Huron eCOI - User Guide for Leaders
Reviewing a Pre-approval Request

Introduction

A Pre-approval Request (PAR) should be completed by an Individual seeking approval from their leadership and from the Office of Conflicts & Integrity for **outside consulting, other employment opportunities, and educational activities funded by Industry.**

As the leader assigned to review a PAR, your considerations for review include:
- Determining if the requested activity is appropriate given the value it may add to Atrium Health (if applicable to the particular activity).
- Determining whether or not the activity will create a conflict of commitment for the Requestor.

If you approve the PAR, the secondary review by the Office of Conflicts & Integrity will include a review for compliance with institutional policy.

Logging In to Huron eCOI

1. **To begin your review, open the email notification and use the link in the email to login to Huron eCOI. Login with your wakehealth.edu or atriumhealth.org username and password.**

Review a Pre-approval Request

1. **Once you are logged in, you will be on the landing page for the PAR you need to review.**

2. **Once you have reviewed the questions and responses, click the Exit button at the bottom to return to the landing page.**

3. **At this point, you can either approve/disapprove the request (go to step 4) or you can *Request Clarifications* (go to step 6) directly from the Requestor if further information is needed to make your determination.**

4. **To approve or disapprove the request, click on "Submit My Review" in the menu on the left.**

5. Indicate whether you want to recommend approval or not and enter any comments, if needed.

- If you approve, the request will then be routed to the Office of Conflicts & Integrity for their review.

- If you disapprove, the Requestor will be notified and the PAR will be removed from your queue and from further routing.

6. **If you need the Requestor to clarify any details of the request, click on "Request Clarifications" in the menu on the left.**

7. **Type your question for clarification into the box and click OK for your clarification request to be sent to the Requestor.**

- The request cannot be processed for approval until you receive a response from the Requestor.
- You will receive an email notification once a response has been submitted in order for you to login and finish your review.

For questions or assistance, contact the Office of Conflicts & Integrity:

- Wake Forest Baptist, Navicent and Floyd: coioffice@wakehealth.edu or 336-716-9300
- Greater Charlotte: CorporatecomplianceCOI@atriumhealth.org or 704-512-5900