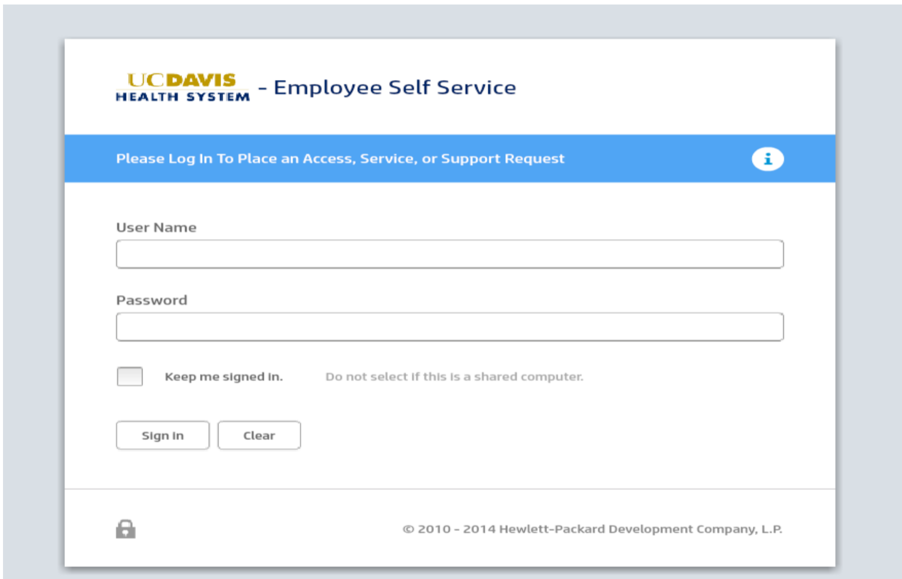
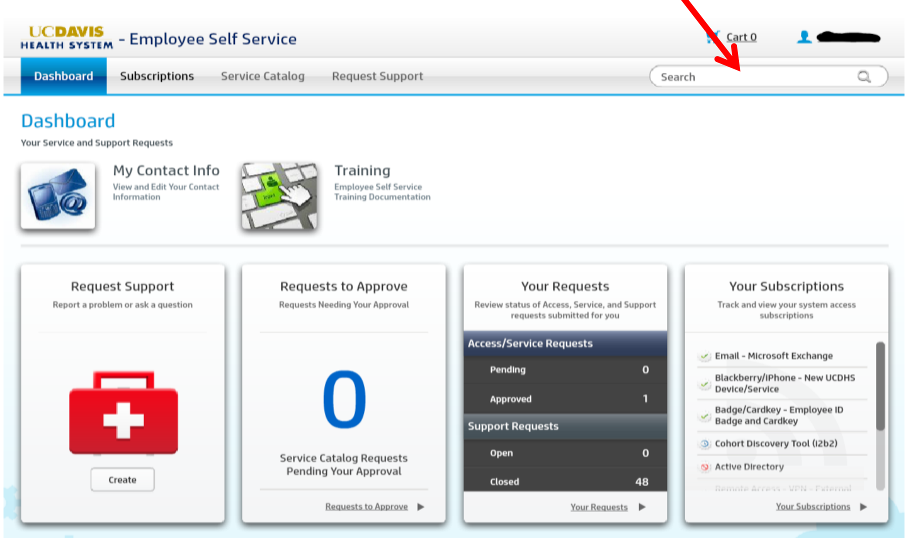
Process for EMR Data Retrieval Requests

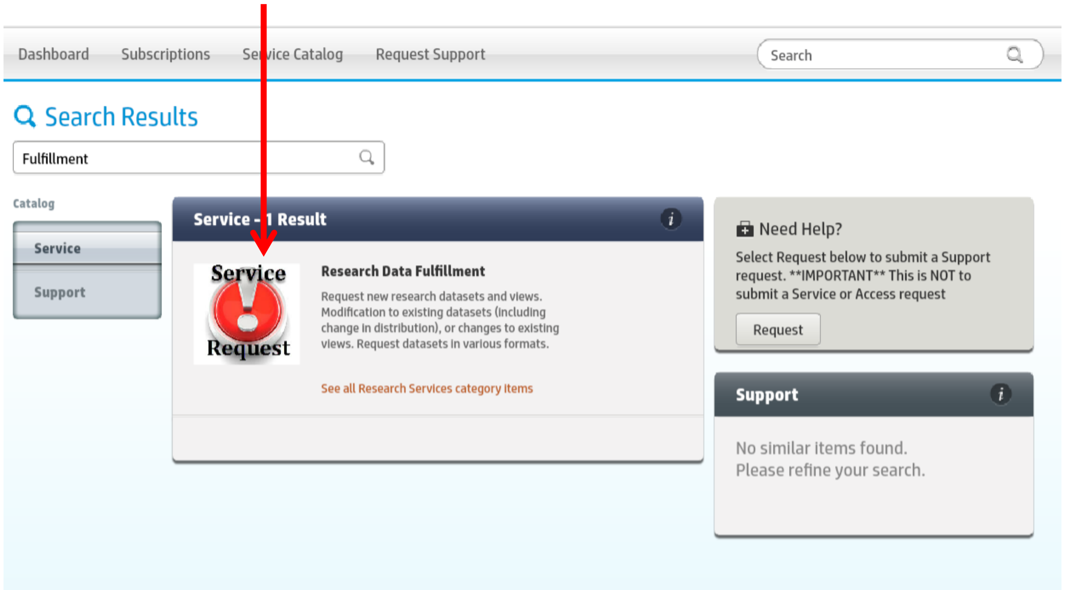
1. Log in to the Service Request Catalog with your AD/Citrix credentials.
   Link: https://ess.ucdmc.ucdavis.edu/src/secure/main.jsp



