STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE

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HEALTH SERVICES COST REVIEW COMMISSION
4160 Patterson Avenue, Baltimore, Maryland 21215
Phone: 410-764-2605 · Fax: 410-358-6217
Toll Free: 1-888-287-3229
hscrc.maryland.gov

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Executive Director

Stephen Ports
Principal Deputy Director
Policy and Operations

Gerard J. Schmith
Deputy Director
Hospital Rate Setting

Mary Beth Pohl
Deputy Director
Research and Methodology

APPLICATION FOR ACCESS TO THE HSCRC RESEARCH LEVEL STATEWIDE INPATIENT, AND OUTPATIENT DATA FILES

All requests for Research Level Data files are reviewed by the Health Services Cost Review Commission Review Board. The Review Board makes recommendations at its monthly meeting. The review process may take up to 3**0 days** from submission of the complete letter of request and supporting materials to the Commission for consideration. At the Commission's sole discretion, the investigator may be invited, at the investigator's expense, to appear before the Board to discuss their application. The Board makes the final decisions on the release of the Research Level Data sets.

The role of the Review Board is to review applications and make recommendations for final consideration. The following conditions apply to users of Research Level Data files:

1) compliance with Health General Article Section 4-101 et. Seq.;
2) compliance with Health General Article Section 19-207, COMAR 10.37.04 and COMAR 10.37.06;
3) the data shall only be used for the purposes specified by the Commission;
4) the results of data analysis and reports must be submitted to the Commission prior to public release;
5) other restrictions may apply as deemed appropriate

To access the HSCRC Research Level Data File, a formal letter (on letterhead) of request must be submitted, and contain in detail the information identified below. The HSCRC reserves the right to require additional information to determine whether access should be granted to the requesting organization or individual.

Send completed letter of application to:

Health Services Cost Review Commission
Attn: Oscar Ibarra
Chief, Program Administration and Information Management
4160 Patterson Avenue
Baltimore, MD 21215

Ph: (410) 764-2566
Fax: (410) 358-6217
Email: oscar.ibarra@maryland.gov

1. Specify the data file(s) (i.e. Inpatient, and Outpatient Data Files) and the period requested. For a complete description of the data file maintained by the HSCRC, please contact

   The St. Paul Group
   PO Box 0628
   Fulton, Maryland 20759-0628
   Ph: (410) 760-3447
   Fax: (410) 768-6519
   http://www.thestpaulgroup.com/

2. Identify the organization of individual requesting data access. Include the following information:

   Name and Title of Representative
   Name of the Organization
   Mailing Address
   Telephone and Fax Numbers
   E-mail address

3. Specify in detail the purpose for which the data are requested. (If a research or marketing project is proposed, please provide one copy of the research/ marketing proposal including study design.)

4. State in detail the applicant's qualifications to perform proposed studies and analyses. Specify experience using sensitive medical information, HIPPA training, qualification of investigators, and funding source(s)

5. Identify the public benefit of the proposed research analysis. Please be **specific** as this is a crucial component of the Commission's review for access to the research level data files.

6. Identify the risks to individuals, the public, or other entities, such as specific institutions for the proposed research or analysis.

7. Provide a detailed description of your data security and confidentiality plan as it pertains to the use and storage of the data requested (HIPPA implementation and security system, confidentiality regulations, encryption). If a computer vendor is used, please specify.

8. Provide documentation that your entity/ business unit functions is covered by HIPPA Regulations, and it complies with HIPAA Privacy. Please explain in detail.

9. Submit an approval letter from an Institutional Review Board (If applicable).

10. Provide a Certification of Data Destruction to the HSCRC.
    http://www.hscrc.maryland.gov/hsp_DataRequest.cfm
    Certification of Data Destruction

The Maryland discharge data is available by Fiscal or Calendar year. The Production Schedule can be found at: http://www.hscrc.maryland.gov/hsp_Info1.cfm. The HSCRC only releases data that has been collected.

Read and sign the Data Use Agreement and this can be found at:
http://www.hscrc.maryland.gov/hsp_DataRequest.cfm