



Procedure Name: Cosmos Access	Number: SOP 22 v2.0
Subject: Clinical Research	Effective Date: April 10, 2023
Linked Policy: Clinical Research Operations & Compliance Policy	Revised Date: January 10, 2024

PURPOSE:

To formally define and document MFA IS&T's process of allowing an end user to have access to Cosmos within Epic.

A standardized process is designed to ensure all MFA's clinical departments follow this process while allowing access to the application.

PROCEDURE:

This procedure should be reviewed and practiced regularly if there is a request to receive access to Cosmos. There are two levels of access the end users can select, "Cosmos SlicerDicer Access" and "Cosmos Data Science Access".

Epic Cosmos Access

1. OCR receives Cosmos access request: The end user will submit the initial request with the Office of Clinical Research (OCR).
2. OCR reviews request: The Office of Research will review and make a determination regarding the Cosmos access request. If approved provide the start date and end date. (**There needs to be a form created for submission to Zendesk**)
3. OCR creates Zendesk ticket: The Executive Associate with the OCR will submit the Zendesk ticket on behalf of the individual requesting access.
4. Users and Security team: The Users and Security analyst will create the user EMP record (when applicable) or verify that an EMP exists.
5. Users and Security team: The Users and Security analyst will apply the Cosmos template to the EMP record.
6. Users and Security team: The Users and Security analyst will apply the start and end dates.
7. Update the Sherlock: The Users and Security analyst will update the Sherlock for Cosmos access with the detailed information regarding the user and the timeframe for access.



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Attachments

Cosmos Access Request Form

DEFINITIONS:

Epic refers to MFA's Electronic Health Record System.

Cosmos refers to application.

REFERENCES:



Cosmos Access Request Form

First Name	Click or tap here to enter text.		
Last Name	Click or tap here to enter text.		
PI Name (if not you)	Click or tap here to enter text.		
Do you have existing EPIC access?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>	*If yes, what is your username? Click or tap here to enter text.

Type of Cosmos access needed	<input type="checkbox"/> Cosmos SlicerDicer access: Intended for users who have a research project use case that would benefit from access to summary-level national data. A Local SlicerDicer will allow access to a specific organizations data. The Cosmos SlicerDicer allows users to query all participating Cosmos organizations' data. <input type="checkbox"/> Cosmos Data Science access (for institutional use – must be pre-approved for this level): Intended for researchers and data scientists familiar with R, Python, and/or SQL who have a research or project use case that would benefit from access to deidentified national data. This access requires additional training at Epic headquarters in Verona, WI or online with successful completion of a project and exam. Only users with an articulable project or use case and prior R/Python/SQL experience should receive this level of access.
Timeframe Cosmos access is needed for	Click or tap here to enter text.
Reason for requesting access	<input type="checkbox"/> Research <input type="checkbox"/> QI <input type="checkbox"/> Other: Click or tap here to enter text.

For OCR Use Only:

- Request Approved
- Request Denied*

*Reason for denial: Click or tap here to enter text.

OCR Signature: _____