



UNIVERSITY of MARYLAND
CHILDREN'S HOSPITAL

Department of Pediatrics

Division of Neonatology

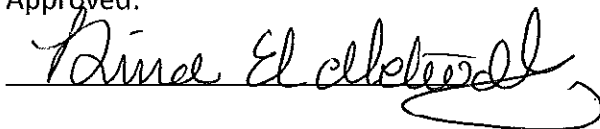
Policy and Procedures for Requesting Information from Neonatology Database

Effective Date: March 17th 2014

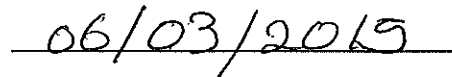
Summary: Any information that is needed from the Neonatology Database must go through a process of approval.

1. If requested information is for a research related project, IRB approval is required. For further information regarding IRB approval please log onto <http://www.research.umaryland.edu/> or call 410-706-5037.
2. If requested information is not research related, please complete the Neonatology Database Query Request form that can be found at <http://medschool.umaryland.edu/pediatrics/division/neonatology.asp> under forms.
3. Submit completed form to ktracey@peds.umaryland.edu or fax to 410-328-1076 attention Kelly Tracey.
4. Your request will be reviewed by Dr. Dina El-Metwally and you will be notified of approval/rejection. Please allow a minimum of 2 weeks turnaround time after approval is received.

Approved:



Dina El-Metwally, MD



Date

Neonatology Database Access: All new logons for access to Neonatology Database must be reviewed and approved by the Division Chief, Dr. Cynthia Bearer.