

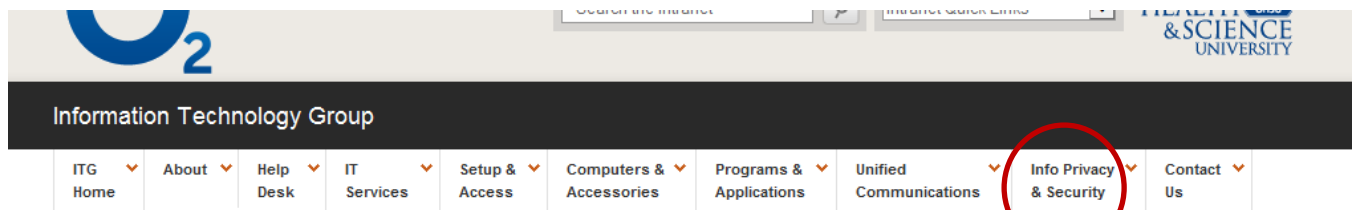
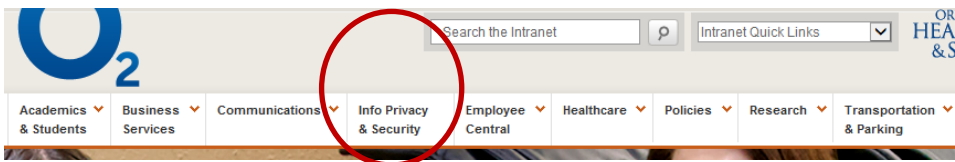


Information Privacy & Security

Accounting of Disclosure System – Instructions (Research)

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>
- or click on the Info Privacy & Security office Web page: <https://o2.ohsu.edu/information-technology-group/information-privacy-security-ips/index.cfm>

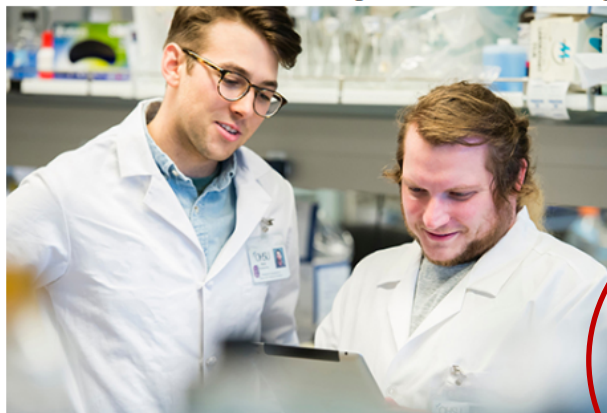


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- Secure your mobile device
- Store and share information
- Encrypt computers and mobile devices
- Learn tips and tricks
- Get training
- Find policies and resources
- Get help

Information Privacy and Security



The Information Privacy and Security program protects the confidentiality, integrity and availability of all information at OHSU. Protecting information isn't something the program can do without your involvement, because security starts with you.



Report an information security incident or concern

Phone: 503-494-0219
Hotline: 877-733-8313
Email: oips@ohsu.edu



Accounting of Disclosure System (ADS)

The OHSU ADS allows users to report any disclosure of PHI to the IPS office. This information is required for compliance with OHSU Policy and HIPAA regulation.

Recent News

For Research Disclosures with >50 individual records:

- Search by IRB number:

ACCOUNTING OF DISCLOSURE SYSTEM

Hello, leekim! Logout

DISCLOSURE REPORTS RECONCILIATION PATIENTS USERS PHI OWNERS RESEARCH STUDIES BATCH IMPORT

New Patient Disclosure

To add a new patient disclosure, please find the patient by using either the OHSU Medical Record Number or the patient SSN in the form fields below. If you do not have either available, you can search by additional demographics below.

OHSU MEDICAL RECORD NUMBER

PATIENT SSN

ADVANCED SEARCH

PATIENT FIRST NAME *

PATIENT LAST NAME *

PATIENT DATE OF BIRTH *


New Research Disclosure

For research studies with disclosures of greater than 50 individual's records, please enter the IRB number. For research studies involving less than 50 disclosures, please use Patient Entry. Note: To enter a research disclosure of this kind, you must enter the IRB number.

IRB NUMBER

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

Search Results



We did not find any research study records with the search information you provided.

