Hospital data request form:

- This form is for requests for data access from many Medical University Hospital Authority (MUHA) patient related systems (research and non-research).
- Research related requests are currently being reviewed by the committee.
  - Reviews/approvals are processed in approximately 1 week, plus the time it takes to run the query, which may involve meeting with the investigator.
- Data for research projects require IRB approval. The approved IRB application will need to be submitted with the request. The IRB application should:
  - Clearly identify the type of data, what data elements are being requested, and why.
  - Include what will be done with the data, how it will be secured, and when it will be destroyed.
- Further, the data request should be consistent with the IRB application.
- Although IRB approval is required, exceptions could be made for preparatory for research projects if the request is for aggregate data and the requested data does not include patient identifiers or protected health information (PHI).
- The MUHA Data Request Committee recommends that all data be stored on institutionally secured servers or encrypted drives. Encryption is required for all portable media that will store PHI and should use an accredited Federal Information Processing Standard cryptology e.g. Advanced Encryption Standard (AES), either 128-bit or 256-bit. These levels are approved by the U.S. government for encrypting sensitive information and are HIPAA Compliant.