Accounting of Disclosure System Instructions

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 department at 503-494-0219 or email acctdisc@ohsu.edu.

To access the system, use this link: https://02.ohsu.edu/custom/integrity/accounting-of-disclosures/

Or

Click the icon on the Integrity Department Web page: https://o2.ohsu.edu/integrity-department/index.cfm
For Research Disclosures with > 50 individual records:

Search by IRB number:
If we do not have a research study with the IRB number you entered, please add your study.

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.

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).
Add Recipient and Sponsor:

**Disclosure Recipients**

**Research Sponsors**

**Manage Disclosures**

**Disclosure Date**

**MM/DD/YYYY**

**Health Information Disclosed**

**Recipient**

**Save Disclosure**

**Manage Research Sponsor**

**Sponsor Name**

**Address**

**City**

**State/Zip**

**Phone**

**Save Sponsor**
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).