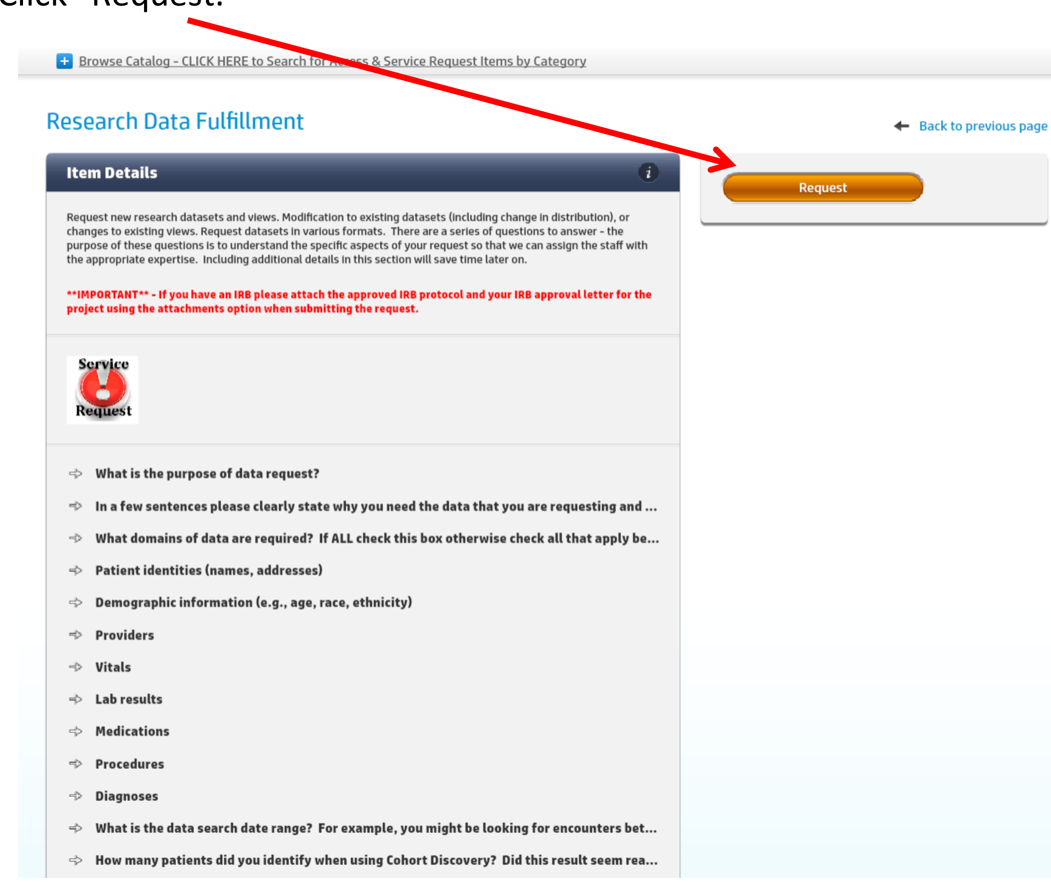
2. On the "Search Box" type "Research Data Fulfillment"



