



# Department of Clinical Research Informatics CIO Newsletter

July, 2012 - 70th Edition

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DCRI Website  
[www.cc.nih.gov/dcri](http://www.cc.nih.gov/dcri)

CRIS Website  
<http://cris.cc.nih.gov>

CRIS Training  
<http://cris.cc.nih.gov/cristraining/plans.html>

## CIO Remarks



### Wireless Internet Access Service

Scheduled for July, there will be a new process for how CC patients and family members login to the wireless internet access in the CRC and Building 10. This service enhancement eliminates the need for pre-authorization and account registration as previously required. Activating this new service will be immediate.

### New process: For Wireless Internet Access

- Select the Guest Wireless network in “available wireless networks” from a laptop or mobile device
- Once you launch a web browser, the system will prompt you to accept the Terms & Conditions
- After accepting the Terms & Conditions you will have immediate access to the Internet



Future communication as to when the Wireless Internet Access Service will be in effect is forthcoming.

Additional information will also be provided to CC Patients and family members at the following locations: Hospitality stations and NIH Patient Library.

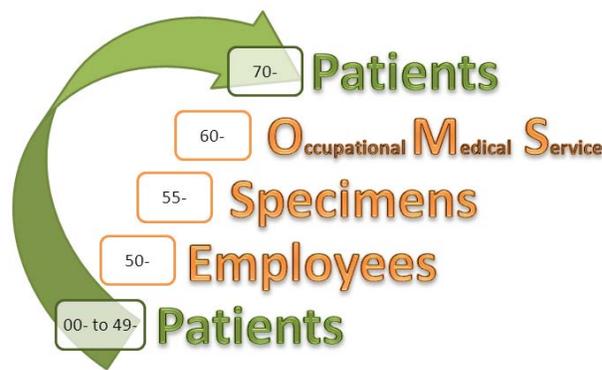
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### Patient MRNs Moving to 70-00-00-n

Recently, the patient Medical Record Number (MRN), which was at 49-99-99-n, has become 70-00-00-n (with n representing an additional digit in the MRN). This was by

design, as there is already a population of employee MRNs (starting at “50-”), specimen MRNs (starting at “55-”) and OMS records (starting at “60-”). The algorithm which generates a new MRN each time a new patient is created in the system was designed to jump up to “70-”, so that there would be no collisions with the existing records, and the patient populations could remain clearly defined.

The new MRN algorithm will now ascend in the normal fashion going up to 98-99-99-n, likely reaching this point at a time period when most of us will not be worried about it, at the current rate of new MRN generation. A little like when Halley’s comet orbit comes around again...



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## Update on Admissions Travel and Voucher (ATV) System Self-Registration

The Admissions Travel and Voucher (ATV) system is used for requesting admission for all Clinical Center patients, government-arranged travel requests, and managing voucher requests for local transportation, meals and lodging. Allowing the ATV user to initiate their own Self-Registration has helped streamline the ATV registration process, by allowing a new user to enter the information for themselves and their supervisor, which will generate automatic emails with next steps for authorization.

Here are a few tips which will help the process go smoother:

1. Double-check that the e-mail addresses that you submit for yourself and for your supervisor are valid, and in the correct format (scarlson@cc.nih.gov).
2. Please make sure you use your NIH ID (i.e., smithj and not john.smith or smithj@nih.gov or nih\smithj)
3. After completing the Computer-Based Training and the review quiz, wait for a confirmation Web page when you click the final button. You may need to click it twice, in case there is a network error. Once you see the confirmation Web page, you are cleared for ATV takeoff!

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## Mobile Device Security

People increasingly rely on the use of mobile devices to maintain productivity on the go; however most do not understand the inherent risks involved with their use.

84% are unaware their mobile device can transmit confidential data without their knowledge

20% store passwords, credit card details, and PIN codes on their phone

51% do not apply a keypad or password lock

There has been a steady rise in the availability of mobile device hacker tools and the readiness of those who want to take advantage of them. Prominent risks include: infected or poorly written apps, the failure of legitimate apps to encrypt user name and passwords (most notorious are social networking and financial sites), the risk of loss or theft, and connecting to a public hot spot (due to the open transmission of unsecured Wi-Fi , i.e., hackers can break in and gain access to your information).

To effectively manage and secure the use of mobile devices used for our business operations, NIH developed the [policy](#) (.doc 153 KB) on Mobile Device Security. This policy applies to all devices that connect to our network (or other wireless/physical IT resources, and to devices that are “capable” of synchronizing with the NIH Central Email Service.



**If you physically lose or lose exclusive control over any mobile device contact the [NIH IT Service Desk](#) immediately.** Also notify your supervisor or the appropriate contracting official.

**Any suspected or confirmed loss of Personally Identifiable Information (PII) or sensitive NIH data must also be reported to the [NIH IT Service Desk](#) at (301) 496-4357 within one hour of discovery.** Loss of sensitive data and/or PII

includes loss via e-mail (sent to the wrong address/people), paper, on lost/stolen equipment, or any other mechanism where unauthorized individuals may potentially have possession or access to it. Also notify your supervisor or the appropriate contracting official.

*\*Adapted from NIH IT Security Awareness Training\**

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## CRIS Helpful Tips

### Suggestion Box

Got a great idea to improve CRIS usability on your day to day work? Use the Suggestion Box to submit your suggestions! The Suggestion Box is a communication tool that allows CRIS users to enter suggested ideas and to provide feedback for CRIS improvements. To access, while logged on to CRIS, just click the CRIS Suggestion Box Icon on the toolbar:



### Things to remember when submitting a suggestion:

1. If you need an immediate response to an issue, please call CRIS Support at 301-496-8400
2. Please DO NOT include Patient Identifiable Information
3. Click the FAQ button to see suggestions that have been submitted and their outcome Thanks for helping to make CRIS better. We appreciate your feedback!

