

## 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.

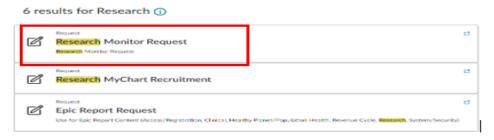
## <u>Creation of the ServiceNow Request:</u>

## 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.



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

