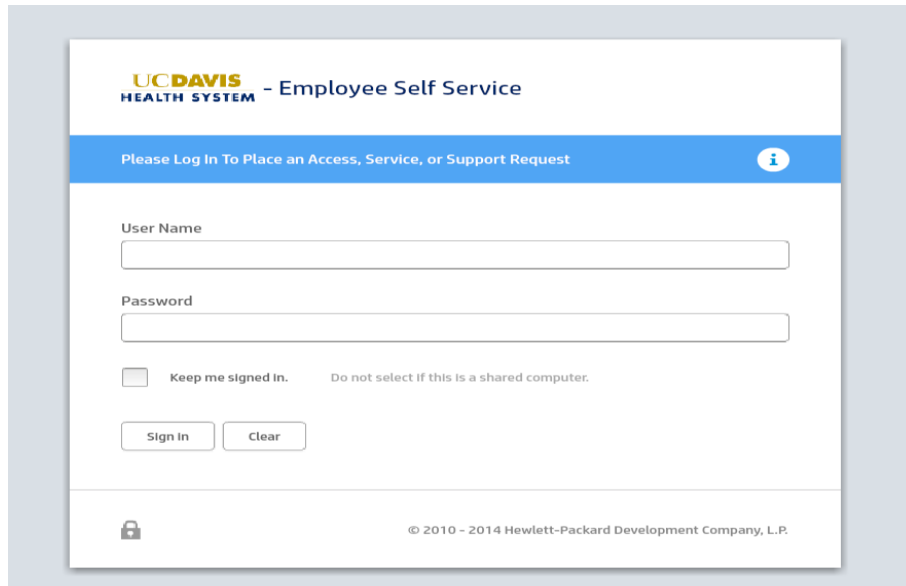


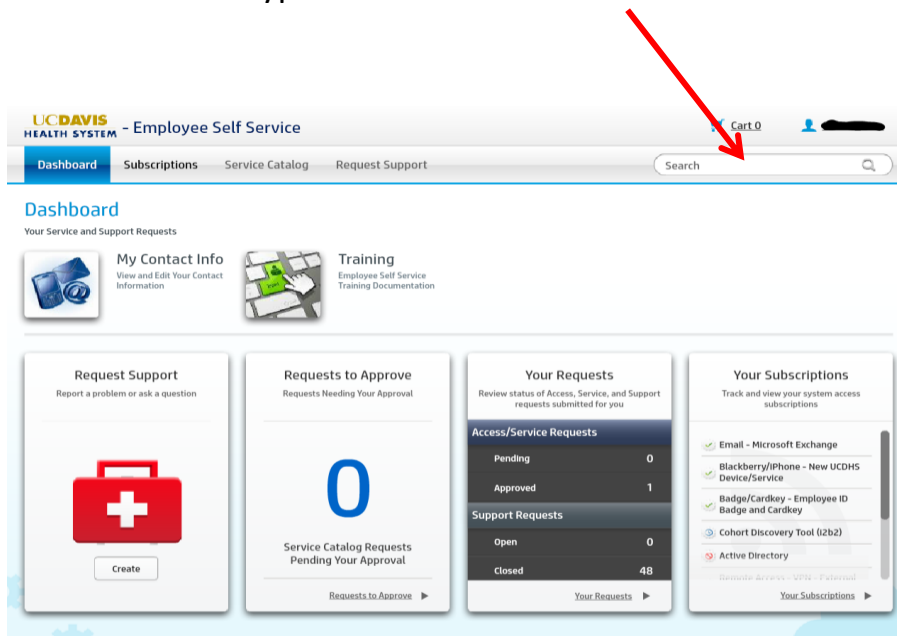
Process for EMR Data Retrieval Requests

1. Log in to the Service Request Catalog with your AD/Citrix credentials.
Link: <https://ess.ucdmc.ucdavis.edu/src/secure/main.jsp>




The screenshot shows the login page for the UC Davis Health System Employee Self Service. The page has a white background with a blue header bar. The header bar contains the text "UC DAVIS HEALTH SYSTEM - Employee Self Service" and "Please Log In To Place an Access, Service, or Support Request" with an information icon. Below the header bar, there are two input fields for "User Name" and "Password". Below the password field, there is a checkbox labeled "Keep me signed in." with the text "Do not select if this is a shared computer." Below the checkbox, there are two buttons: "Sign In" and "Clear". At the bottom of the page, there is a small lock icon and the copyright notice "© 2010 - 2014 Hewlett-Packard Development Company, L.P."

