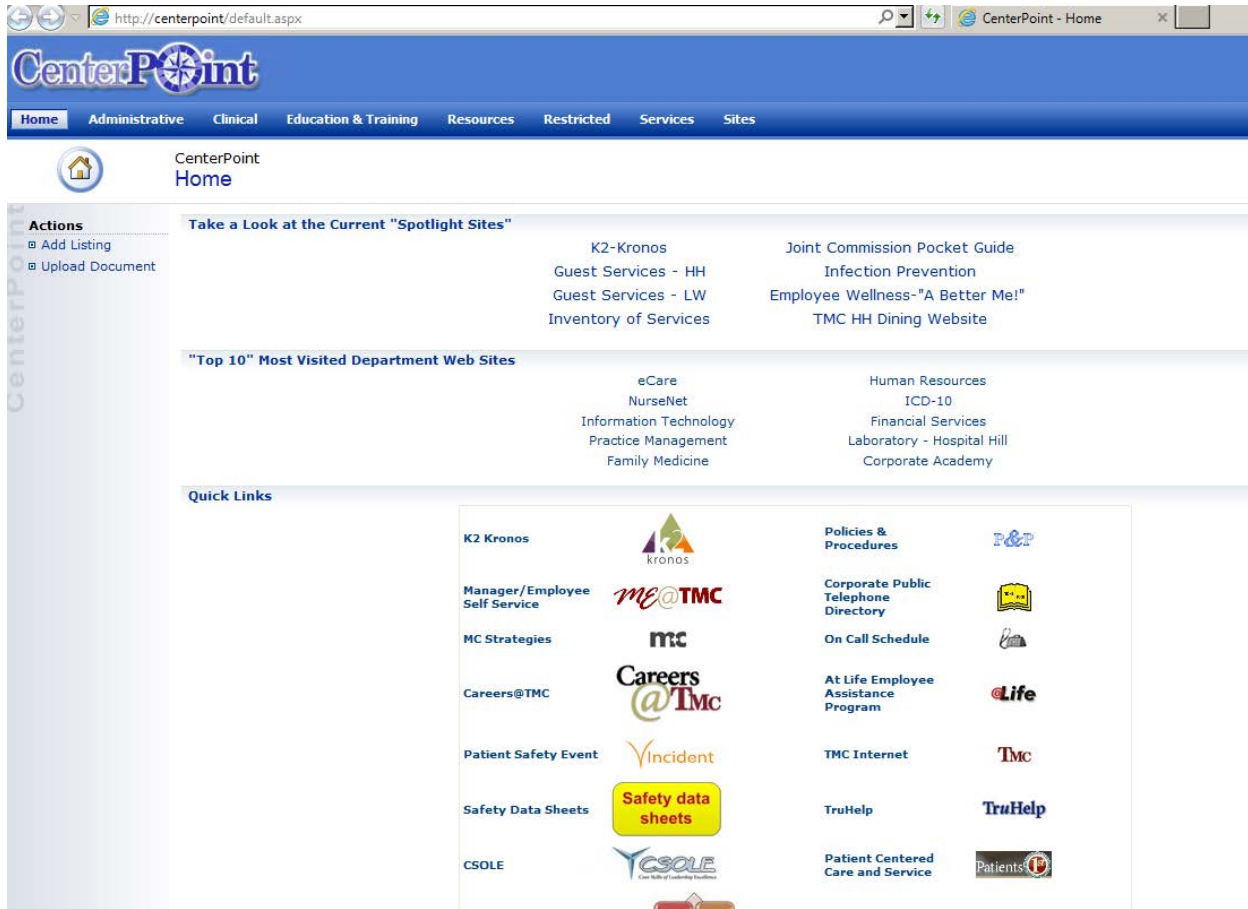


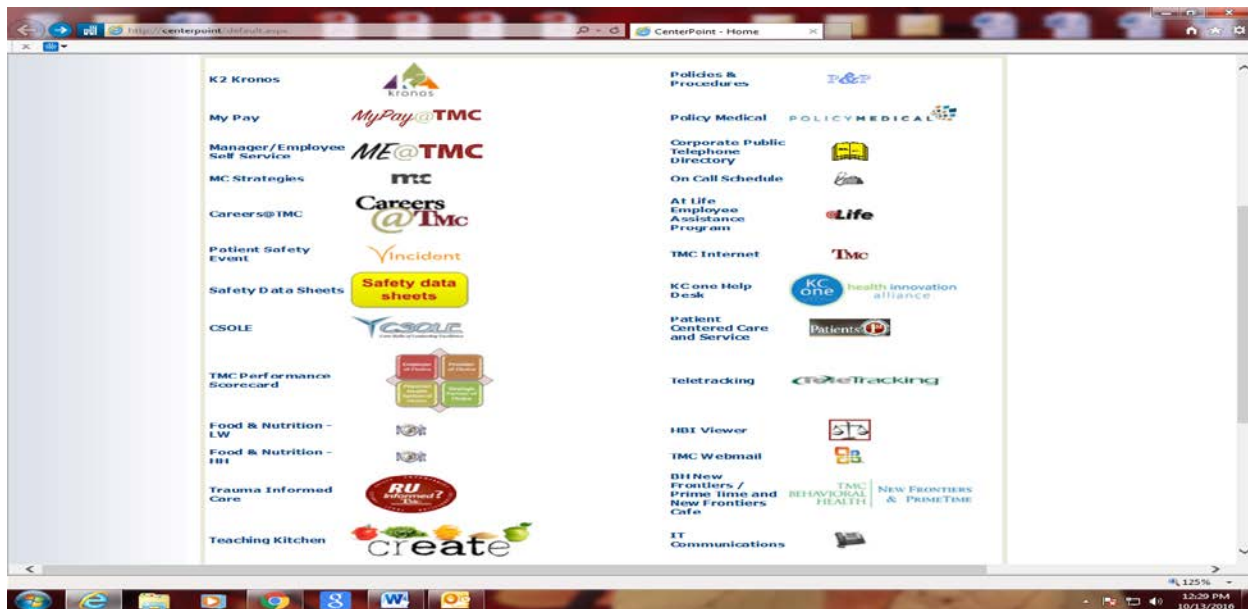
TMC Medical Record DATA REQUEST

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

1. Connect to the TMC intranet site – <http://centerpoint/>



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.