



Updated: July 17, 2019

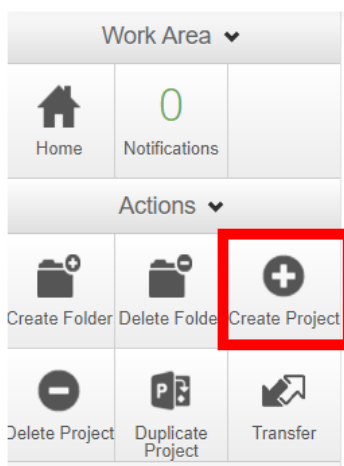
HIREB Process for Retrospective Review of Medical Charts & Health Data

Step 1: Go to the HIREB website – link here: <https://hireb.ca/>



eREB Applicant Login

- Go to the top right hand side and sign in to
- If this is your first time – click 
- If you have registered before then login with your email address and password
- To start your application click on “Create Project” to your left as shown below:



- Then enter your Project title
- Then select under Main Form - select
 - Human Tissue Research Application
 - Prospective Database Research Application
 - **Retrospective Review of Medical Charts & Health Data**
 - General Research Application
- Then select the Centre where you will completing the Chart Review
 - Douglas Memorial Hospital
 - Greater Niagara General
 - Port Colborne General
 - St. Catharines Hospital
 - Welland Hospital

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- Then click on create
- Then start filling the application as shown below for each section

Project Tree ▼

- TEST2
 - Retrospective Review of Medical Charts & Health Data -

Form Status	Review Reference	Date Modified
Not Submitted	N/A	Jul-17-2019 11:36

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

Retrospective Review of Medical Charts & Health Data

Section

Application for Retrospective Review of Medical Charts & Health Data

SECTION 1.0 - Filter Questions

SECTION 2: Study & Investigator Information

Section 3: Funding and Conflict of Interest

SECTION 4: Study Locations

SECTION 5: Study Methodology

SECTION 6: Data Extraction and Temporary Storage

SECTION 7: Handling of Data for Analysis and Transmission

Section 8: Other Study Related Documents

Confidentiality Agreement & Signatures

Questions

- 1.1 - 1.4
- 2.1 - 2.8
- 3.1 - 3.2
- 4.1
- 5.1 - 5.6
- 6.1 - 6.11
- 7.1 - 7.7

Documents Page

Signature Page

Show Inactive Sections

- Once the application is complete and if you require a listing of chart identifiers for this project or access to the patient's health records, please click on "Share" on the left hand side and add the emails as shown below and click submit.

Work Area ▼

Home	Notifications	
Actions ▼		
Project	Share	Roles
Completeness Check	Submit	Print
Correspond		

Deanna.Comfort@niagarahealth.on.ca

JaneE.Doan@niagarahealth.on.ca

- **Deanna Comfort, Manager, Decision Support and Case Costing at Niagara Health, 905-378-4647 Ext. 44591** who will be able to assist you with this data extraction. There may be a charge for data extraction so please discuss your requirements to enable Health Information Services (HIM) to generate an estimate of workload. HIM will require your written consent to pay prior to commencing with the data extraction. If you have questions regarding the billing and consent process, you should discuss this as well.

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- Once you have the chart identifiers and you require access to the patient's health records through the Health Information Services (HIM) at Niagara Health please contact **Jane Doan, Director, Health Information Services (HIM) at Niagara Health, 905-378-4647 Ext. 44440.**

To preview what the Retrospective Review of Medical Charts & Health Data will look like please see Appendix A on the next page (pages 4 – 17).