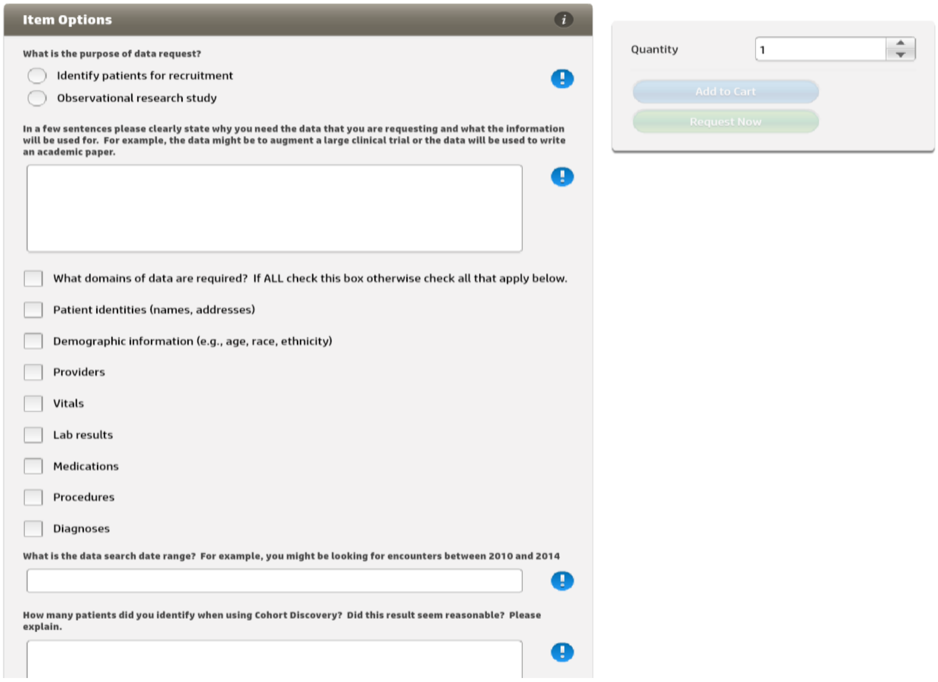
3. Click the Service Request button.



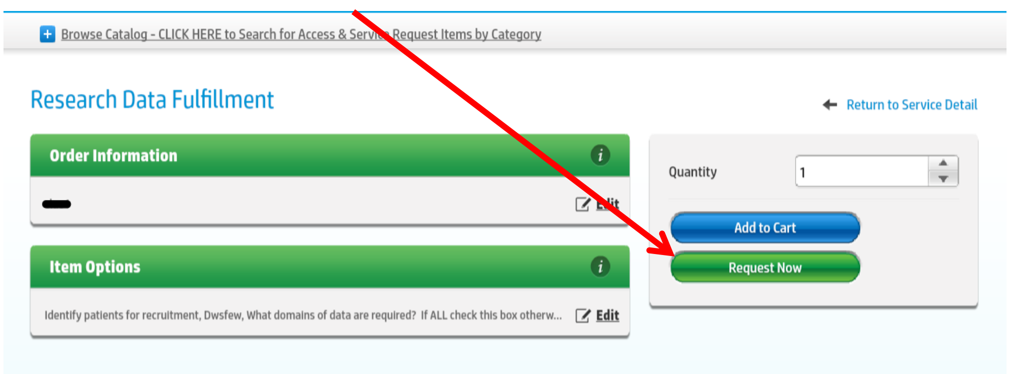
4. Click "Request."



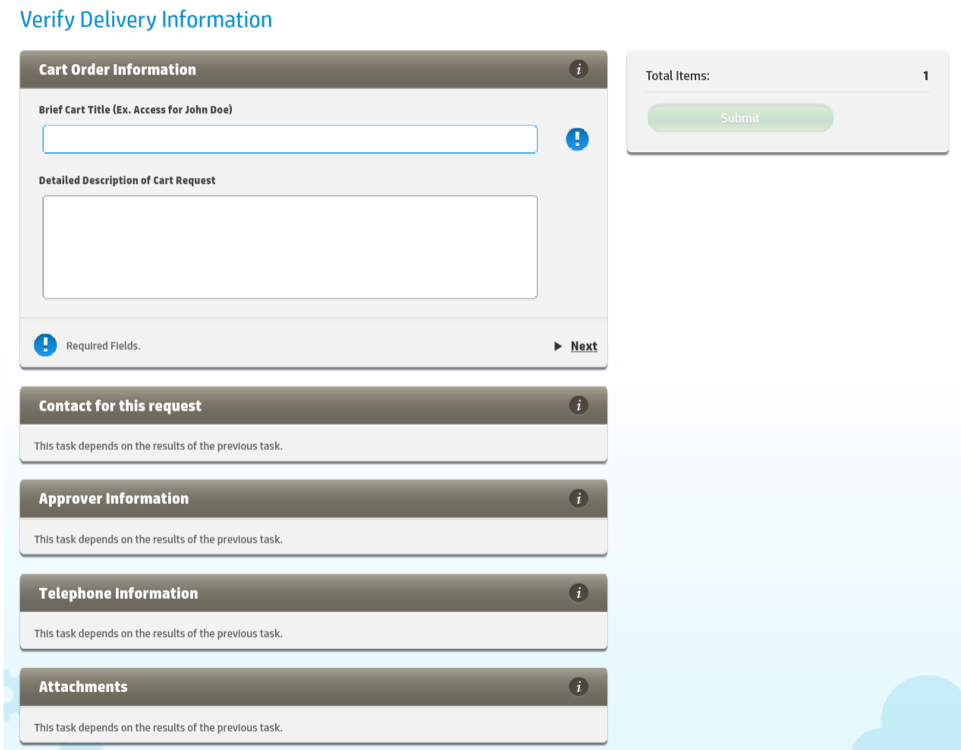
5. Provide all the necessary details.



6. Click on “Request Now.”



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.



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