

## Tennessee Warning - ScutMonkey

### Tennessee Warning Instructions and Verbiage:

#### Instructions:

Please place the verbiage on your ERAS site and websites so that it is visible to applicants as they prepare to apply to your program.

#### Verbage:

The Department of Radiology will be using a software application, ScutMonkey, to gather data from ERAS applications in order to easily sort through applications and build our interview lists.

What this means to you:

- Your biographical information (name, gender, birth place, etc) along with your education/research experience will be uploaded into the online database;
  - The computers used to store and analyze your application are not connected to the internet, nor is it used for any other purpose. The application is transmitted to ScutMonkey through a secure server using industrial strength encryption;
  - Your personal identifiable information will not be shared with anyone outside of the Department of Radiology education leadership; and
  - You are not legally required to have your information uploaded to ScutMonkey. However, only applications uploaded into ScutMonkey will be reviewed.
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### Mapping to Tennessee Warning MDH Data Practices Requirement:

#### Introduction:

The Tennessee Warning statement maps back to the MDH Data Practices Manual Requirements

#### Mapping to Requirements:

The Department of Radiology will be using a software application, ScutMonkey, to gather data from ERAS applications in order to easily sort through applications and build our interview lists. ([why data is being collected in this matter - point a](#))

What this means to you:

- Your biographical information (name, gender, birth place, etc) along with your education/research experience will be uploaded into the online database;
- The computers used to store and analyze your application are not connected to the internet, nor is it used for any other purpose. The application is transmitted to ScutMonkey through a secure server using industrial strength encryption; ([also part of point a](#))
- Your personal identifiable information will not be shared with anyone outside of the Department of Radiology education leadership; and ([point d](#))
- You are not legally required to have your information uploaded to ScutMonkey. However, only applications uploaded into ScutMonkey will be reviewed. ([whether they can refuse to have their information collected & consequences -points b &c](#))

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**Statements must be included that inform the individual:**

*(x) (If the individual is a minor (younger than 18)) The minor can request that MDH not give the minor's parents access to the data.*

- (a) Why the data are being collected from the individual and how the entity intends to use the data;
- (b) Whether the individual may refuse or is legally required to supply the data;
- (c) Any consequences to the individual of either supplying or refusing to supply the data; and
- (d) The identity of other persons or entities authorized by law to receive the data.

**Consequences of giving the notice are:**

Private or confidential data on individuals may be collected, stored, used and released as described in the notice without liability to the entity.

**Consequences of giving an incomplete notice, or not giving the notice at all, are:**

Private or confidential data on individuals cannot be collected, stored, used or released for any purposes other than those stated in the notice unless:

- The individual subject of the data gives informed consent;
- The Commissioner of Administration gives approval; or
- A state or federal law subsequently authorizes or requires the new use or release.