

## RWJBH Care Link for Informatics and Research Teams – Research Requests

- The Informatics team/Research Teams provide the “RWJBarnabas Health Care Link Access Request Portal for Research Monitors” tip sheet to the monitors.
- Provide the Care Link Team with the protocol number; they add it to HealthConnect in time for the request.
- Follow-up to make sure that the monitors submitted the health connect request in a timely manner.

**The HealthConnect request is entered by the monitor.**

- Then the ServiceNow request is entered by Informatics/Coordinator with a valid Certificate of Insurance (COI) attached. It will contain the amount of COI and expiration date.

**Note: Please be aware the lead time for this request is 2 weeks.**

- Any HealthConnect request without a ServiceNow request will be denied after 1 month.

### Creation of the ServiceNow Request:

#### While in Epic:

- You can click the “Get Help” button in the top right corner.
- Go onto My Service Portal → In the “How can we help?” type in “Research” and click search.

**How can we help?**

- The first choice is **Research Monitor Request**. Click on that and it brings you to the form.

6 results for Research ⓘ

Request	<b>Research Monitor Request</b> Research Monitor Request	ⓘ
Request	<b>Research MyChart Recruitment</b>	ⓘ
Request	<b>Epic Report Request</b> Use for Epic Report Content (Access/Registration, Clinical, Healthy Planet/Population Health, Revenue Cycle, Research, System/Security)	ⓘ

- Complete the fields within the request form. Please enter single requests; 1 study monitor per request.
- Attach a valid COI.

Research Monitor Request

Research Monitor Request

Please be aware the lead time for this request is 14 days.

\* Indicates required

\* This Request is For

-- None --

\* First Name

\* Last Name

\* Email

\* Which Site(s) is the monitor going to?

\* Start Date of Monitoring Visit

MM-DD-YYYY

\* End Date of Monitoring Visit

MM-DD-YYYY