**Complete this letter as it pertains to your project and email it to** **Ryan.Kirshenbaum@nmhs.org** **for his review and signature. *Select only one of the four options below to include in your letter-delete the others.*** **Include the final signed letter in your IRB application.**  **Allow up to 2 weeks for her to provide this request**

Methodist Hospital IRB

8303 Dodge Street

Omaha, NE 68114

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To IRB Committee:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(put investigator name here) is an investigator involved in an evidence based practice, quality improvement or research project (select one) entitled: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_”. The investigator needs access to the Methodist Electronic Health Record (EHR) for completing the data tool form in the Methodist Hospital IRB application.

The project will begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will end \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; however access to the Methodist EHR will be done (dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_.

Pending Methodist Hospital IRB approval of this project, the investigator may access the Methodist EHR in one of the following ways.

1. If the investigator is a student and a MHS employee with an existing Cerner username the investigator can use that employee username for the project. When the investigator first signs on, select *Clinical Student* to identify the sign-on relationship rather than Primary Nurse or another option.
2. If the investigator is a student with an existing Cerner username the investigator can use that username for the project. When the student first signs on, select *Clinical Student* to identify the sign-on relationship.
3. If the investigator is a MHS employee with an existing Cerner username and not a student, but they are doing an IRB project at a MHS affiliate, the employee investigator can access the EHR using their existing Cerner username. When the investigator first signs on, select *Clinical Resource* to identify the sign-on relationship rather than any other option.
4. If the investigator is not a MHS employee or student, the approved method to access MHS medical records is through NeHII (Nebraska Health Information Exchange Initiative). Access to NeHII can be obtained via this link. <http://www.hcfms.com/quicklinks/access-request/>. If NeHII access does not meet the needs for the project, the investigator will need to obtain Vice President of Compliance approval for Cerner access.

Both of the links above are on [www.bestcare.org](http://www.bestcare.org) the Methodist Health System internet page.

If your scenario falls under number four above, allow enough time to gain access via NeHII or obtain Vice President of Compliance approval. If you have any questions, please let me know.

Ryan Kirshenbaum, JD

Staff Attorney

Methodist Health System