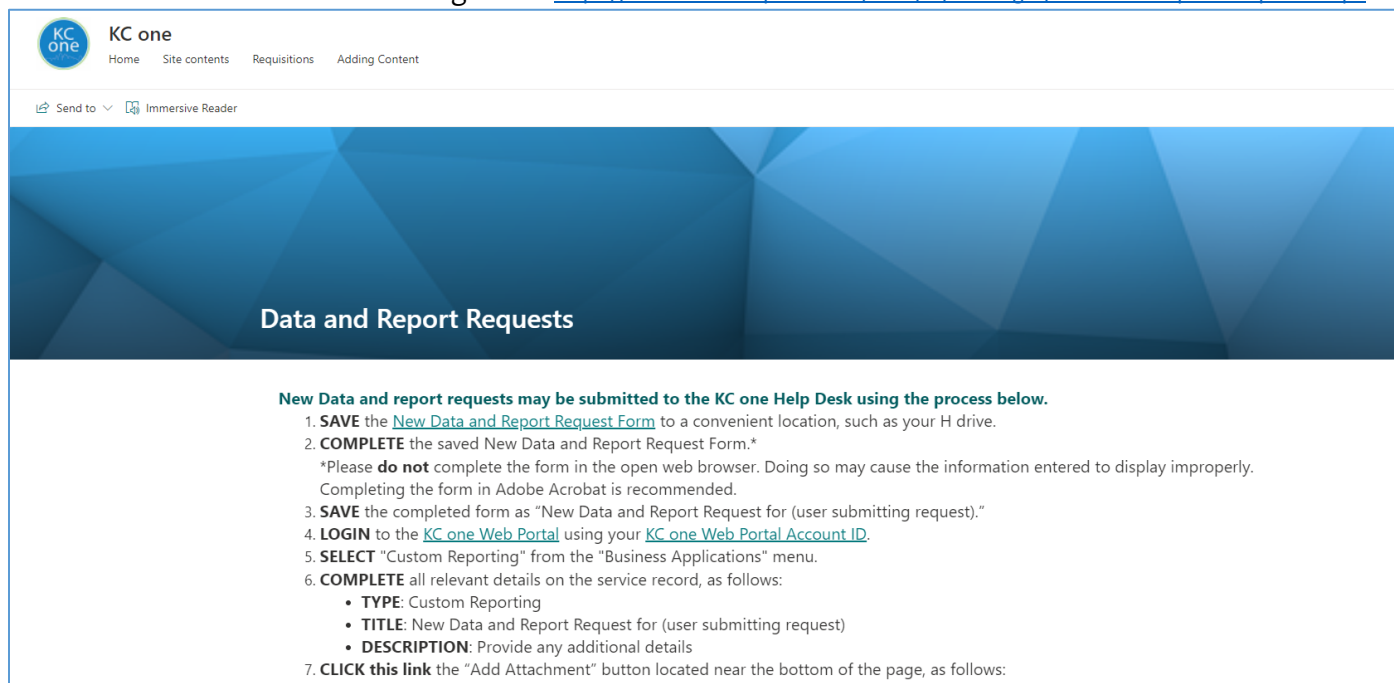# UH Data and Report Requests for projects

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

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.