

CPRS Medical Records for Non-Veterans Research Subjects and Veterans not Currently Enrolled in the VA Healthcare System

SOP HSP-004

VA Northeast Ohio Healthcare System
Cleveland, Ohio 44106

Service Line(s):
Research Service

Signatory Authority:
Neal Peachey, Ph.D. ACOS/Research

Effective Date:
June 1, 2023

Responsible Owner:
Holly Henry, Administrative Officer

Recertification Date:
May 31, 2028

1. PURPOSE AND AUTHORITY

a. 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)

b. 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.

2. PROCEDURES

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 with an encrypted email in outlook to the mail group **VHACLE Registration Updates** VHACLERegistrationUpdates@va.gov

- (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.

3. ASSIGNMENT OF RESPONSIBILITIES

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

4. DEFINITIONS

none

5. REFERENCES

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"

6. REVIEW

At certification or when there are changes to the governing documents.

7. RECERTIFICATION

This SOP is scheduled for recertification on or before the last working day of May 31, 2028. In the event of contradiction with national policy, the national policy supersedes and controls.

8. SIGNATORY AUTHORITY

Neal Peachey, Ph.D.
Associate Chief of Staff/Research
Date Approved: June 5, 2023

NOTE: *The signature remains valid until rescinded by an appropriate administrative action.*

DISTRIBUTION: This will be posted on the Research website:
<https://www.clevelandvaresearch.org/>