

FAQ's

- 1. Who is the research authorization access process for?**
 - A. Research authorization access is for any non-employee/student requesting badge access and/or Epic access to Harris Health.
- 2. Who should I send my submission to?**
 - A. Please send all submissions to Monique.Okeke@harrishealth.org
- 3. What is the turnaround time for submissions?**
 - A. Turnaround time is 30 days.
- 4. What if I am only missing one or two items, can I provide the documents I do have to get the processing started?**
 - A. No. Incomplete submissions are not accepted. Processing begins when all required documents are received.
- 5. Can you expedite my submission?**
 - A. No. The research authorization process cannot be expedited as it involves several departments.
- 6. My protocol has been submitted but not approved. Can I start the authorization process while I'm waiting for approval?**
 - A. No. Authorization access requests can only begin for protocols that have received Harris Health administrative review approval.
- 7. I'm working on a protocol that has received Harris Health administrative review approval, but I don't need badge or Epic access. Do I still need to complete the research authorization process?**
 - A. No. If access to Harris Health facilities and/or access to Harris Health patient charts is not needed then you do not need to complete Harris Health's authorization process
- 8. I am a medical student with a medical student badge and Epic access, do I need to complete the research authorization process?**
 - A. Yes. Your current access is only for your medical student role. The research authorization process provides a badge and Epic access specifically for your role as a Researcher. This helps Harris Health track why a patient chart was accessed.
- 9. How long does the researcher authorization access last?**
 - A. Researcher authorization access is only provided for 180 days. You must renew your access 30 days before the end date to prevent an interruption to your access
- 10. I need to complete the bilingual qualification test to speak to patients in another language, how do I get started?**
 - A. Ensure the option is checked on both the application and sponsoring researcher agreement, the test will be scheduled during the processing.
- 11. I will need to perform venipunctures but currently don't have any training. Does Harris Health provide phlebotomy training for Contractors?**
 - A. No. Harris Health does not provide training for non-employees.
- 12. What proof is required to satisfy the phlebotomy training request?**
 - A. Non-nurses must provide proof they have received certification from an accredited phlebotomy program. For Nurses, the license meets the requirements as proof of training
- 13. Is on the job training acceptable as phlebotomy training?**
 - A. No. You must be phlebotomy certified.
- 14. I don't have the proof for my MMR, Varicella, or Hep B vaccines, what can I do?**
 - A. Titers are acceptable.
- 15. I will be working remotely, are the vaccines and TB skin test still required?**
 - A. No. The vaccines and TB skin test are only required for badge access.

Documents checklist:

- Completed **Authorization Application**
- Current resume/CV
- Verification Letter from affiliate
 - **Employees:** Letter from HR department. Must confirm background check was completed
 - **Students:** Letter from Student Affairs verifying enrollment
- Proof of flu vaccine (required during flu season ONLY)
- Proof of a negative TB skin test within one year
 - Chest x-rays within the last ten years
- Measles, Mumps, Rubella, Varicella, and Hepatitis B vaccination proof
- Proof of phlebotomy training, when applicable
- Completion of Human Subjects Protections Training within three years (biomedical research course)
- **Sponsoring Researcher Agreement**
- Copy of employee/student badge of the institution affiliate