

## PROCEDURES FOR SCANNING RESEARCH DOCUMENTS

### **REQUIRED: Scanning the INVESTIGATIONAL DRUG INFORMATION RECORD VA FORM 10-9012**

	Item	Done
1.	Ensure that the VA Form 10-9012 copy has the signatures of both the Principal Investigator and the R&D Chair.	
2.	Print the subject's full name and Social Security number on the 1 <sup>st</sup> page of the form.	
3.	One VA Form 10-9012 for each subject is required.	
4.	In CPRS, enter a Research Clinical Progress note or Patient Record Flag Category II – Research Clinical Trial note	
5.	Complete a scanning request form.	

### **REQUIRED: Scanning the Notice of Privacy Practices (NOPP) Acknowledgement VA Form 10-0483**

	Item	Done
1.	Print the subject's full name and Social Security number on the form.	
2.	One VA Form 10-0483 for each subject is required.	
3.	Complete a scanning request form.	
4.	Remember to send a copy of form 10-0483 to the Privacy Officer.	

### **OPTIONAL: Scanning the INFORMED CONSENT DOCUMENT & HIPAA AUTHORIZATION**

	Item	Done
1.	Enter the "Research Consent Progress Note" prior to scanning the consent and HIPAA Authorization form in CPRS.	
2.	Ensure that the note date is consistent with the actual date consent was obtained.	
3.	Provide a "GOOD" quality copy of the signed & dated ICF ( <b>NOT THE SIGNED ORIGINAL</b> ) and HIPAA Authorization form.	
4.	Print the subject's full name and full Social Security number only on the 1 <sup>st</sup> page of the consent form.	
5.	Print the subject's full name and the last four of SSN on top of each page of the HIPAA Form.	
6.	Attach the HIPAA Authorization form to the consent (Do <b>NOT</b> include the blank HIPAA Revocation letter).	
7.	Complete a Scanning Request form. <u>Write the study title exactly as it appears on the consent form in both the progress note and the scanning request form.</u>	
8.	If the consent form is in double sided pages, please indicate so in the scanning request form.	
9.	<b>DO NOT alter (cross out) or delete</b> any information on the consent form.	

- **Bring all documents for scanning to the CSC on the 11<sup>th</sup> floor, Room # 11C119.**
- **Place forms in a sealed privacy envelope and bring them to the secured drop box for scanning documents located at the Clinical Studies Center (CSC), Room 11C119.**
- **Keep copies of your request form(s) until verifying that documents were properly scanned. They should be ready for viewing in CPRS within 24-48 hours after being submitted.**