Accessing the Accounting of Disclosure System

- To use the Accounting of Disclosure System (ADS) you have to be a “user” in the system. To be assigned/enrolled, call the Information Privacy and Security office at 503-494-0219 or email acctdisc@ohsu.edu.

- To access the Accounting of Disclosure System, use this link: https://o2.ohsu.edu/custom/integrity/accounting-of-disclosures/#/login

For Research Disclosures with >50 individual records:

- Search by IRB number:

For research involving 50+ individuals, record the start date and anticipated stop date/or length of the study; a description, in plain language, of the protocol or other research activity, including the purpose of the research and the criteria for selecting particular records, 45 CFR 164.528(b)(4).

Please note that a research disclosure is only relevant for a study with greater than 50 subjects. If your research study will have fewer than 50 subjects, you should complete a disclosure for each individual subject using the patient disclosure form.
Create New Research Study

In order to create a disclosure, please enter the details of the new research study below. This research disclosure is only appropriate for research studies that include greater than 50 patients. If you need to create a new disclosure for the purposes and you have less than 50 patients, enter the following information. The fields marked with an asterisk are required.

IRB NUMBER

START DATE

MM/DD/YYYY

ANTICIPATED STOP DATE / LENGTH OF STUDY

NAME OF RESEARCH PROTOCOL

PURPOSE OF RESEARCH

CRITERIA FOR SELECTING HEALTH RECORDS

SAVE NEW STUDY AND CONTINUE

- Add Recipient and Sponsor:

<table>
<thead>
<tr>
<th>Disclosure Recipients</th>
<th>Research Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD RECIPIENT</td>
<td>ADD SPONSOR</td>
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</tbody>
</table>

Manage Disclosures

<table>
<thead>
<tr>
<th>DISCLOSURE DATE</th>
<th>MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH INFORMATION DISCLOSED</td>
<td></td>
</tr>
</tbody>
</table>

RECIPIENT

SAVE DISCLOSURE
For Research Disclosures with <50 individual records:

Search for the patient using:

MRN, SSN, or Last name, First name and DOB.

If a patient match is not found, you will have the opportunity to add a new patient record. Fill out with current information and then Save Patient and Continue:
• Note the list for “Type of Disclosure” includes “Research Records”. Hold down CTRL to select multiple items. Select “Purpose of Disclosure” and select “Research Study”. Enter the IRB Number.

• Select PHI Owner (the list can be expanded to include research that is multiple sites with an owner that is outside of OHSU). This is important particularly if OHSU is a Business Associate of another institution for any purpose including research (data analysis for example):
• Add “Notes”. For research involving 50+ individuals, record the start date and anticipated stop date/or length of the study; a description, in plain language, of the protocol or other research activity, including the purpose of the research and the criteria for selecting particular records, 45 CFR 164.528(b)(4).