

Research Data Request Guidelines

Patient data sets created for research purposes are to be reviewed and approved by Fairview Research Administration (FRA) prior to release. This includes data from clinical databases maintained by Fairview staff and data from Fairview's data warehouse maintained by Fairview IT.

Data requests will be completed for those who have legitimate access to Fairview patients' medical records. These researchers include: Fairview employees; UMN employees or community physicians who are credentialed providers at Fairview; and researchers who have completed the Non-Fairview Employed Research Staff (NERS) process. Those not meeting this definition must have the written consent of all patients for whom they receive data.

Data Request Process

Submit a Data Request Form with each request. Please fill in the form completely to expedite the process. Any change from your original request requires an updated Data Request Form and is treated as a new request.

Helpful Information for Filling Out the Form:

Data Parameters:

Please include the requested codes in the parameters section! You are welcome to include descriptions as well, but codes are the only way to ensure your request is captured correctly.

Security:

Answer the security question before submitting your request. Patient data MAY NOT be stored on a personal computer or personal external memory device without a written exemption.

To Request Data from Clinical Databases:

Name the database that houses the data on the data request form. IRB approval will be confirmed, and your request forwarded to the database owner. The database owner will return the data to FRA to remove all 'research opt out' patients. The data will then be forwarded to you.

What Data May Be Provided:

The purpose of the data request determines what data will be released.

- **Feasibility:** You will receive the number of patients meeting your criteria. Patient names or other identifying information cannot be provided. IRB approval is not required.
 - **Medical Record Review:** With the proper IRB approval, you will receive a patient list including MRN, name, DOB, diagnoses/procedures, date of encounter, and location of encounter.
 - An active IRB# is required to receive data for medical record reviews. Please attach your approval letter with your submission. The requestor must be listed as study personnel on the IRB application.
 - Please note, if you applied for Exempt review (noted as: #####E#####), patient identifiers will not be provided.
 - **Recruitment:** You will receive the number of patients meeting your criteria. Please see 'Recruitment Mailing Process' for more information about this service.
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Turnaround Times

Queries based on procedures and/or diagnoses can be completed within FRA. These requests have a turnaround time of 2 weeks.

Queries requiring more detailed information, including medications or lab results, are completed by Fairview IT. These requests have a turnaround time of two months.

Please submit requests in the allotted turnaround time. Your request is always handled as quickly as possible.

The only way to expedite the process is to review your data request form for completeness, including any requested codes. You may also include expanded criteria in case your initial query is low yielding (i.e., increased time frame, increased age range).

Recruitment Mailing Process

UMN faculty and Fairview employees may request FRA send out recruitment letters on their behalf. Only studies that occur at Fairview or UMN locations are eligible for this service. UMN IRB approval is required.

Once we have the results of your query, we will send you the number of eligible patients. If you accept this number:

- Call UMN Addressing and Mailing (A&M) at 612-626-0222 to set up an account. They will ask for the services you are requesting, and your billing account information.
 - Discuss any details of your mailing with A&M, including sending in batches, sorting geographically, etc.
 - A&M offers a National Change of Address (NCOA) service. This compares the patient list against the national mailing address list to remove false addresses and update those that have changed. Please consider this option as returned letters are not tracked.
- Email your job number to FRA (research@fairview.org). The patient list will be forwarded to A&M within 2 days.
- Fairview cover letters and envelopes will be delivered to A&M within 3 days of receiving the final number, unless the number requires ordering supplies.
 - You will receive an invoice for the Fairview supplies. The charge is based on materials (currently \$0.14 per letterhead and \$0.12 per envelope).
 - A&M will charge you separately for their services, including postage.