

## Chart Review Protocol Form

Instructions: Complete each section as instructed and submit this form with your protocol. Also, make sure all information provided on this worksheet is included in the protocol document.

Date: \_\_\_\_\_

### A Study Information

A1.	<input type="checkbox"/> <b>Retrospective Chart Review</b> (the data is already in existence when the project is being submitted for the IRB initial review)
A2.	Please provide the date ranges of the Chart Review: _____ to _____ <i>mm/dd/yyyy mm/dd/yyyy</i>  <i>* Retrospective Chart Review - the end date must come before the IRB submission date</i>

### Section B: Study Methods

B1.	Source (location of the records to be reviewed):
B2.	Describe how the charts will be reviewed and identified:
B3.	Describe who will identify charts to be reviewed:

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<b>C. Appendices: The following appendices must be attached to the protocol</b>	
C1	Appendix A: Data Collection Form (This form should list the data elements that will be collected from the medical record. It should not contain any direct or indirect identifiers except for a unique subject code.)
C2	Appendix B: Coded Identifier List (This form should serve as the link between the unique subject code and any identifiers you will need to conduct this chart review study [e.g., name , medical record number, date of birth, address, telephone number, social security number])

*I certify that the information included in this report and its attachments is correct:*

<b>Name of Person Completing Form (contact person for questions):</b>	
Name:	
Title:	
Phone Number:	
Email Address:	
	<b>Principal Investigator Signature</b>
Date:	Signature:

- **PLEASE EMAIL COMPLETED FORMS AND REQUIRED DOCUMENTS TO [MWMCIRB@mwmc.com](mailto:MWMCIRB@mwmc.com) you will receive an acknowledgement once all required information has been submitted.**

### Checklist

<b>INCLUDE THE FOLLOWING WITH SUBMISSION</b>	
	Copy of Protocol
	Copy of CV and Medical License
	Evidence of Human Subject Protection Training (CITTI, NIH or equivalent)
	Completed Site Submission for Chart Review Form
	Completed Appendix A
	Completed Appendix B

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### APPENDIX A: DATA COLLECTION FORM

1. Unique Subject Code
2. List all elements to be collected during the chart review