TMC Medical Record DATA REQUEST

*NOTE: PLEASE ALLOW TIME TO OBTAIN THE DATA WHEN MAKING THIS REQUEST.


2. Click on “KC One” Help Desk
3. In order to request data/data reports you will need a KC one Web Portal Account ID.
   a. If you have established one previously; continue with the instructions below OR
   b. If you have not established a KC one Web Portal Account; establish one using the instructions entitled
      “NEW ACCOUNT REQUESTS” located at: http://centerpoint/sites/KCOne/default.aspx
      *This request can take up to 5 days to process.

**Data and Report Requests**
Requests for Data and/or Reports can be submitted via the Data/Reports Request form using the process
detailed below:

1. Login to the Data/Report Request form using your KC one Web Portal Account ID.
2. Complete the form with the exception of the Executive Approval section. Please note: required
   fields are noted with a red asterisk

   Be sure to describe the data request. For example: A retrospective research project of patients at TMC that
   were seen in the Cardiology clinic from 12/1/15 – 10/1/15 seen for a research congestive heart failure
   ICD.10 code (xxxxx).

   - State the timeframe in which you want the data
   - List exactly what data you want pulled (attach your data collection sheet or list in the request)
   - Provide ICD10 codes when applicable.
     ♦ Attach your UMKC Institutional Review Board (IRB) approval.

3. Click Submit. The form will automatically be routed to the appropriate executive for approval.