Description: All subjects receiving study-required UF Health clinical services MUST have a UF Health MRN in Epic and OnCore. However, some protocols require Additional Subject Identifiers; study staff must obtain special Override Demographics permission in order to enter these additional identifiers.

OBTAIN OVERRIDE DEMOGRAPHICS PERMISSION

The ability to Override Demographics is provisioned on a case-by-case basis as an add-on permission. To request the permission, complete an OnCore Access Request form and submit via the Add/Update Staff OnCore Support page. Contact OnCore-Support@ahc.ufl.edu for more information and assistance with user access permissions in OnCore.

OVERRIDE DEMOGRAPHICS

If you are not already in the subject’s record, navigate to Menu > Subjects > CRA Console, select your protocol and then the blue hyperlink MRN of your subject.

1. Click on the Demographics vertical tab. Click [Update] if needed.
2. Roll down to the bottom of the page and click the [Override Demographics] button.
3. You will be prompted to Authenticate Override Demographics using Gatorlink credentials.

4. Click [Submit].

The Override Demographics button should ONLY be used to add new identifiers to the Additional Subject Identifiers section - located on the Subject Console > Demographics menu.

DO NOT MAKE CHANGES TO THE SUBJECT MRN IN THE SUBJECT DEMOGRAPHICS SECTION.

5. In the Additional Subject Identifiers block, select the Identifier Type from the dropdown options and enter the Identifier type.
6. Click the blue Add hyperlink field and [Close] when you are done updating the Demographics form.