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 06/03/2015

Date

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