Requesting Data from the Palmetto Health Data Analytics Team for Research

The process outlined below describes how to request data from the Data Analytics team to support a research project. Queries can be written to pull information from the Cerner EMR (OneChart) as long as the information needed is documented electronically (notes and scanned documents cannot be pulled into a report).

Things to Consider:

- What time frame is needed?
- How will you identify your population? If by diagnosis code, please provide the codes and nomenclature (ICD-10 preferred).
- Is the information documented electronically?
- Our data sources are currently limited to Cerner (OneChart) for clinical data and STAR for billing and coding data.
- The Analytics team can help you with any questions about data fields, tables, and data sources, but any research-related questions will need to be directed to your Clinical Instructor or the PH Research Division.

The Process:

1. Draft up your protocol with detailed inclusions and exclusions per your program’s requirements.
   a. Make sure these can be found discretely in the EMR and are documented consistently by clinicians.
2. Submit a request on myPal
   a. The data request link can be found on myPal under Service Requests > Data Request
   b. If possible, please attach a copy of your proposal.
3. Your request will be routed to our Data Governance Committee where it will be delegated to the appropriate team and analyst. The assigned analyst will look into the feasibility of the data pull and will get in touch with you within a week to discuss the request further.
   a. At this point the analyst may make suggestions regarding changes to your proposed data set based on the availability of the needed data in the our systems.
4. Get a signed Impacted Services Agreement from the manager of the assigned analyst.
   a. Typically this will be the Data Analytics Manager.
   b. This is a signoff indicating that the team has the capacity to fulfill your request.
5. Submit your Impacted Services Agreement and other documentation to the Palmetto Health IRB.
6. Once your proposal is accepted and the Analytics team receives the study’s Palmetto Health Administrative Research Review (PHARR) approval letter, we’ll finish building the necessary queries and get the data pulled into a report.
   a. Depending on the complexity of your inclusion/exclusion criteria, this could take 1-3 weeks. Requests may be pushed back due to high volumes of data requests needed for strategic operations, but we will do our best to communicate this with you and mitigate any impact on your project.
7. When the data is assembled, you will receive it from the assigned analyst in a secure email as an Excel document.