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.

Click on this link to login.

The above discloser has submitted a Pre-Approval Request which requires your review. Click on the provided link to take the next steps to complete the review process.
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