2. On the "Search Box" type "Research Data Fulfillment"



The screenshot shows the dashboard of the UC Davis Health System Employee Self Service. The dashboard has a white background with a blue header bar. The header bar contains the text "UC DAVIS HEALTH SYSTEM - Employee Self Service" and "Cart 0" with a user profile icon. Below the header bar, there is a navigation menu with "Dashboard", "Subscriptions", "Service Catalog", and "Request Support". Below the navigation menu, there is a search box with the text "Search" and a magnifying glass icon. A red arrow points to the search box. Below the search box, there are four main sections: "Request Support", "Requests to Approve", "Your Requests", and "Your Subscriptions".

Request Support
Report a problem or ask a question

[Create](#)

Requests to Approve
Requests Needing Your Approval
0
Service Catalog Requests Pending Your Approval
[Requests to Approve](#)

Your Requests
Review status of Access, Service, and Support requests submitted for you

Access/Service Requests	Count
Pending	0
Approved	1

Support Requests

Open	0
Closed	48

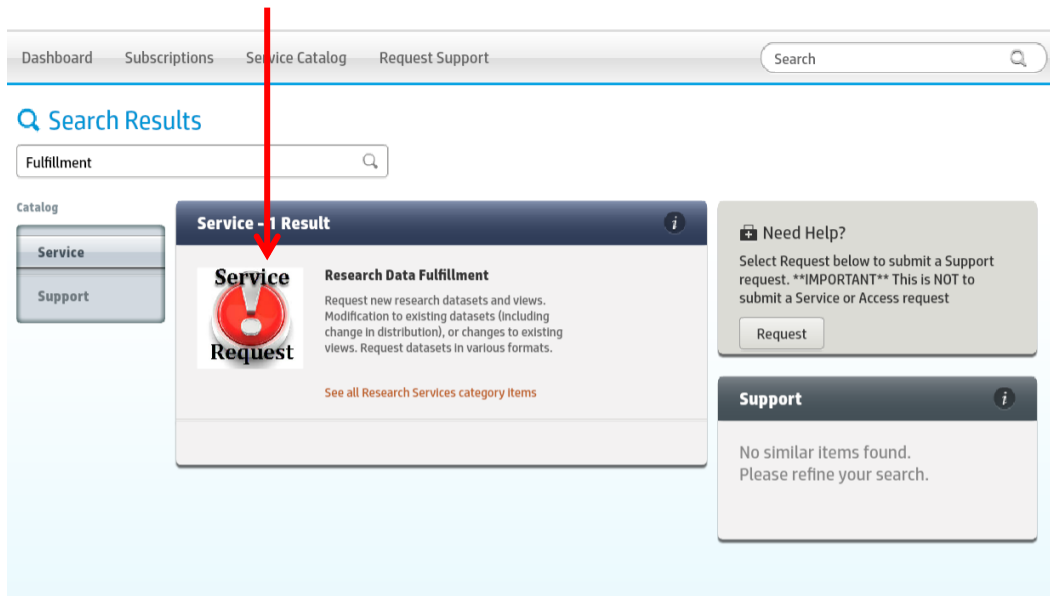
[Your Requests](#)

