Accounting of Disclosure System – Instructions (Research)

Purpose

Instructions for research users of ADS. How to input new IRB study information & how to enter individual research disclosure information.

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.

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 department 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:

...ACCOUNTING OF DISCLOSURE SYSTEM (ADS)

ACCOUNTING OF DISCLOSURE SYSTEM (ADS)

ADS is not an Incident Reporting System.
You should NOT record unauthorized disclosures (Privacy and Security Incidents) in this System. To file a Privacy and Security Incident report, please contact the Information Privacy and Security Office (IPS) at 503 494-0219 or info@ohsu.edu.

Examples of disclosures that should be included in this system are listed in the Disclosures Guidance Document.

New Research Disclosure

For research studies with disclosures of greater than 50 individuals' 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

ex 00000000 (up to 8 digits)

SEARCH STUDIES

- 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.

ADD NEW STUDY BACK TO SEARCH
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:
Manage Disclosures

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

Manage Research Sponsor

<table>
<thead>
<tr>
<th><strong>SPONSOR NAME</strong></th>
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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).