

Medical Record Department  
Medical Record Review For Research Studies

**Policy and Procedure**

**Policy**

- 1) All requests for medical record reviews for the purpose of research studies will be approved in writing by Griffin Hospital's Institutional Review Board.
- 2) Each approval must also list the names and telephone contact numbers for all approved requestors and investigators for the designated study.
- 3) Each study must be accompanied by a signed confidentiality statement by each requestor and investigator.
- 4) All approved studies must be done on-site in Griffin Hospital's Medical Records Department.
- 5) No copies of patient information shall leave Griffin Hospital Premises without signed authorization by each patient involved.
- 6) All studies will be charged a rate of \$20 for up to the first 10 charts pulled, with an additional \$2.00 per chart pulled after the first ten. The requestor must sign a contract for this service prior to charts being reviewed. Any exceptions to this fee for service must be approved by administration and finance departments.
- 7) Each chart used in a study must contain a release of information clause for research signed by the patient.
- 8) All information taken from the study records must be used in aggregate form only.
- 9) The Principal Investigator of each study needs to notify the Medical Records department of any additional reviewer in writing prior to pulling of charts.
- 10) A voluntary contribution is requested from studies renewed after August 31, 2000, those that do not pay for pulling.
- 11) Any new study submitted for funding after August 31, 2000 will be required to budget for chart pulls.

**Procedure**

After approval from the Institutional Review Board, the Medical Records Department shall receive approval of study in writing with attached list of credentialed requestors and investigators for the study.

The Director of Medical Records shall ascertain the volume of charts needed for the study, data reports required, and the number of times chart pulls will be required.

When the fee for service contract has been signed by the requestor of the study, the Medical Records Department will make arrangements for chart pulls according to availability of staffing.

July 9, 2004