

Case reports no longer require formal administrative review by the Privacy Board (RCHSD IRB) **if the following criteria are met:**

1. The report does not meet the criteria of research [research is a systematic investigation intended to contribute to generalizable knowledge]. A case report or case series should simply report factual data from the course of treatment in a particular case, which may include presentation, diagnosis, treatment course and outcome.
[Note: If there are any plans to aggregate data from multiple cases, describe statistical variables, create a hypothesis, or derive inferences or calculations this is most likely NOT a case report and will require review by the IRB as research (e.g., retrospective chart review or secondary data analysis). If you plan to include more than 3 cases, please consult the RCHSD IRB first.]

AND

2. Written authorization can be obtained using the Hospital's standard Authorization for Use of Disclosure of Health Information (Form DT79600
<http://intranet.rchsd.org/documents/2013/04/organizational-form-dt79600-authorization-for-use-or-disclosure-of-health-information.pdf>)
 - a. Information on the form must be representative of the case report, specifically noting use as "Other" and stating a case report for publication and/or presentation accordingly.
 - b. This form is available in English and Spanish
 - c. This form must be signed by the parent/legal guardian of patients under 18 years of age or by the patient if 18 years of age or older.
 - d. The authorization *expires 6 months* from the date of signature.

If written authorization cannot be obtained:

- a. Complete the Case Report Request Form and submit it for review to the RCHSD IRB (Send the original signed document to RCHSD IRB - MC 5074).
- b. You will receive a letter from the RCHSD IRB, who serves as the Privacy Board for Research. You may not access or use information for the case report until you receive the letter from the RCHSD IRB/Privacy Board.

If the **patient is deceased**, please refer to the form for [Research on Deceased Individuals](#) on the IRB forms page under HIPAA Forms and Guidance

<http://www.rchsd.org/professionals/officeofhumansubjectsprotection/applicationsandforms/>