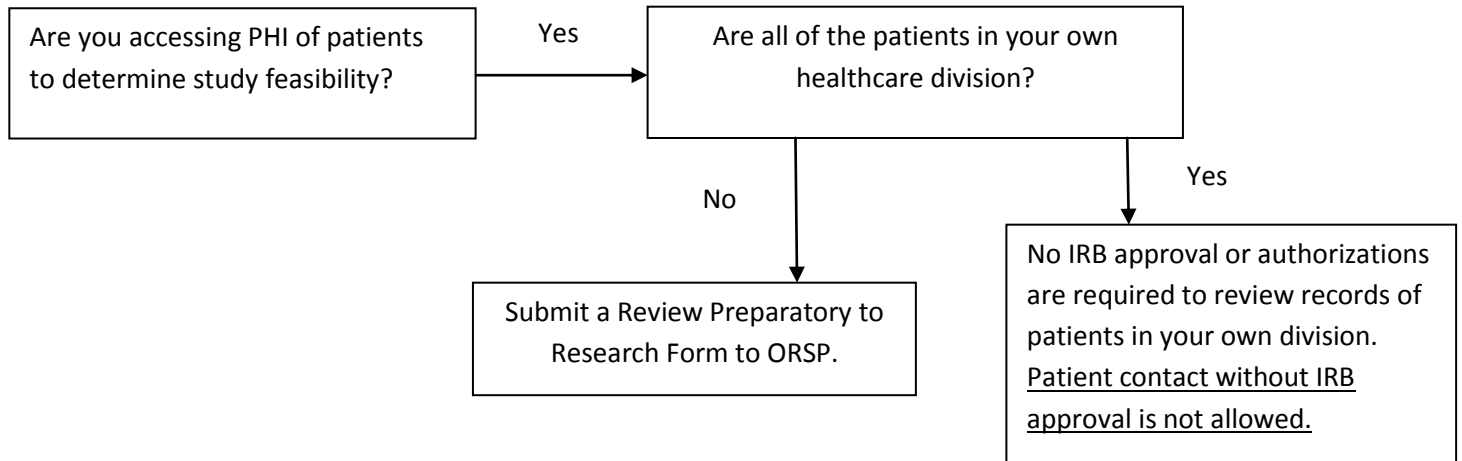# Decision Tree 3: Review of Protected Health Information (PHI) for Feasibility and Recruitment

This decision tree should be used when you plan to review VCUHS patient PHI in preparation for a research study.

Study Feasibility

Are you accessing PHI of patients to determine study feasibility?

Yes →

Are all of the patients in your own healthcare division?

No ↓

Submit a Review Preparatory to Research Form to ORSP.

Yes →

No IRB approval or authorizations are required to review records of patients in your own division. Patient contact without IRB approval is not allowed.

Study Eligibility

Will you be screening medical charts to determine patient eligibility?

Yes →

Apply for a partial waiver of authorization with your IRB application. You will also need to request a waiver of consent for screening. Patients who enroll will need to sign an informed consent and HIPAA authorization.

No ↓

Subjects will be identified through patient visits or referrals.

Yes →

No HIPAA requirements.