

Is what you are doing RESEARCH?

**Does it involve any of these 3 activities?**

- Systematic collection, recording and/or interpretation
- Investigation designed to contribute to generalized knowledge
- Accessing patient records/information about a specific diagnosis or treatment

No

Yes

Call the Research Office

Is it a:

Case report > 3 cases

\*Case report < 3 cases

A quality improvement

Internal operation only

Non-research presentation

Preparing/publishing\* :  
\*case studies, grand rounds,  
PowerPoint presentations, etc.

**Please ensure that:**

- 1. It does not contain ANY of the 18 identifiers<sup>##</sup>.**
- 2. It does not contain Public Health Information (PHI), Individually Identifiable Information (III), photo or voice recordings.**
- \*3. Peer-reviewed publications are sent to the Research Office for documentation of non-research status PRIOR to publication.**

**##What are "identifiers"?**

1. Name
2. Telephone numbers
3. Fax number
4. E-mail address
5. Social security number
6. Medical record number
7. Account numbers'
8. URL's
9. IP address
10. Biometric Identifiers
11. All geographic subdivisions smaller than a state
12. All elements of dates except year and all ages over 89
13. Health plan beneficiary numbers
14. Certificate or license number
15. Vehicle identifiers and license plate numbers
16. Device identifiers and serial numbers
17. Full-face photographs and any comparable images
18. Any other unique identifying number, characteristic or code, unless otherwise permitted by the Privacy Officer for re-identification, i.e. scrambled SSNs, initials, employee number or last 4 of SSN.