

**EPIC REPORTING TIPSHEET FOR IRB & ROC APPROVED RESEARCH REQUESTS**

**Research Request Process – High Level**

* Obtain IRB approval and Grady’s ROC approval
* Fill out the Epic Research Data Request document located under “Request Reports/Data for Researches and Grants” at the following address: http://gradynet.gmh.edu/DepartmentsAndServices/bi/Pages/bci.aspx
* Agree to and accept Grady’s fee/cost assessment
* Complete all paperwork and forward to Grady’s Office of Research Administration for review at research@gmh.edu . The Office of Research Administration will attain all required signatures and approvals. Prior to submission, the PI signature is required on page 1 and page 2.

**What Kind of Information Should Be Provided on the Data Request Form?**

* Date Range
	+ Grady can only pull data from November 2010 to present
* Provide the ICD-9 codes that will help identify the patient population – example below:
	+ Instead of requesting “We need all AMI patients”
		- Request, “We need all patients with AMI (ICD-9 codes, 410.0 to 410.9)
* Provide lab or procedure codes exactly as seen in Grady’s Epic System – example below:
	+ Instead of requesting, “We need the results of lab panels”
		- Request, “We need the results of CHEM 14, METABOLIC PANEL [LAB17]
* Data fields/columns to be displayed in the report – examples below:
	+ Patient Name, DOB, MRN, Phone, Address, Encounter Date, Department, Diagnosis Codes/Description, Current Medications

**File Format and Report Distribution**

* Only raw data will be pulled
* We do not perform any calculations, perform analysis, determine inclusion/exclusion criteria, or otherwise make any decisions that may affect the research study
* The data will normally be presented in an Excel file, or a flat file
* The data can be picked up from Grady’s FTPS site, copied onto an encrypted thumb drive, or securely e-mailed provided that the file is small enough to be e-mailed

***Attention!!!***

* ***Average report turnaround time is no less than 30 days after the completion of all required paperwork and approvals***
* ***Additional work/modifications beyond the originally agreed upon scope and requirements, must go through an amendment process - additional charges may apply***

**Contact Information**

*Grady Epic Reporting Team: http://gradynet.gmh.edu/DepartmentsAndServices/bi/Pages/bci.aspx*

*Grady Research Administration: research@gmh.edu*