Your Subscriptions
Track and view your system access subscriptions

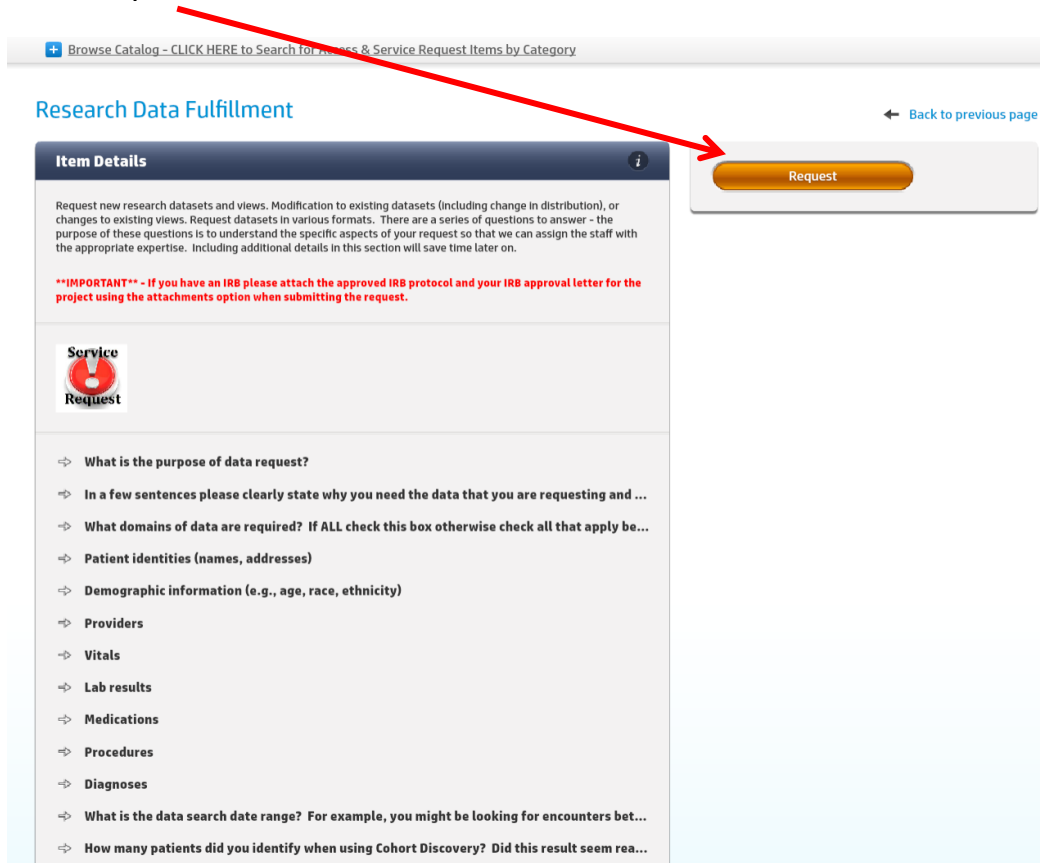
- ✓ Email - Microsoft Exchange
- ✓ Blackberry/iPhone - New UC DHS Device/Service
- ✓ Badge/Cardkey - Employee ID Badge and Cardkey
- ✓ Cohort Discovery Tool (2b2)
- ✗ Active Directory

[Your Subscriptions](#)

3. Click the Service Request button.



4. Click "Request."



5. Provide all the necessary details.

The image shows two parts of a web interface. On the left is the 'Item Options' form, and on the right is a quantity control panel.

Item Options Form:

- Title:** Item Options
- Question:** What is the purpose of data request?
- Options:**
 - Identify patients for recruitment
 - Observational research study
- Text Field:** In a few sentences please clearly state why you need the data that you are requesting and what the information will be used for. For example, the data might be to augment a large clinical trial or the data will be used to write an academic paper.
- Checkboxes:**
 - What domains of data are required? IF ALL check this box otherwise check all that apply below.
 - Patient identities (names, addresses)
 - Demographic information (e.g., age, race, ethnicity)
 - Providers
 - Vitals
 - Lab results
 - Medications
 - Procedures
 - Diagnoses
- Text Field:** What is the data search date range? For example, you might be looking for encounters between 2010 and 2014
- Text Field:** How many patients did you identify when using Cohort Discovery? Did this result seem reasonable? Please explain.

Quantity Control Panel:

- Quantity:** 1
- Buttons:** Add to Cart, Request Now

6. Click on "Request Now."

The image shows a screenshot of the 'Research Data Fulfillment' page. A red arrow points from the top navigation bar to the 'Request Now' button in the quantity control panel.

Page Header: Browse Catalog - CLICK HERE to Search for Access & Services - Request Items by Category

Section: Research Data Fulfillment

Order Information: [Summary bar]

Item Options: Identify patients for recruitment, Dwsfew, What domains of data are required? IF ALL check this box otherw... [Edit]

Quantity Control Panel:

- Quantity:** 1
- Buttons:** Add to Cart, Request Now

Navigation: Return to Service Detail

7. Provide the Delivery Information. (Note: The approver should be a Manager or Supervisor from your department who is on the searchable list). Attach IRB Protocol, IRB Approval Letter, and Cohort Discovery query results under “Attachments.” Submit request.

Verify Delivery Information

The screenshot shows a web form titled "Verify Delivery Information". The form is divided into several sections:

- Cart Order Information**: This section contains a text input field for "Brief Cart Title (Ex. Access for John Doe)", a "Detailed Description of Cart Request" text area, and a "Required Fields." warning icon. A "Next" button is located at the bottom right of this section.
- Contact for this request**: This section contains the text "This task depends on the results of the previous task."
- Approver Information**: This section contains the text "This task depends on the results of the previous task."
- Telephone Information**: This section contains the text "This task depends on the results of the previous task."
- Attachments**: This section contains the text "This task depends on the results of the previous task."

On the right side of the form, there is a "Total Items: 1" indicator and a green "Submit" button.

8. The staff assigned to your project will contact you for further details.