

## IRB Patient Records Endorsement Form INSTRUCTIONS

Think of this form as a permission slip. This is how a researcher asks the person in charge of patient records permission for access. The authorized person/endorser is the person in charge of the records. He/she gives you permission by endorsing (signing and dating) this form.

**Researcher** Complete Form Sections 1 – 3.

1. Complete a form for each Authorized Endorser if you need access to multiple record systems. See Example below.
2. Make contact with the endorser (phone or email) and send the endorsement form with your data collection specifications and short study summary to the Authorized Endorser.
3. Upload the endorsed (signed and dated) form to your IRB submission.

**Example: Investigator needs access to UnityPoint Health – Meriter Epic and PeriData.net.**

- a) Complete one form for **UnityPoint Health – Meriter Epic**. Send it to the Authorized Endorser (Elizabeth Niebuhr and Emilee Smith) with your **data collection specifications for UnityPoint Health – Meriter Epic** and a short study summary.
- b) Complete second form for **PeriData.net**. Send it to the Authorized Endorser with your **data collection specifications for PeriData.net** and a short study summary.

**Authorized Endorser**

1. Review the materials submitted by the researcher. Endorsement is your decision. You may ask for additional information or clarification.
2. Complete Section 4 if you wish to permit access to patient records, provide records, provide data derived from patient records, etc.
  - a. Use Comments to specify any particular arrangements between your department and the researcher. For example the frequency and logistics of running reports.
  - b. Type or print your name and title.
  - c. Print out the form. **Sign and date with heavy dark ink.** Your signature and date must show up once the document is scanned in to a computer.
  - d. Return the form (either hard copy or scanned) to the researcher.

**Questions:** Meriter IRB Office 417-6411 [liz.michaels@unitypoint.org](mailto:liz.michaels@unitypoint.org)

**Scroll >>> Form is on page 2.**

