

PROCEDURE FOR SCANNING THE INFORMED CONSENT FORM

1. **OBJECTIVES:** Outline scanning procedures for the Informed Consent Form (ICF) and the HIPAA Authorization Form into CPRS
2. **RESPONSIBILITIES:** The Principal Investigator (PI) and/or designee ensures that the subject's signed and dated ICF and HIPAA documents are scanned in CPRS. An Informed Consent procedural note must be entered in CPRS within 72 hours of obtaining consent.
3. **PROCEDURES:**
 - a) Provide a good quality copy (not the original) of the ICF
 - b) Write the subject's name and social security number on the first page ONLY of the copy of the document
 - c) Complete the "Scanned Research Document Requisition" for consents and attach it to a copy of the consent and the HIPAA Authorization form. Make a copy of this document and place the copy in the research Study binder
 - d) Deliver forms to the Clinical Studies Center (CSC), room 11C119
 - e) The medical records scanning staff picks up forms Monday - Friday
 - f) Once scanned, forms will be shredded unless otherwise specified
 - g) Forms will be available for viewing within 48 hrs after being picked up by the scanning department.