

Danbury Hospital *Patient Care Policy Manual*

SUBJECT: Release of Medical Information for Research

POLICY

Danbury Hospital will allow access to medical information for research purposes subject to any limitations imposed by Health Information Services (HIS) in accordance with the policy, “Research - Use and Disclosure of Protected Health Information (PHI)”.

Those wishing access to medical information for research purposes must obtain Institutional Review Board (IRB) approval to do so. Submit a written request to either the IRB Administrator or to the Manager of Health Information Services (HIS). An application form (containing the required elements) is available from HIS or the IRB. Contact the IRB Administrator if you need additional guidance.

To ensure compliance with Federal and State regulations, and Hospital policy, approval by the Manager of HIS, the IRB Chair, and the appropriate Clinical Chair is required. Access to certain patient-identifying information may also require the patient’s written consent or authorization. Psychiatric, drug/alcohol and HIV related records may require additional safeguards.

The original request form, together with the IRB approval, will remain on file in HIS. The IRB will also retain a copy. Annual reapproval is required for research that extends beyond one year.

If approval is granted, access to medical information by the requestor will be permitted in HIS. Copies may not be made and patient-identifying information may not be removed from the department in any manner other than that specified in the approved application. De-identified patient information may be collected and removed; however, it may not be re-disclosed without the express permission of the Hospital. Refer to the related policies below.

Related Policies

- “Research - Use and Disclosure of Protected Health Information (PHI)”
- “‘Minimum Necessary’ Use and Disclosure of Protected Health Information”
- “Authorization to Use and Disclose Protected Health Information”
- “De-Identified Information and Limited Data Sets”
- “Notice of Privacy Practices for the Danbury Hospital, Danbury Visiting Nurse Association, Regional Hospice of Western Connecticut, Danbury Health Care Affiliates, Including Danbury Diagnostic Imaging (“DDI”), the Danbury Hospital Medical Staff, (“Danbury Health Systems”)

EFFECTIVE DATE: 7/91

AUTHORITY: Adm/Health Info Services/Institutional Rev Board

Reviewed 10/92, 3/95, 1/98, 7/09

Revised 5/94, 3/01, 2/03