Workflow for Image Review for Educational Purposes

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INTRODUCTION

This document details the procedure for submission of images acquired in the course of clinical practice that must undergo formal review by an Image Review Officer before they are used for educational activities (e.g., used in PowerPoint presentations for medical students and/or scientific meetings, used in journal articles, etc.).

The review process enforces de-identification, which ensures that images are in compliance with Banner policies and procedures and HIPAA regulations for the use of images from clinical systems for educational projects.

As part of this process, a log of all submissions will be maintained as a means of auditing our compliance with the policy.
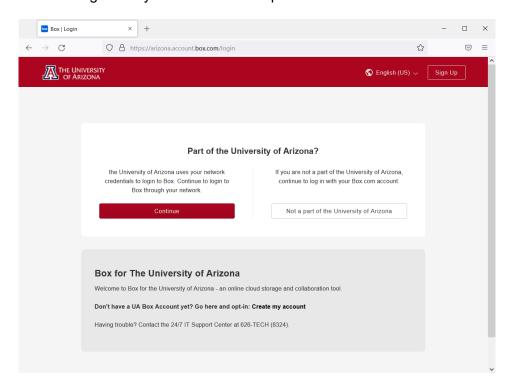
SIGN UP

There are a few actions that will need be performed before you can start submitting images. If you anticipate needing image review anytime during the semester, please sing up by following the steps below:

1. Go to https://research.arizona.edu/compliance/hipaa-privacy-program/ua-box-health and complete the training requirements (titled "HIPAA Annual Certification" and "UA Box Health Course ID: 1460") listed under "Training Requirements".
2. Send an email to Luca Caucci caucci@arizona.edu to request access to the UA Box Health Medical Imaging De-Identification folder. You will receive an email when access to that folder has been granted to you.
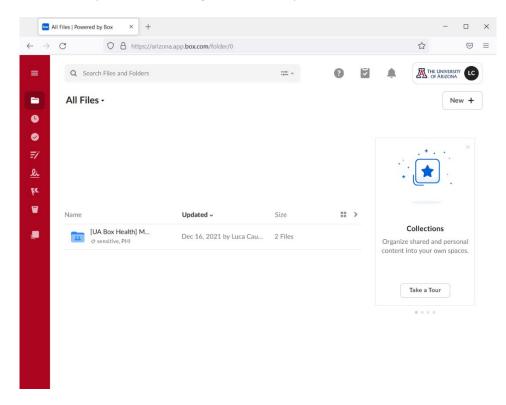
USING THE SERVICE

1. Go to https://arizona.account.box.com
2. Click on "Continue" and login with your UA NetID and password:

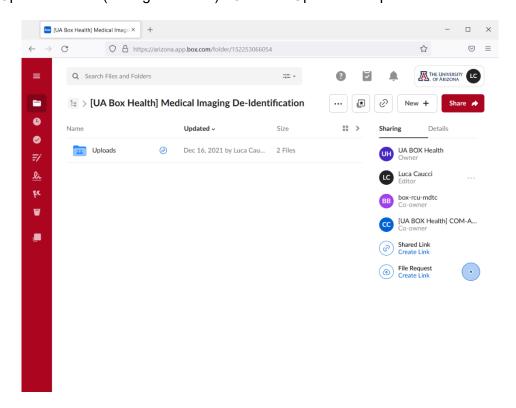3. A page like the one shown below will appear. Notice the folder named "[UA Box Health] Medical Imaging De-Identification" (other folders might be present). Click on it.
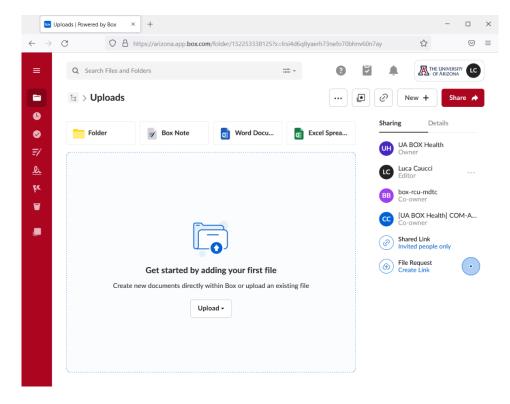

4. Notice the "Uploads" folder (see figure below). Click on "Uploads" to open the folder.

5. Drag-and-drop your file(s) in this folder (other user's file might be present in this folder, and you can still add your own files even if the folder does not look empty).

6. Once the uploads are completed, click on your profile icon in the upper right corner of the page (next to the UA logo). A drop-down menu will appear; click on "Log Out" (last item on the menu) to log out.

7. Within 24 hours, you should receive an email telling you that your files have been reviewed and are ready to be downloaded; follow the instructions in the email to retrieve them.