**The University of Vermont Medical Center**

**Data Access for Reviews Preparatory to Research 45 CFR 164.512:**

The purpose of this memorandum is to clarify your recent request for access to protected health information for a review preparatory to research[[1]](#footnote-1). In order to honor your request, can you please confirm the following:

* The use or disclosure is sought solely to review protected health information as necessary to prepare a research protocol or for similar purposes preparatory to research;
* No protected health information will be removed from UVM Medical Center/UVM in the course of the review; and
* The protected health information for which access is sought is necessary for the research purposes.

If these statements are accurate, please provide a brief description of the proposed research project in the space provided below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Researcher: | |  | | | | | | | |  | | | |
| Dept: |  | | | | Phone or Email: | | |  | | | Fax: | |  |
|  | | | | |
| Anticipated Beginning Date: | | |  | | | Ending Date: | | |  | | |
| Proposed Research Project: | | | | |
|  | | | | | | | | | | | | | |
| Data Source of PHI to be Used: | | | |  | | | | | | | | | |
| Method Planned to Extract & view Requested Data: | | | | | | |  | | | | | | |

Please e-mail this form to Lianne Cleary, UVM Medical Center’s Privacy Officer @ [Lianne.Cleary@uvmhealth.org](mailto:Lianne.Cleary@uvmhealth.org)

If you have any questions or require any assistance responding to this request, please feel free to contact the UVM Medical Center Risk Management Office @ 847-3532.

1. The Department of Health & Human Services has defined a "review preparatory to research" as preliminary research activities necessary to assist in the development of a research hypothesis and/or aid in the recruitment of research participants (e.g., to determine whether UVM Medical Center has protected health information of prospective research participants that would meet the eligibility criteria for enrollment into a research study). [↑](#footnote-ref-1)