

Process for Requesting External Monitor Access to EPIC

1. Complete the Request for External Reviewer Access to Information Systems form available on the Fairview Research Administration website.
2. Attach a list of all the patients the monitor will need to access. Include each patient's name, MRN, and date of birth. Also indicate the dates the monitor will need EPIC access.
3. Attach the IRB approval letter.
4. Fax or email the completed submission to your hospital's Health Information Management Services (HIMS) department. When faxing, use a cover sheet with the contact person's full name. Many departments have shared fax machines.
 - UMMC/UMACH: Sandra Davis
 - Fax number: (612) 273-3810
 - Email: SDAVIS15@Fairview.org
 - Southdale: Sandie Helgeson
 - Email: shelges1@fairview.org
 - Ridges: Cindy Kolkind
 - Fax number: (952) 892-2024
 - Email: ckolkin1@fairview.org
5. HIMS will contact you to request clarifications if needed. Please expect a turn-around time of 7 days from the day they receive all requested information to have EPIC access for the monitor.
6. The monitor will have View Only access to the patients' charts you listed. These patients will be sent to the monitor's EPIC InBasket, and will be the only accessible records.