

# **Detroit Medical Center Research Procedures Update**

(July 2013)

## **Obtaining Protected Health Information (PHI) from DMC Employees**

If an investigator, researcher, or volunteer researcher plans to collect PHI in a clinical area of the hospital, the administrative or clinical manager of the unit/department needs to be notified and approve the project prior to IRB approval and study implementation.

If a researcher needs to request PHI from a DMC employee to perform research activities, the DMC department manager or employee may request that the researcher provide the following information prior to release of the PHI:

- 1) Information on the nature of the research and the IRB approval letter;
- 2) Contact information for the Principal Investigator;
- 3) If applicable, IRB HIPAA-waiver form and verification of the researcher's status as 'key personnel' on the study.

***DMC Policies: 1 HIM 156; 2 OHS 004***