Computer Corner

Adding CRIS Labels on PDF Documents - Click here for the step-by-step instructions

---

CRIS Reference Materials - CRIS has a huge list of reference materials to help you use CRIS more efficiently. Visit the CRIS Educational Resources SharePoint page and click on "How to Use CRIS" for a list of available resources.

CTEP account

A summary of the registration types, required documentation, and business rules for RCR is provided in the table below. Links for RCR registration and information include:

- To obtain or update IAM credentials, including the user name and password necessary to log into the CTSU website, visit the IAM registration page: https://ctepcore.nci.nih.gov/iam
- To register in the RCR, visit: https://ctepcore.nci.nih.gov/rcr
- RCR Quick Reference Guide – Provides an overview of the CTEP-IAM and RCR registration process
- Registration Checklists by Registration Type – Profile Checklists for IVRs, NPIRVRs, and APs of required RCR information
- Introduction to CTEP's Registration and Credential Repository (RCR) Slide Set (August 28, 2017)
- For help with RCR, contact the RCR Help Desk: RCRHelpDesk@nih.gov
- Additional information regarding registration is located on the CTEP registration page: https://ctep.cancer.gov/branches/pmb/associate_registration.htm

You will need to update the account once a year.

---

eFax

You can send faxes using outlook to both NIH fax #'s and outside fax #'s.

"To" field:

RecipientsName%9-1-XXX-XXX-XXX@fax.nih.gov

- NO SPACES OR PUNCTUATION in the Recipient name. For example: DrSmith%9-1-301-451-5746@fax.nih.gov
- Always @fax.nih.gov even if recipient is outside of NIH

"Subject" field:

Type a subject as you normally would in Outlook

Attachments:

You can attach PDF's and Word documents. They appear as subsequent pages of the fax, BUT they cannot be password protected.

In the text of the email: Appears as the Cover page of the fax. You can enter message or place email signature here.

Electronic Signature

1. Open the document (with adobe acrobat PRO DC)
2. Go to the "tools" tab at the top of the screen and select "Certificates".
3. Click on the add/drop down menu under certificates and select "Open".
4. The option to "Digitally Sign" will then appear at the upper left portion of the certificates tab at the top of your screen.
5. Select "Digitally Sign"
6. A message will appear instructing you how to apply the signature.
7. Click OK.
8. Click and drag your cursor to highlight the signature line.
9. Another prompt will appear "Sign with a digital ID" select your digital ID (this is linked to your PIV card) and then click "Continue"
10. Another prompt will appear, giving you a chance to view the signature exactly as it will appear on your document. Before you click on "Sign", click on the box that says "Lock document after signing"
11. Click "sign" (you may be prompted to enter your PIV passcode at this time)

FollowMyHealth

Landing page: https://cc.nih.gov/followmyhealth/index.html

FAQ: https://cc.nih.gov/followmyhealth/pdf/FAQ.pdf

Order Sets - Create/modify/delete an orderset

Follow the instructions on the CRIS website (https://cris.cc.nih.gov/changes/orderset.html) to create or make changes to an orderset.

PHI - Please <u>do not</u> include PHI in documents sent to CCRSafety, on MedWatch forms, or any supporting documents. All documents need to be de-identified. That includes: patient initials, birthdates, SSN, hometown, phone/fax numbers, medical record or account numbers, protocol numbers, etc. For a comprehensive list, here is a link to a UC Berkeley site for PHI: http://cphs.berkeley.edu/hipaa/hipaa18.html

You may use the patient ID in the first box on the MedWatch. Use the same patient ID when you name files. For the patient ID—use the unique ID number that is assigned by the sponsor at enrollment, be that via C3D, OPEN/IWRS or another registration system, or the Sponsor (if not the CCR).   For example, patient #1 would be 1010001. (The problems arise if you use the patient ID and some part of the patient's name to name a document.). Outside sponsors usually have their own SAE reporting form, in which case you would not be using the MedWatch 3500a.

Property Pass

As an accountable user of government property, you can now generate Property Passes for verified assets (laptops, monitors, etc.) that need to be removed from your office/lab/workspace. You are no longer required to request Property Passes through your Property Custodial Officer (PCO) or get approval signatures from your supervisor. Log in to the NIH Property Management Portal (NPMP).

For additional information, including how to generate a Property Pass, please review the NPMP Property Pass Quick Reference Guide available on NCIConnect. If you need assistance or have any questions, please contact the NCI Property Portal Team.

Referral Database

Uploading records from the CCR Referrals Database to CRIS. Click here.

Redact tools in Adobe - Need help with removing PHI from PDFs? Adobe has a step-by-step guide that can help you.

SEFT, MSE, PIV Encryption, FMH, SHM

	Purpose	URL
SEFT (Secure Email File Transfer)	Secure communications to non-NIH staff/collaborators electronically that involve PII and/or receiving /transferring large documents. Does not require a PIV card, thus making it available to NIH staff with AD accounts who cannot be issued a PIV (e.g., short term appointment, volunteers). The system is not to be used for communicating patient care with outside physicians.	https://secureemail.nih.gov
MSE (Medical Secure Email)	When communicating with patients, the approved methods of communicating electronically is the MSE tool and SHM. More information can be found on the CRIS website: https://cris.cc.nih.gov/medicalsecureemail.html	https://medicalsecureemail.nih.gov/ or, select 'Medical Secure Email' under Tools in CRIS
PIV Encryption	Secure electronic communications w/ NIH staff using NIH PIV card encryption in Outlook	Select the Encrypt option on the Message tab of an open email message w/ PIV card inserted into computer and enter PIN; both users need to be PIV enabled
FMH (Follow My Health)	Patients may now receive messages from NIH Staff through the FollowMyHealth® portal.	https://www.cc.nih.gov/followmyhealth/
SHM (Secure Health Messaging)	***Preferred mechanism for securely messaging patients and for securely messaging other NIH staff about patients.*** When communicating with patients, the approved methods of communicating electronically is the MSE tool and SHM. We prefer the use of SHM. Using the CRIS Secure Health Messaging application, patients will receive messages through the FollowMyHealth® portal. More information can be found on the CRIS website: https://cris.cc.nih.gov/securehealthmessaging.html	https://shm.cc.nih.gov/