Purpose

This guide has been drafted by the Saint Francis Hospital and Medical Center Research Development Office to use as a reference while submitting a ticket to request EPIC data for research.

Policy

Link to the Trinity Health Of New England IRB Policy
https://www.trinityhealthofne.org/clinical-education-and-research/clinical-trials-and-research/institutional-review-board/

Link to the Trinity Health System Level Research Review and Approval Process
https://mytrinityhealth.sharepoint.com/sites/SO-ResearchProgram

Steps and Procedures

1. **Click the ServiceNow Self Service icon from ZENworks on your desktop**
   
   ![ServiceNow Self Service icon](image)

   Or the Helpdesk|Service Now from the Quick Links on the Infonet

   ![Helpdesk | Service Now](image)

2. **From the ServiceNow Search Page Search for Research Data Extraction Request:**

   ![ServiceNow Search](image)
3. Complete the request form:

- IRB approval is not required for requesting aggregate data to determine project feasibility.
- Remember to attach the IRB Approval Letter when requesting patient specific data.

See important note below regarding RHM name.
Current list of Health Centers:

- Bronson Battle Creek Hospital
- East Group
- Hartford
- Henry Ford Macomb Hospital
- Holy Cross Hospital-FL
- Holy Cross Hospital-MD
- Home Health
- Iowa
- IT Shared Services
- Lourdes Health System
- Lourdes Medical Center
- Lourdes Medical Ctr of Burlington County
- Loyola University Medical Center
- Marian Community Hospital
- Mercy Care
- Mercy Community Health
- Mercy Fitzgerald Hospital
- Mercy Health System
- Mercy Health System of Maine
- Mercy Health System of Maine VNA
- Mercy Home Health
- Mercy Hospital and Medical Center
- Mercy Hospital of Miami
- Mercy LIFE of Alabama
- Mercy Medical Center – Clinton
- Mercy Medical Center – Dubuque
- Mercy Medical Center – North Iowa
- Mercy Medical Center – Sioux City
- Mercy Philadelphia Hospital
- Mercy Suburban Hospital
- MercyOne Des Moines Medical Ctr
- Mount Carmel Health System
- Nazareth Hospital
- Newtown Square
- PACE
- Pittsburgh Mercy
- Saint Agnes Medical Center
- Saint Joseph Regional Medical Center
- Samaritan Hospital
- Senior Living
- Seton Health and St. Mary’s Hospital
- Sisters of Providence Health System
- Springfield
- St. Agnes Medical Center
- St. Alphonsus Regional Medical Center – Boise
- St. Francis Hospital
- St. Francis Medical Center
- St. James Mercy Health
- St. Joseph Mercy Port Huron
- St. Joseph of the Pines
- St. Joseph’s Hospital
- St. Joseph’s Hospital – Syracuse
- St. Mary Medical Center
- St. Mary’s Health Care System
- St. Michael’s Medical Center
- St. Peter’s Health Partners
- St. Peter’s Hospital
- System Office
- Trinity Health Ann Arbor
- Trinity Health Grand Rapids
- Trinity Health Livonia
- Trinity Health Muskegon
- Trinity Health Oakland
- Trinity Health Of New England
- Unknown
- West Group
- Wheaton Franciscan Healthcare - Iowa

Note: The ticket will only be routed to the Trinity Health Of New England EPIC team if you select Trinity Health Of New England. Do not select St Francis Hospital (Delaware) or St Francis Medical Center (New Jersey).

4. Complete Request by submitting Order:

Note: If you are not contacted in a timely manner regarding your ticket, please email EpicReportingTeam@trinityhealthofne.org and reference the ticket number.