
EPIC – RELEASE TO INSPECTOR ACCESS - 604

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Date Established: 1/2012

Date Reviewed/Revised: 4/2015, 7/2015

Procedure

User ID and Epic-Release to Inspector access

1. Request a user id at <https://www.hsts.virginia.edu/forms/requesting-a-medical-center-network-account>
2. Request Epic-Release to Inspector and VPN access (if the user will be accessing Epic-Release to Inspector on a device not managed by UVa HS/TS or off-campus) at <https://www.healthsystem.virginia.edu/alive/computing/forms/Security/AccessRequest/AcctRequest.cfm>
3. Once steps 1 and 2 are complete, the UVa or UPG sponsor will be asked to provide Supervisor Approval via a link in an e-mail from HS/TS.
4. Once step 3 is complete, the user will be required to sign a User Agreement via a link in an e-mail from HS/TS (MCC Security).
5. Once step 4 is complete, Health Information Services will contact the UVa or UPG sponsor to ensure that access is appropriate and that the user has complete either the UVa New Employee Privacy CBL or is covered by a Business Associates Agreement (BAA).

Note the following:

- Access must be requested by the user's UVa or UPG sponsor
- Contact HS/TS at (434) 924-5334 for assistance with the user id, access, and VPN process

Epic-Release to Inspector Medical Record Requests

1. Contact Health Information Services to request medical records via Epic-Release to Inspector via the following methodology:
 - Medical Examiners and Child or Adult Protective Services – Email a “STAT” request to CLHISANYLS@hscmail.mcc.virginia.edu or call (434) 924-5136
 - All other Epic-Release to Inspector users – Email CLHISANYLS@hscmail.mcc.virginia.edu

2. Provide a list of the medical records you need to access and include the following patient information:
 - UVa Medical Record Number
 - Full Name
 - Date of Birth
 - Dates of Service
3. The HIS Analysts will provide a “key” to access the requested medical records via e-mail.

Please note the following:

- Medical examiner and Child or Adult Protective Services requests have a turnaround time of 20 minutes. All other Epic-Release to Inspector requests are completed within 1 business day. Requests for more than 100 medical records are completed within 2 business days.
- Access to a particular medical record expires 2 weeks post request. If a user requires a longer access period to a particular medical record(s), they may request an extension via e-mail to CLHISSupervisors@hscmail.mcc.virginia.edu

Related Information

Not Applicable