

**LOUIS STOKES CLEVELAND VA MEDICAL CENTER**  
**Medical Research Service**  
**Standard Operation Policy and Procedure (SOP)**

**Effective Date:** January 19, 2018

**SOP Title:** CPRS Medical Records for Non-Veteran Research Subjects and Veterans not Currently Enrolled in the VA System

**SOP Number:** HSP-005

1. **PURPOSE.** This policy will outline the procedure for initiating Computerized Patient Record System (CPRS) Medical Records for non-veterans and Veterans not currently enrolled in the VA system when policy requires research study documentation in the medical record. (See HSP -003)

2. **POLICY.** When policy requires research study documentation in the medical record (see HSP-003), Non-Veterans (or Veterans not currently a part of the VA system) enrolled in a VA approved research study must have a medical record in the VA CPRS.

3. **DEFINITIONS.** None

4. **RESPONSIBILITIES.** If documentation in the Patient's Health Record is required (see HSP-003), the Principal Investigator (PI) must insure that research participant is entered into the VA CPRS.

5. **PROCEDURE**

a. For a **Veteran not currently in the VA system**, the veteran should be entered into the VA system through the eligibility department. The veteran needs to take a copy of their DD-214 to eligibility.

b. For a **Non-Veteran** the following information regarding the individual must be forwarded through VISTA to the mailgroup **G.Research Participant** or through an encrypted email in outlook to the mailgroup **VHACLE Research Participant**.

- (1) Name
- (2) Home Address
- (3) Date of Birth
- (4) Full Social Security Number
- (5) Phone Number
- (6) Work Phone Number (optional)
- (7) Next of Kin
- (8) Veteran Status
- (9) Emergency Contact (optional)
- (10) Remarks: i.e. Alerts

c. If you do not have access to VISTA, contact the Research Office for access and/or assistance

d. Follow SOP HSP- 003 "Documentation in Patient's Health Record of Enrollment

Contact, Actual Enrollment and End of Study Participation" for documenting consent, enrollment and completion of study in the subject's medical record.

6. **REFERENCE:** VHA Handbook 1200.05, Human Research Protection Program; Medical Research Service SOP HSP-003 "Documentation in Patient's Medical Record of Enrollment Contact, Actual Enrollment and End of Study Participation"

7. **RESCISSION:** Medical Research Service SOP HSP-004 was rescinded. The review date for this SOP is January 19, 2021.

8. **FOLLOW UP RESPONSIBILITY:** Research Clinical Coordinator