Welcome to the University of Chicago Medical Center Electronic Honest Broker application.

The purpose of this application is to provide medical researchers access to anonymous, clinical data. The Electronic Honest Broker does not provide any actual clinical data; rather, it serves as a tool for use by human honest brokers whose job it is to make sure research conducted in a manner consistent with HIPAA regulations.

Human honest brokers and administrators from the Center of Clinical Research should be the only users accessing this application. Use of this application constitutes agreement on your part to adhere to the University of Chicago Medical Center Security Policy and Internet Policy.
Using Electronic Honest Broker:

- The Principal Investigator (PI) should select those on their project who will have Electronic Honest Broker (EHB) access. The PI can do this on the website of the Human Imaging Research Office (HIRO), currently residing at http://hirobeta.bsd.uchicago.edu.

- The PI will specify the types of accounts for each member on the research team who has one. There are three types of EHB accounts: full PHI with social security number access, PHI without social security number access, and assigned-ID-only.

- The Electronic Honest Broker system was created and is maintained by the University of Chicago Medical Center SOA Development team. The Human Imaging Research Office (HIRO) facilitates creation of accounts and use of the EHB system. For more information or assistance, please contact
  - Roger Engelmann
    Human Imaging Research Office
    773-834-5093
    rengel@uchicago.edu
  - Michael Torno
    Human Imaging Research Office
    Pager: 4994
    mtorno@uchicago.edu

Log into the Honest Broker webpage as follows:

- If you enter the URL http://honestbroker.uchospitals.edu you will be re-directed to https://honestbroker.uchospitals.edu/HonestBroker/admin/.

- If you see a message mentioning a problem with the website's security certificate, indicate to your browser that you want to continue to the website, by clicking the message "Continue to this website" (or similar message).

- You will see a login screen similar to that on the next page. (Please note that throughout all of the diagrams in this document, solid gray boxes represent IRB- or patient-specific identifiers that will be shown on your screen for your study.)

- Login with your UCHAD username and password.
• You will be presented with all the IRB-approved studies for which you are registered as a user.

• Click on the “View” Button to manage patients enrolled in a particular study.
• If there are patients already entered, you will see something similar to the following screen:
• Up to 100 patients are displayed per page, with multiple pages if necessary.

![Screen Shot](image.png)

• Patients are normally added on an individual basis.
• Enter the MRN (and an optional alias, if desired) and then click the “Add” button.

![Add a Study Patient](image.png)

• The following screen will be displayed:
• If this is not the correct patient, click on the “No, Cancel” button and enter the correct patient information in the “Add Patient” Information section.

• Otherwise, if this is the correct patient, click on Yes, Continue. You will see the following:

An anonymous ID has been automatically generated by the Electronic Honest Broker. The new subject now appears in the Patient List, visible only by Anonymous ID.

• Note: It is possible to bulk-load a large number of patients enrolled in an IRB-approved study. What is required is a text file (possibly obtained from a spreadsheet) containing a list of patients, followed by a comma and optional alias. Such requests may be submitted to the System Administrators (Ken Leiding, Ken.Leiding@uchospitals.edu ext. 4-8606, pager 7769 or Christopher Goodman, Christopher.Goodman@uchospitals.edu ext. 4-1064, pager 9180) for a bulk-load into the Honest Broker database. You can also contact Roger Engelmann or Michael Torno from HIRO for assistance.
- The actual MRN and basic patient information may be viewed by clicking the “View” button

![Image of study patients list]

- A window will pop up with the actual patient information.

- Click on the “Close Patient Information” button to close the pop-up window.

![Image of patient information window]
Finally, it is possible to change (or add) an optional alias.