MEDICAL COLLEGE OF WISCONSIN CANCER CENTER

Cancer Center Clinical Trials Office

STANDARD OPERATING PROCEDURE USE OF *CARE EVERYWHERE* IN EPIC FOR CLINICAL TRIALS	
SOP#: 6.5.6	**Original Approval Date: 5/13/13**
Version#: 2.0	**Current revision Date: 2/20/18**

1.0 PURPOSE/BACKGROUND

The purpose of this Standard Operating Procedure (SOP) is to describe the standards for use of Epic's *Care Everywhere* functionality for purposes of coordinating care or evaluating individuals enrolled in, or being considered as a candidate for clinical trial participation.

2.0 SCOPE

This SOP affects any clinical trials managed by the CCCTO that have study subjects or potential study subjects with medical records located in *Care Everywhere*.

3.0 RESPONSIBILITY

Individuals impacted by this SOP include any Study Staff that may access *Care Everywhere* for purposes related to clinical trials.

4.0 DEFINITIONS

Refer to Glossary of Common Terms and Definitions

Additional definitions:

Epic: The electronic medical record (EMR) used at Froedtert & Medical College of Wisconsin.

Care Everywhere: functionality within Epic that enables medical groups and hospitals that use Epic EMR systems to share confidential medical records over the internet, via encrypted connections.

5.0 ROLES AND PROCEDURES

Study Staff:

5.1 *Care Everywhere* may not be used as a tool for mass recruitment efforts for studies, retrospective chart reviews, data mining, as a cohort discovery tool, or any other similar purpose.

5.2 Patients must meet at least one of the following scenarios to have their records accessed through *Care Everywhere* by the Study Staff:

- Patients that have signed consent for participation in a clinical trial managed by the CCCTO.
- Established patients in the Froedtert & Medical College of Wisconsin Clinical Cancer Center that have been identified as potentially eligible, but have not yet

consented for the participation in a clinical trial. In this case, a waiver of informed consent for screening purposes must be approved by an IRB.

- Patients that are not yet established in the Froedtert & Medical College of Wisconsin Clinical Cancer Center, but have a consult or admission planned and have been identified as potentially eligible for a clinical trial. In this case, a waiver of informed consent for screening purposes must be approved by an IRB.

6.0 REFERENCES

None

7.0 APPENDICES

None

Authorized by: _____ James Thomas, Medical Director

_____ Betty Oleson, CTO Administrative Director

Revision dates:
5/13/13, v 1.0
2/20/18, v 2.0

Review dates:
3/7/14, 3/2/15, 1/8/16, 2/14/17, 2/20/18