

EPIC Access Checklist for Medical Students Conducting Research Projects

Introduction

This checklist is designed to guide medical students through the process of requesting and obtaining EPIC access for their research projects. It includes all necessary steps and required documentation to ensure a smooth application process.

Before you start please note that IRB approval could take several months. If you are planning to work on a short-term project, such as the Dean's Summer Research Fellowship, then the project should either have an approved IRB protocol or should be exempt from IRB approval. Please discuss with your mentor about regulatory approval for your project. Other trainings such as CITI training may also need to be completed before project initiation.

You will need the following information to request Epic access. You may also need to fill out VCUHS Employer Guest Information (EGI) form. Epic access is requested by the department administrator after consultation with the student's faculty mentor.

Checklist

Please provide the following requirements:

1. Personal Information

- Full Name
- Student V number
- Contact Information (VCU Email, Phone Number)
- Medical School/Program

2. Research Details

- Title of Research Project
- Research Objectives
- Timeline of the Project
- List of EPIC data elements required (e.g., patient demographics, clinical notes, lab results)

3. Supervising Faculty Information

- Supervisor's Full Name
- Position/Title
- Department
- Contact Information (Email, Phone Number)

Notify the appropriate department upon project completion so VCU Health access, including Epic, is removed for this research role.