

Quick Guide: Requesting EPIC Data for Research

Research Development



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

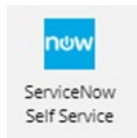
<https://www.trinityhealthofne.org/clinical-education-and-research/clinical-trials-and-research/institutional-review-board/>

Link to the Trinity Health System Level Research Review and Approval Process

<https://mytrinityhealth.sharepoint.com/sites/SO-ResearchProgram>

Steps and Procedures

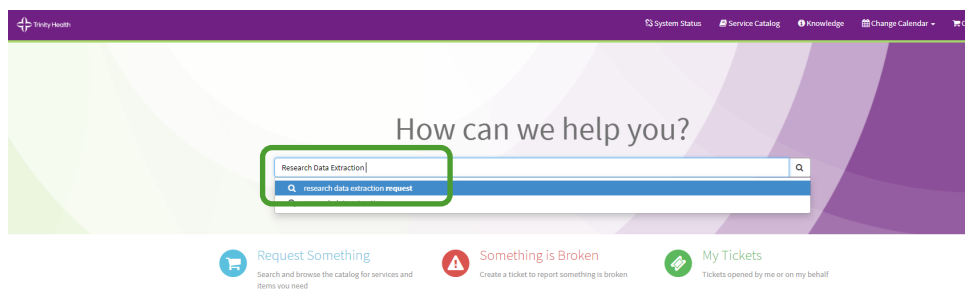
1. Click the ServiceNow Self Service icon from ZENworks on your desktop



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



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



3. Complete the request form:

Home > Service Catalog > Application Support > Reporting, Analytics, and Extracts >


Research Data Extraction Request

Research Data Extraction Request

Research Data Extraction Request for Cohort Identification, Review Preparation or Complete data set for scientific research and quality improvement

Primary Investigator (Select if Primary Investigator is different from Requester)

* Research Data Extraction Area (select all that apply)
 Cohort Identification (Patient counts only, based on inclusion and exclusion criteria)
 Review preparation needed (Minimal data)
 Raw data needed (Excel or CSV files with patient data)

Please use this paperclip icon  to attach preparatory documents and IRB when applicable.

* Brief description of the request (Please include the title of the study)

* Inclusion criteria - include date range

* Exclusion criteria - patient locations like floor name to be designated by the name in the application the data resides

* Is this a request for System Level Research or Local Ministry Research?

-- None --
System Level Research (3 or more RHMs)
Local Ministry Research (1 or 2 RHMs)

* Specify RHM name(s)

File type

-- None --
CSV
Delimited flat file
Fixed-length flat file
Other


Please be advised that there is a 2 week SLA to review and respond with estimated timeline for your request.

* Needed by (Time is in 24 hr format)

Additional comments

1

Required information
Research Data Extraction Area (select all that apply) | Brief description of the request (Please include the title of the study) | Inclusion criteria - include date range
Exclusion criteria - patient locations like floor name to be designated by the name in the application the data resides | Is this a request for System Level Research or Local Ministry Research? | Specify RHM name(s)

 Add attachments

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



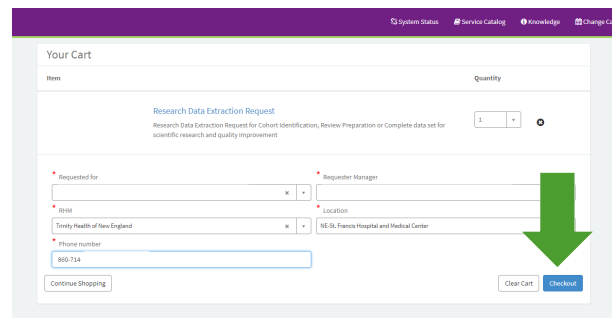
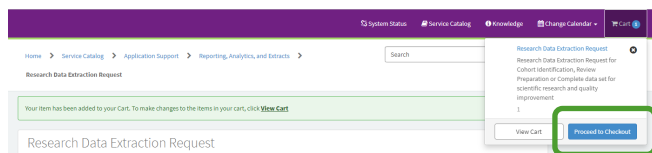
Current list of Health Centers:

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.