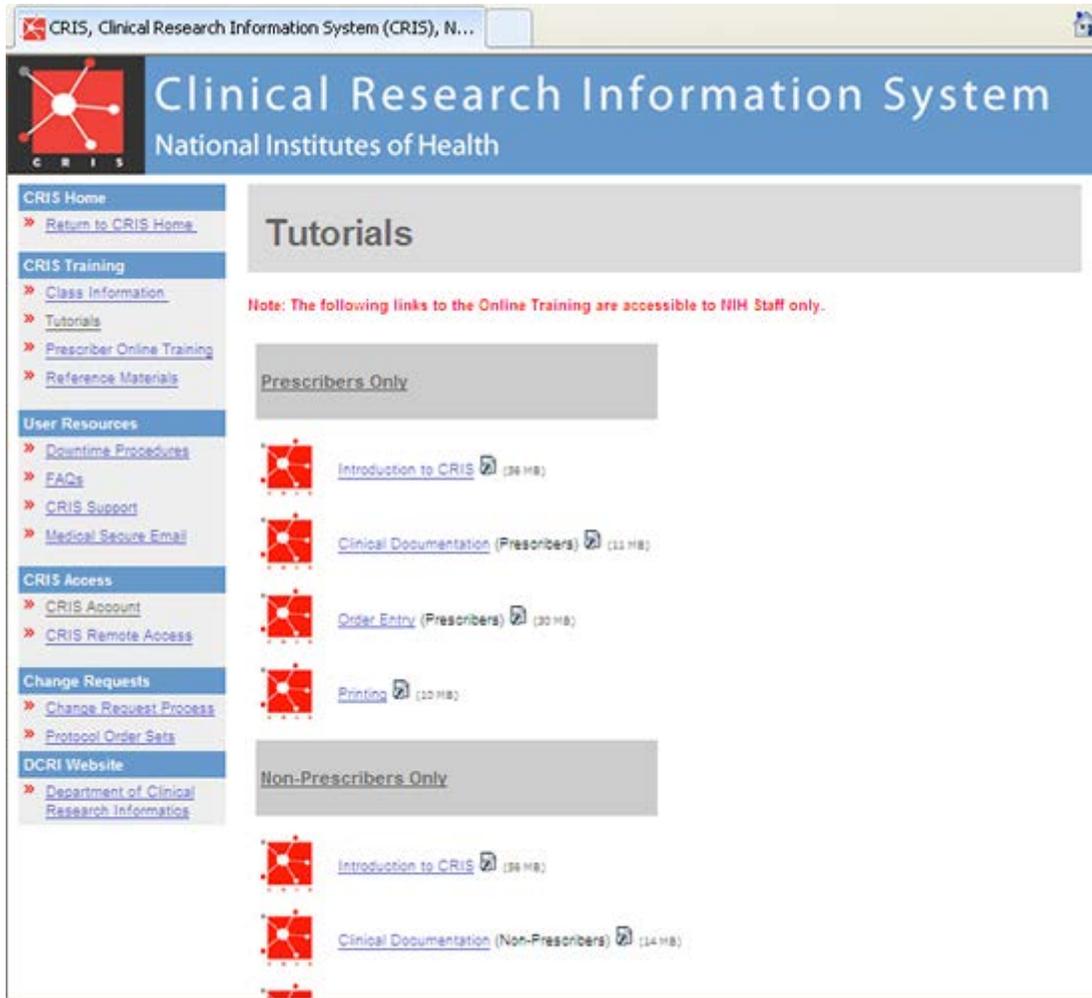
A screenshot of the 'Feedback' window in the CRIS Suggestion Box. The window title is 'Feedback'. On the left, there is a logo for 'CRIS Suggestion Box'. On the right, there are three input fields: 'Name, Occupation:' with the value 'DCRI, Nurse, RN', 'Organizational Unit:', and 'Email Address:' with the placeholder 'No address on file, please type your email here.'. Below these fields, a red circle with the number '1' highlights a red text instruction: 'If you need an immediate response to an issue, please call CRIS Support at 301-496-8400.'. Underneath, there is a dropdown menu for 'To allow us to best route your message, the topic of this communication is:'. Below the dropdown, a red circle with the number '2' highlights a red text instruction: 'Suggestions/comments/complaints- Please DO NOT include Patient Identifiable Information (PII)'. At the bottom left, there is a section 'Please contact me for follow up:' with radio buttons for 'Yes' and 'No'. At the bottom right, there are three buttons: 'FAQ' (with a red circle and number '3' above it), 'Send your message', and 'Cancel this message'.

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## CRIS Training

Ever wonder how to sharpen or refresh your CRIS skills?

- a. Review the new [CRIS Training Tutorials](http://cris.cc.nih.gov/cristraining/cbt.html): <http://cris.cc.nih.gov/cristraining/cbt.html> These tutorials are dynamic and they can be accessed from any computer!



- b. Attend one of our instructor led CRIS Advanced Classes, offered monthly in the DCRI CRIS training room!

Expand your CRIS knowledge learning how to customize your views, patient lists, and preference filters. Also, in these classes, the instructor will cover topics such as the Signature Manager, CRIS Printing Tips, and your own CRIS questions.

Classes are forming now! To register: <http://training.cit.nih.gov/>

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