

RESEARCH CONSENT SCANNING to CERNER

Work Scope: BUMCT HIMS team will scan the completed research consents to the Cerner record for existing Banner patients

Procedure:

- Copies of completed consent forms will be labeled with the patient's information in the upper right hand corner on EVERY PAGE
 - Preferred: a patient label including patient name, DOB, medical record number, encounter number
 - Accepted: a handwritten patient label to include patient name, DOB, medical record number and/or encounter number
 - If the upper right hand corner is unavailable due to formatting, place in the next nearest available location
- Copies of completed consent forms will be labeled with the document type label – 1439 Research Participant Consent – in the lower left hand corner – on PAGE ONE ONLY



- Copies of consents to be provided to HIMS for scanning by placing into a HIMS Scan basket. Baskets are located at active patient units – behind the desk.
 - Unit closest to the Research office is 3NW. Proceed north through Tower 4 to Tower 3 on the 3rd Floor; unit is located on the left side of the hall; basket is located behind the desk and to the left of the large lateral file



Qualifiers:

- Consent must be for a Banner patient as an encounter must exist for the consent to be scanned to a record
- Consent must contain 2-3 patient identifiers to ensure correct patient selected