

As a student researcher who will be abstracting clinical information from medical records under the control of Mercy Medical Center or its affiliated clinics, I agree to the following requirements:

- All collection and use of data will be done in accordance with HIPAA regulations.
- No original hard copy medical records (or portion thereof) may be removed from the premises.
- Records existing in electronic form, whether viewed on site or remotely, may neither be printed nor downloaded to a personal computer or portable storage medium.
- If records are reviewed for research purposes, information recorded must be limited to that information specified in the protocol and/or consent document and must be de-identified.
- Any key (code, identification number or personal information) linking abstracted information to a patient medical record must remain at the clinical site in secure storage.
- Any computer used for collection of patient data must be password protected and capable of 128 bit encryption. Data stored on personal computers or portable storage media must not be transmitted electronically unless secured by encryption.

I have read, understand and agree to the above requirements:

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Name, Signature

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Date

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Class, Institution