

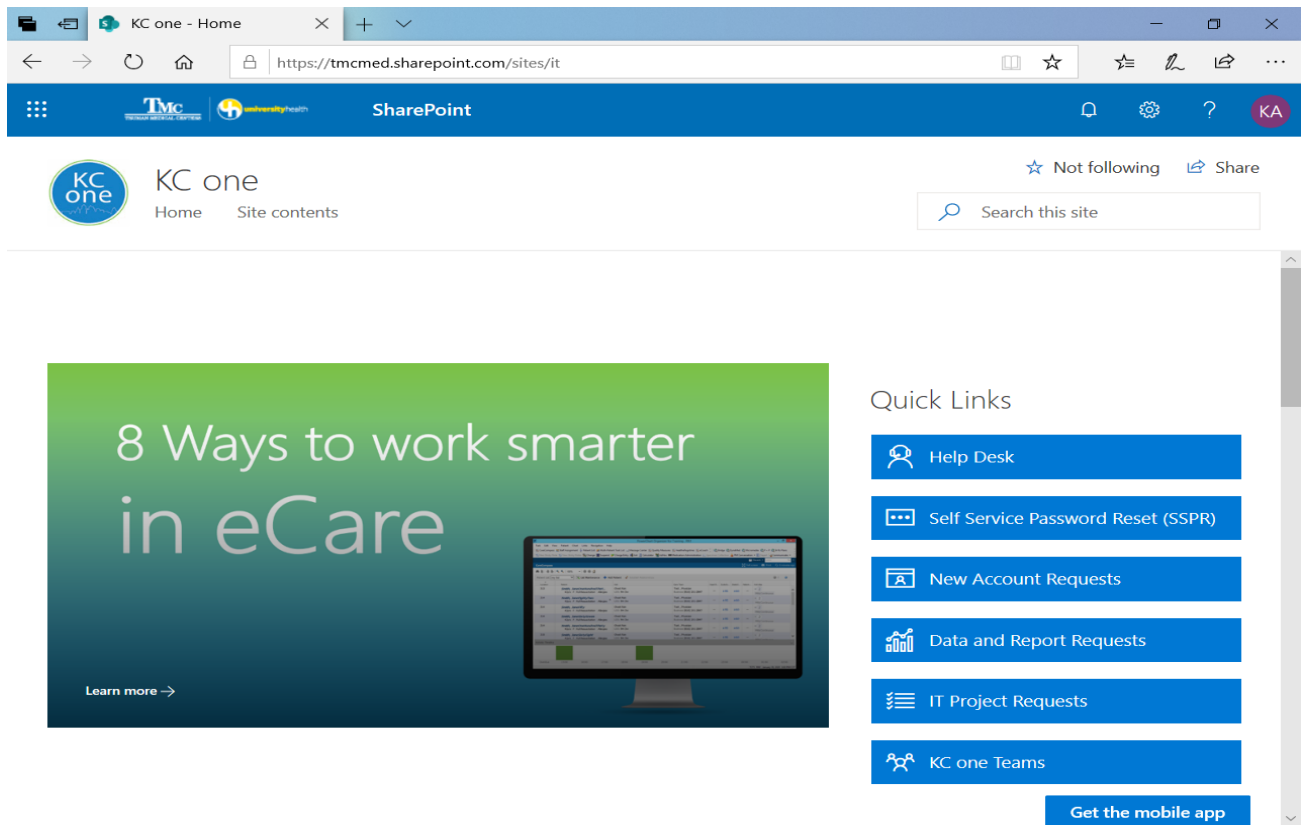
## University Health Data Report Request Directions for Research

### Items to keep in mind

- The request can only be made from a UNIVERSITY HEALTH computer using the UNIVERSITY HEALTH intranet: Centerpoint.
- Institutional Review Board approval is needed.
- Data with identifiers may not be emailed to an outside email (includes UMKC, CMH, gmail, etc.). Use your UNIVERSITY HEALTH email when requesting data for research.

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

1. Connect to the UNIVERSITY HEALTH intranet site <https://UniversityHealthmed.sharepoint.com/sites/it>
  2. Click on KC One.
  3. In order to request data/data reports you will need a KC One Web Portal Account ID.
    - a. If you have established a KC One Web Portal account previously; continue with the instructions below  
OR
    - b. If you have not established a KC One Web Portal Account (which is different than UNIVERSITY HEALTH sign-on); establish a KC One Portal Account by clicking on “New Account Requests”. Follow the instructions on the website.
- **Only use your UH email** because if you need data with patient PHI the data may **not be sent outside UNIVERSITY HEALTH**.



The screenshot shows a web browser window with the URL <https://tmcmed.sharepoint.com/sites/it>. The page displays the 'KC one' logo and navigation options like 'Home' and 'Site contents'. A search bar is present with the text 'Search this site'. Below the navigation, there is a large banner with the text '8 Ways to work smarter in eCare' and a 'Learn more' link. To the right, a 'Quick Links' menu is visible, containing the following items: 'Help Desk', 'Self Service Password Reset (SSPR)', 'New Account Requests', 'Data and Report Requests', 'IT Project Requests', and 'KC one Teams'. At the bottom of the menu is a button that says 'Get the mobile app'.

4. Click on “Data and Report Requests”
5. Follow the instructions from there.
  - a. Login in to the form using your KC One Web Portal Account ID.

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- b. Keep in the mind the questions on the form are for IT, not the IRB. Thus purpose is not the study purpose, but rather why you need the data: i.e., to complete a research study.
  - c. Be sure to describe the data request. For example: the exact time frame you need the data, the exact fields as shown in the electronic medical record.
  - d. Provide the diagnosis codes (ICD10) codes when applicable.
  - e. Your IRB approval will be needed to verify the request by KC One.
6. Save the data report request and email to [research.support@uhkc.org](mailto:research.support@uhkc.org) to help review your report before submitting to KC One. This will help ensure the information needed is provided in order for a more timely request.

**Save your ticket number.**

**KC One will usually send you an email to resolve any questions you may have.**