



*Ambulatory Clinic Policy and Procedure*

Title: <b>HARD COPY MEDICAL RECORDS ACCESS FOR RESEARCH PURPOSES</b>	Policy Number: <b>EP 5.3</b>
Regulation 45 CFR Part 164.5120 Reference:	Effective Date: <b>4/2015</b>

**Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to provide access to medical records for the purpose of conducting research.

This procedure outlines the appropriate steps to be taken when requesting Medical Records for research purposes after IRB approval has been granted.

**Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso Ambulatory Clinics.

**Procedure:**

1. Person(s) authorized to conduct research must present a copy of the IRB approval letter to the TTUHSC El Paso Medical Records Personnel when requesting access to medical records.
2. Researcher will present a list of medical records needed for the research. If list is not present, the individual will be referred back to their Department Administrator so they can assist them in obtaining a list of the medical records.
3. Medical Records Personnel will pull all medical records for the research and place them in a designated area within the Medical Records area. Once the records are ready for review Medical Records Personnel will contact researcher.
4. Researchers will review date in a designated area in Medical Records between the office hours of 8:00-5:00 p.m. M-F. Medical Records must not be removed from the Medical Records Area.

Policy Number: <b>EP 5.3</b>	Original Approval Date: <b>12/2011</b>
Version Number: <b>2</b>	Revision Date: <b>4/2015</b>
Signatory approval on file by:  Michael J. Romano, MD Associate Dean of Clinical Affairs Clinic Operation Committee, Chair Paul L. Foster School of Medicine	