EPIC Caboodle for Research
Terms of Use

- I certify that I have completed Mount Sinai Health System (MSHS) training required by the Program for Protection of Human Subjects (PPHS), and agree to abide by all PPHS requirements pertaining to access, storage, sharing, and review of data
- I have uploaded to CRIO Digital Concierge Service my Mount Sinai Annual HIPAA training certificate of completion and all required CITI training certificates of completion.
- I have understanding of the EPIC data structure and experience in advanced SQL querying.
- I have uploaded to CRIO Digital Concierge Service my CV or other documents showing EPIC and SQL experience.
- I will limit all data used in EPIC Caboodle to only those specified in the approved protocol.
- When using data provided without identifiers for research purposes, I will not attempt to re-identify patients from any data that I may see in the EPIC Caboodle. This restriction applies to all uses, including data being used in the preparation of a project, or for purposes of research that is considered not federal regulated human subjects research.
- Data acquired from EPIC Caboodle shall not be shared or disclosed to external entities outside MSHS without explicit permission from the Institutional Review Board (IRB) and Mount Sinai Innovation Partners (MSIP).
- I certify that I understand and agree to abide by the guidelines of the PPHS, the rules and regulations of the MSHS, and all applicable federal and state laws and regulations.
- I certify that any EPIC Caboodle individual account access provided to me will be used only for my individual use and will not be shared with others or used by automated processes.
- I certify that any generic (i.e., non-individual) account access provided to the EPIC Caboodle will be used exclusively for its designated and preapproved purpose and will not be used by any individual for connecting, retrieving, or modifying data.
- I certify that any required modifications to the level of access to EPIC Caboodle will be requested and performed by the CRIO Digital Concierge and MSHS IT members exclusively.
- I understand that all access is audited and that unauthorized access or inappropriate usage of data may result in disciplinary action up to and including termination.
- Only queries relevant to IRB-approved protocol will be executed and will include only data elements listed in the IRB-approved protocol. Resulting data will be stored on an encrypted end-point behind Mount Sinai firewall and will be disposed at the completion of the project.
- I further understand data connections to Epic Clarity are not permitted from 12:00am through 6:00am, nor from 11:30am through 1:30pm daily. Periodic maintenance or other blackout periods may also apply. The Epic Application team reserves the right to alter those blackout periods as needed.
- I understand that the Epic Applications team reserves the right to terminate my connection at any time due to violations of any of the above or for any reason deemed necessary by the Epic Applications team or Mount Sinai Information Technology leadership.

- Print Name:_____

  Signature:_____

  Date:_____