

HIPAA-Aligned Server
Account Request Procedure

For each person requesting access to RCHE's HIPAA-aligned server for research purposes, RCHE needs for him or her to do the following:

1. Take the **HIPAA Compliance** training at <http://www.purdue.edu/webcert> (listed under Enterprise Certifications) using the online training utility provided.
2. Send Rich Zink (zinkr@purdue.edu) his or her certificate of completion.
3. Review RCHE's HIPAA Compliance Policy at http://www.purdue.edu/discoverypark/rche/documents/RCHE_HIPAA_Compliance_Policy_2017-12-06.pdf.
4. Read, sign and forward RCHE's Confidentiality Agreement at http://www.purdue.edu/discoverypark/rche/documents/RCHE_Confidentiality_Agreement_2016-09-07.pdf to Rich Zink (zinkr@purdue.edu).

For each project requesting access to RCHE's HIPAA-aligned server, the below process is followed:

1. The project PI sends to Rich Zink (zinkr@purdue.edu) the following information:
 - a. Project title
 - b. Project description
 - c. Data description
 - d. Names and e-mail addresses of the project personnel requesting access.
2. Each person on the project fills out the Account Request Form for RCHE's HIPAA-Aligned Server (using either Windows or Mac version) for generating individual public/private key pairs and sends the completed form to Rich Zink (zinkr@purdue.edu) for signature.
3. Once access is approved, Rich Zink:
 - a. Signs the account request form
 - b. Keeps a copy of it on file
 - c. Forwards the account request, together with the list of all project personnel and their e-mail addresses, to Kit Klutzke (kit@purdue.edu).
4. Once Kit Klutzke receives the fully executed account request form, he coordinates delivery of the data and loads it on RCHE's HIPAA-aligned server, in accordance with any special instructions (e.g., de-identification requirements).
5. When the project data is available for access on RCHE's HIPAA-aligned server, Kit Klutzke notifies all project personnel accordingly.