

Hawai'i Pacific Health Research Institute**Case Reports - Guidelines**

This document 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.

Definition

HPH defines a case report as medical information collected for presentation on 3 or fewer patients by practitioners who have been involved with the patients' care.

When to Notify

HPH 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. The form titled Authorization for Release of Medical Information can be used for this purpose. 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 presenter was not directly involved in the care of the patient or supervising the persons involved in the care of the patient, the patient's medical records cannot be accessed without prior review by HPHRI. HPHRI will assist with obtaining access to the patient's medical record via HPH Health Information Management (HIM).

Letter of Acknowledgement

HPHRI will review all notifications of case reports 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.

Please contact HPHRI at research@hawaiipacifichealth.org.