You searched for IRB number

We do not currently have a research study with that IRB number in our system. If you think you have the incorrect IRB number, you can search again. Otherwise, please add your study here. 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.

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).

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 Please enter the following information. The fields marked with an asterisk are required.

IRB NUMBER*

12348875

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:

Disclosure Recipients	Research Sponsors
<p>ADD RECIPIENT</p>	<p>ADD SPONSOR</p>

Manage Disclosures

DISCLOSURE DATE*

MM/DD/YYYY

HEALTH INFORMATION
DISCLOSED*

RECIPIENT*

SAVE DISCLOSURE

Manage Research Sponsor

SPONSOR NAME

ADDRESS

CITY

STATE / ZIP

PHONE

For Research Disclosures with <50 individual records:

ACCOUNTING OF DISCLOSURE SYSTEM

Hello, leekim! [Logout](#)

DISCLOSURE REPORTS RECONCILIATION PATIENTS USERS PHI OWNERS RESEARCH STUDIES BATCH IMPORT

New Patient Disclosure

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OHSU MEDICAL RECORD NUMBER

PATIENT SSN

ADVANCED SEARCH

New Research Disclosure

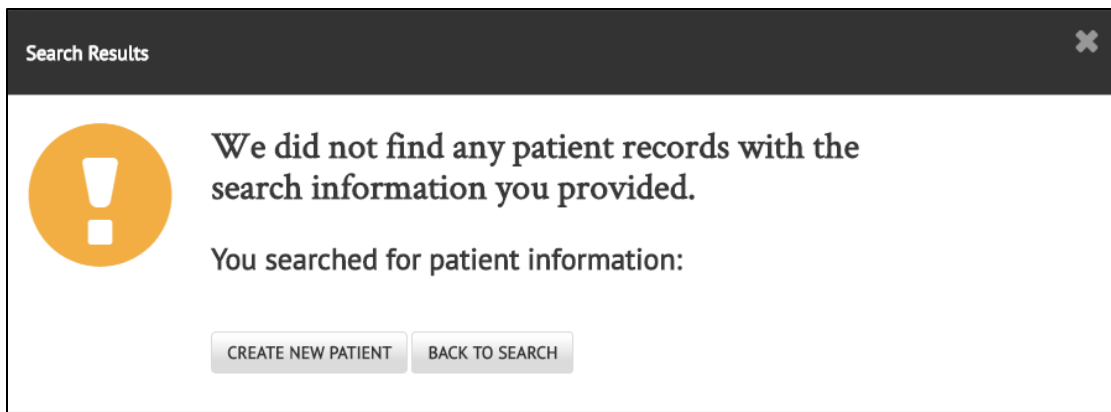
For research studies with disclosures of greater than 50 individual's records, please enter the IRB number. For research studies involving less than 50 disclosures, please use Patient Entry. Note: To enter a research disclosure of this kind, you must enter the IRB number.

IRB NUMBER

- 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.

A screenshot of a "Disclosure" form. At the top, it says "The fields marked with an asterisk are required." The form has several fields: "DISCLOSURE DATE" with a placeholder "MM / DD / YYYY" and a red border; "RECIPIENT" with a dropdown arrow; "TYPE OF DISCLOSURE" with a list of options: "Newborn Laboratory Screening", "Pharmacy/Prescribing Information", "Research Records" (highlighted), "Emergency Department Records", and "Birth Certificate Record"; "PURPOSE OF DISCLOSURE" with a dropdown arrow and "Research Study" selected; "IRB NUMBER" with an empty text box; "PHI OWNER" with a dropdown arrow; and "NOTES" with a text area. A "SAVE DISCLOSURE" button is at the bottom.

- 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):

A screenshot of the "Disclosure" form, focusing on the "PHI OWNER" field. The "PHI OWNER" field is circled in red. It shows a dropdown menu with the text "-- Select PHI Owner --" and a red "X" icon. Below the dropdown, it says "Please select a PHI Owner." The "IRB NUMBER" field is empty. The "NOTES" field is empty. A "SAVE DISCLOSURE" button is at the bottom.

- 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).

The image shows a web form with the following elements:

- IRB NUMBER:** A text input field.
- PHI OWNER:** A dropdown menu showing "-- Select PHI Owner --" with a red "x" icon on the right. Below it is the text "Please select a PHI Owner."
- NOTES:** A large text area for entering notes, which is circled in red.
- SAVE DISCLOSURE:** A button at the bottom of the form.