



Dear Privacy Official,

A KUMC faculty member has submitted a research project to the University of Kansas Medical Center (KUMC) Institutional Review Board that involves studying medical records from your practice.

The protocol summarizing the proposed project is attached.

In order to evaluate the research proposal, we must have verification that your practice:

- a. is aware of this research request
- b. is willing to rely on the KUMC Privacy Board's determination of the research project
- c. agrees to provide the medical records needed for the project
- d. agrees that the requested release aligns with your HIPAA policies and procedures
- e. will be solely responsible for the accounting for research disclosures per your own internal standards

Please respond on your clinic letterhead with written attestation of the above statements. Review of this research proposal cannot be completed until written confirmation from your practice is received. Please feel free to contact me with any questions at (316) 293-2610.

Sincerely,

Jamie Ryan, BA, CIP
IRB Administrator