

eSubmission System Access Form and Confidentiality Policy

If you have questions about this form, call FHCRC CRDS Help Desk @ (206) 667-2557
Send completed forms to clinweb@fhcrc.org or Fax to 667-7834 or mail to Martin Tran, CRDS Help Desk, J3-400

Note: A HutchNet account is required for access to the eSubmission system. If you don't have a HutchNet account, contact Human Resources at (206) 667-4700 to initiate the process.

User Information (Please type or print clearly, and sign on page 3)

* HutchNet ID:		* Email Address	
* First Name	Middle Name	* Last Name	Title
* Phone	* Fax	* Location	* Date

*** Required Fields**

A FHCRC Clinical Research Division Confidentiality Statement must be signed and attached. See pages 2 & 3.

For Non-Faculty Member Users: Your Supervisor's Authorization Is Required

To be filled out by User's Supervisor or Manager <ul style="list-style-type: none"> Signature affirms the User requires this access to perform their job function Signature affirms the User has signed a FHCRC/CRDS Confidentiality Policy (see page 3) 					
Printed Name		Signature		Date	
Phone #		Email			

This Section For CRDS Internal Use Only

Security Permissions:		Comments:
Duration of Access:		Comments:

**PASSWORDS MUST BE CHANGED EVERY 120 DAYS (4 months)
ACCOUNTS INACTIVE FOR 13 WEEKS ARE DISABLED.
CALL THE FHCRC HELP DESK – (206) 667-5700 - TO HAVE IT RESET.**

Fred Hutchinson Cancer Research Center (FHCRC) Clinical Research Division

Confidentiality Policy

Many people associated with the Clinical Research Division come into contact with written and verbal information that is confidential, private or personal. This information shall be reviewed and/or discussed privately among individuals in the appropriate business setting on a need to know basis in order to carry out one's job. Confidential information includes, without limitation, the following categories.

1. Patient and Research Participant Information are strictly confidential. Its use and disclosure are strictly regulated by Center policies and by federal and state law. It may also be subject to contractual restrictions. Any faculty, physician, staff volunteer, contractual party, affiliate, or any other individual requiring access to data considered confidential must obtain that information only through procedures appropriate to the nature of the information and as permitted by applicable law, agreements and Center policies. This includes, without limitation, Protected Health Information (PHI) defined under the Health Insurance Portability and Accountability Act (HIPAA) as individually identifiable health information transmitted or maintained in any form – by electronic means, on paper, or through oral communication.
2. FHCRC research-specific information not generally known to the public or its competitors is considered to be confidential. Information regarding the research being performed at the Center is strictly confidential and may only be discussed by employees and affiliates in connection with their normal job functions, and only to the extent necessary for the performance of such job functions. Unauthorized dissemination of such confidential information is strictly prohibited.
3. Payroll, Salary and Personnel Data related to any Center employee are strictly confidential. Center employees and affiliates are prohibited from discussing or gaining access to this information without appropriate approval, except in connection with their normal job functions and only to the extent necessary for the performance of such job functions. Center employees and affiliates will maintain strict confidentiality with respect to all personnel records and confidential discussions including, but not limited to, salaries, benefits, performance appraisals, counseling and discipline matters.
4. Electronic Information is confidential. Access is granted to applications based on job responsibilities. Center employees and affiliates must follow the guidelines in "Appropriate Communication Policy" (available at http://centernet.fhcrc.org/CN/center_policies/hr/appropriate_communications.html). In areas where there are shared terminals and/or passwords, staff may gather only patient information and research data that they need to know to carry out their jobs. Employees and affiliates are responsible for the security of their User ID (log in) and passwords for all applications to which the individual has been granted access. Unattended workstations must be secured. Passwords must not be shared.
5. FHCRC Business Information not generally known to the public or its competitors is considered to be confidential. Information regarding the financial condition of the Center and other information concerning the financial and administrative operations of the Center is strictly confidential and may only be discussed by employees and affiliates in connection with their normal job functions, and only to the extent necessary for the performance of such job functions. This information is not to be divulged in whole or in part to anyone outside the Center without written permission from a division head, vice-president, senior vice-president, executive vice-president or the President and Director of the Center. Unauthorized dissemination of such confidential information is strictly prohibited.
6. Mail or correspondence that has been labeled "confidential", "personal" or "private" will be opened only by the addressee, unless he or she leaves specific instructions regarding treatment of such mail. All information such as personal profiles, medical reports, company operations, and financial matters should be labeled "confidential", "personal" or "private".

It is the responsibility of all faculty, physicians, staff, volunteers, contractual parties and affiliates to dispose of any confidential information, original or reproduced, according to the designated procedures of Fred Hutchinson Cancer Research Center.

Any breach of confidentiality, misuse of patient/research/financial data, or unauthorized release of information may result in disciplinary action, including discharge from employment, termination of contractual arrangements or affiliations, and/or withdrawal of other privileges.

Any question concerning the application of this Policy or the use or disclosure of confidential information should be directed to your supervisor and also to the Clinical Research Division Administrator or the Vice President and General Counsel of the Center.

Electronic Signature Requirements

Electronic Signatures are used in eSubmission. The following terms and conditions will be displayed each time you apply your electronic signature in eSubmission:

As an authorized individual for electronic signing you must comply with FDA guidelines in 21 CFR Part 11 Electronic Records and Signatures. Your electronic signature is comprised of your username and password, which constitutes your unique identity. You must keep your password secure as it may only be used by you, its genuine owner. Acceptance of the terms and conditions of this site constitutes a legally binding equivalent to your handwritten signature. If you think your password has been compromised, please contact the FHCRC Center IT Help Desk at: (206) 667-5700.

USER'S ACKNOWLEDGMENT

My signature below signifies that the information provided is accurate, and that I have read and understand the Clinical Research Division's Confidentiality Policy and the Requirements for Electronic Signatures. I agree to adhere to these policies and understand the consequences of violating the policies.

*Date: _____

* Signature: _____

* Printed Name: _____