as this action is not allowed by MCGHI. An additional concern is that there is not an accurate accounting of disclosures in the HIPAA log as noted in the agreement between MCG, MCGHI and PPG.

### Process:

The Study Coordinator uses their Research Role Access as granted by MCGHI to obtain the information necessary for completion of data collection tools/case report forms. Upon notification of a monitoring or auditing visit or study closure, the Study Coordinator emails Melissa Jarriel ([MJARRIEL@mail.mcg.edu](mailto:MJARRIEL@mail.mcg.edu)) and provides the following information:

1. Patient Medical Record Number:
2. Date Range for Necessary Documents:
3. IRB File Number (either Human Assurance Committee or Chesapeake Research Review, Inc.):
4. Study Title:
5. Study Coordinator Name:
6. Study Coordinator Contact Number:

Explanation as to why documents are needed:

### Timeline:

This process is effective immediately. Please plan ahead to request necessary documents in a timely manner.

### Questions:

Please contact Melissa Jarriel ([MJARRIEL@mail.mcg.edu](mailto:MJARRIEL@mail.mcg.edu))