

Clinical Research Retrospective Chart Review Process Using VCU Health Data

Ensure that you are eligible for Epic access*

Start the [IRB](#) application to get an HM number – Needed to link your project through the submission process

Questions? Email informatics@vcu.edu

Consult with [Informatics](#) for Honest Broker Services (Honest Brokers identify patient cohort for chart reviews & provide guidance for Data Management Plan)

Questions? Email informatics@vcu.edu

Submit [PROC/PRMC](#) application for scientific review using VCU [HRP 503 form](#) OR sponsor protocol (sponsor protocol also requires [HRP 508](#) supplement)

Questions? Email PROC PROC@vcuhealth.org or PRMC masseyprms@vcu.edu

Approval Required

Submit Intake Form per link provided in PROC/PRMC approval email

Questions? Email clinical.research@vcuhealth.org

Submit [Data Management Plan](#)

Questions? Email

infosec@vcu.edu

Approval Required

Submit [IRB](#) application (Requires PROC/PRMC Approval for Submission)

Questions? Email

HRPP@vcu.edu

Approval Required

Submit Privacy Board application per link received via email following PROC/PRMC approval

Questions? Email

privacyboard@vcuhealth.org

Approval Required

Return to [Informatics](#) for the identified patient cohort for the chart review

Conduct chart review on the cohort received from the Honest Brokers, collecting/storing data using the approved method in the Data Management Plan

* Epic access required for chart reviews. Epic access available for clinical faculty, fellows, residents, M3-4 medical students, clinical research coordinators. For M1-2 medical student access, reach out to Dr. Stephen Miller at stephen.miller@vcuhealth.org