



HAWAII PACIFIC HEALTH

55 Merchant Street
Honolulu, Hawai'i 96813-4333
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Kapi'olani • Pali Momi • Straub • Wilcox

www.hawaiipacifichealth.org

SUBJECT: CASE REPORTS

To Whom It May Concern:

This letter outlines the notification requirements for case reports. Hawai'i Pacific Health (HPH) needs to know about patient information that is reported outside its facilities. These requirements are not meant to limit the writing of these reports, but are to ensure adherence with all research and privacy regulations. For any questions or concerns, please contact Christine Nelson at (808) 535-7215 or christine.nelson@kapiolani.org. For questions regarding patient privacy and HIPAA, please contact David Fox at (808) 535-7148 or davidf@kapiolani.org.

Definition

HPH defines a case report as medical information collected for presentation on three or fewer patients by practitioners who have been involved with the patients' care.

When to Notify

Hawai'i Pacific Health Research Institute (HPHRI) should be notified whenever a case report is presented outside of HPH, e.g., poster, conference presentation, or publication. If a case report will be presented internally, e.g., grand rounds, HPHRI does not have to be notified.

What to Submit

Practitioners should provide HPHRI with a summary of their case report, which can be a copy of the submission to the venue at which the case report will be presented.

Patient Privacy

Privacy rules always apply regardless of whether a case report is presented internally or externally. All individual identifiers should be removed unless a patient authorization is obtained to use or disclose the information. Additionally, if the information to be disclosed can be used alone or in combination to identify an individual, authorization from the patient should be obtained.

If a potential presenter is not directly involved in the care of the patient or supervising the persons involved in the care of the patient, the patient's medical record cannot be accessed without a waiver of authorization from the Privacy Board. Please contact David Fox at 535-7148 with any questions about this policy.

As a reminder case reports or other patient information can never be posted on social media websites.

Letter of Acknowledgement

HPHRI will review all notifications to ensure they meet the HPH case report definition and comply with applicable research and patient privacy regulations. Presenters will then be provided with a letter of acknowledgement, which may also serve as documentation for publishers or other parties that require institutional review.

Sincerely,

Christine Nelson
Director
Hawai'i Pacific Health Research Institute

David Fox
Privacy Officer
Hawai'i Pacific Health



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