

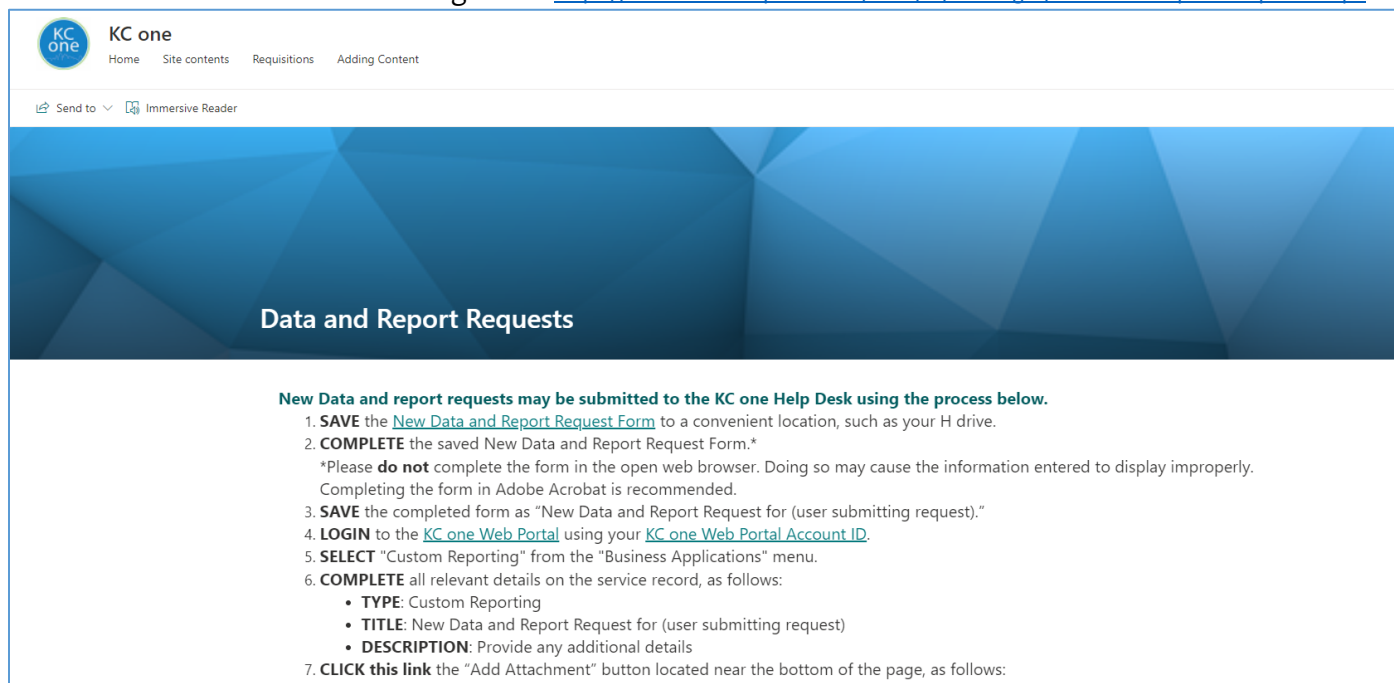
UH Data and Report Requests for projects

Items to Note

- The report request can only be made when connected to the University Health (UH) intranet.
- A University Health Research Application Form and prior approval by the Institutional Review Board (IRB) is needed if this request is for **research**.
- Data with patient identifiers may **not** be emailed to an outside email (includes UMKC, CMH, gmail, etc.). Use your **UHKC.org email** when requesting data.

PLEASE ALLOW TIME TO OBTAIN THE DATA WHEN MAKING THIS REQUEST to IT.

1. Connect to the UH intranet and navigate to: <https://UHmed.sharepoint.com/sites/IT/SitePages/Data-and-Report-Requests.aspx>



The screenshot shows the KC one intranet interface. At the top, there is a navigation bar with the KC one logo and links for Home, Site contents, Requisitions, and Adding Content. Below the navigation bar, there are options for Send to and Immersive Reader. The main content area has a blue header with the text "Data and Report Requests". Below the header, there is a list of instructions for submitting new data and report requests. The instructions are numbered 1 through 7, with sub-points for steps 6 and 7. The instructions are as follows:

1. **SAVE** the [New Data and Report Request Form](#) to a convenient location, such as your H drive.
2. **COMPLETE** the saved New Data and Report Request Form.*
*Please **do not** complete the form in the open web browser. Doing so may cause the information entered to display improperly. Completing the form in Adobe Acrobat is recommended.
3. **SAVE** the completed form as "New Data and Report Request for (user submitting request)."
4. **LOGIN** to the [KC one Web Portal](#) using your [KC one Web Portal Account ID](#).
5. **SELECT** "Custom Reporting" from the "Business Applications" menu.
6. **COMPLETE** all relevant details on the service record, as follows:
 - **TYPE:** Custom Reporting
 - **TITLE:** New Data and Report Request for (user submitting request)
 - **DESCRIPTION:** Provide any additional details
7. **CLICK this link** the "Add Attachment" button located near the bottom of the page, as follows:
[CLICK the "Done" button](#)

2. In order to request data/data reports you may 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 (which is different than UH sign-on); establish one by clicking on "New Account Requests". Follow the instructions on the website.
 - **Only use your UH email because data with any UH PHI may not be sent outside UH.**
 3. Requests for Data and/or Reports can be submitted via the Data and Reports request form.
 - a. Keep in the mind the questions on the form are for IT. Thus, purpose of the data request is **not** the project purpose, but rather why you need the data: e.g., QI analysis or to complete a research study.
 - b. Be sure to describe the data request. For example: the exact time frame you need the data, the exact fields as shown in the EMR.
 - c. Provide ICD10 codes when applicable
 - d. Include the IRB approval to verify the request – **if the project is for human subjects research.**
- **Save the data report request and email to research.support@UHKC.org to help review your report before submitting to KC one.** This will help ensure the info needed is provided in order for a more timely request.

Save your KC One ticket number. KC One will usually send you an email to resolve any questions you may have.