

**REQUEST TO ACCESS PROTECTED HEALTH INFORMATION
REQUIRED FOR THE PREPARATION OF A RESEARCH PROTOCOL**

This form should be presented to the patient records department (or other site contact as designated by their HIPAA privacy officer) when requesting access to Protected Health Information as part of a review of PHI preparatory to research. In general, the entity providing you access to their PHI will need to keep track of all records you access as part of their requirement to account for disclosures of PHI under HIPAA. This form does not need to be reviewed by the UB IRB. ***NB: No contact of potential research subjects is permitted as part of any review preparatory to research.***

Principal Investigator's Name

Address

Phone

FAX

Email

1. Describe the Protected Health Information (PHI) you must access to conduct this review preparatory to research:
2. Describe why access to the PHI requested is necessary to the preparation of a research protocol?
3. List the sites where PHI will be reviewed:
4. List any members of the potential research team who will be assisting you in this review process who may also request access to PHI as part of this review.

Statement of the Principal Investigator

I affirm that this request for access to Protected Health Information is:

- *sought solely to review protected health information as necessary to prepare a research protocol or for similar purposes preparatory to research;*
- *that no protected health information will be removed from the site that houses it in the course of the review; and*
- *the protected health information for which use or access is sought is necessary for the research purposes.*

Principal Investigator signature

Date