



<p>Team Name: Health Information Services</p> <p>Team Lead: Regional Manager Health Information Services</p> <p>Approved by: Vice President Corporate Services</p>	<p>Reference Number: ORG.1410.PL.550</p> <p>Program Area: Health Information Services</p> <p>Policy Section: Health Information</p>
<p>Issue Date: October 29, 2018</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Health Information Data Request Process</p>

POLICY SUBJECT:

Health Information Data Request Process

PURPOSE:

To provide clear directive to request statistical data from Health Information Services (HIS) and to expedite the process for responding to the requestor.

BOARD POLICY REFERENCE:

Executive Limitations (EL-04) Planning and Budgeting

POLICY:

1. All requests for data will be documented on the ORG.1410.PL.550.FORM.01 Health Information Data Request form.
2. The form will be submitted to the Data Support email which will be monitored by the Regional Manager HIS and the Clinical Systems Analyst (CSA) HIS Monday through Friday.
3. The request will be processed in a timely manner with a deadline of within 30 days.

DEFINITIONS:

Audit – health records need to be pulled to perform quality improvement, patient safety, etc.

Health Plan- statistical data required to support proposals.

Research – approval would be required by the research team as outlined in policy ORG.1810.PL.004 Research Application and Approval process

Standards Review – Medical Advisory Committee (MAC) require health records to be pulled to review specified adverse patient occurrences.

Utilization Review – statistical data required to determine activity within the facility or program.

PROCEDURE:

1. The requestor is responsible to:
 - a. Complete the ORG.1410.PL.550.FORM.01 Health Information Data Request Form in its entirety.
 - b. Click on the SUBMIT button which will forward the request to the Data Support email folder.
2. The Regional Manager HIS/CSA are responsible to:
 - a. Monitor the Data Support email folder Monday through Friday.
 - b. Assign a file # and complete the spreadsheet.
 - c. Acknowledge the receipt of the request by email (with the file # in the subject line) with a cc to the site manager if applicable.
 - d. Save the ORG.1410.PL.550.FORM.01 Health Information Data Request form to the applicable file folder #.
 - e. Assign the request to the applicable analyst based on reporting requirements
3. The report author is responsible to:
 - a. Complete the request in a timely manner within the 30 days.
 - b. Obtain clarification if required.
 - c. Complete the remaining fields on the spreadsheet
 - d. Respond to the requestor
 - e. Save the response in the appropriate folder file #.
4. When Managers HIS run a report for data on site from EPR reports (not Cognos), they will:
 - a. Assign a file # and complete the spreadsheet.
 - b. Export the file into Excel
 - c. Save the response into the appropriate file folder #.

SUPPORTING DOCUMENTS:

[ORG.1410.PL.550.FORM.01](#) - Health Information Data Request Form

[ORG.1410.PL.550.SD.01](#) - Data Report Naming Convention

REFERENCES:

IERHA Guideline for Health Information Statistical Data Requests 2018