



## RUNNING A QUERY

1. Login to Keck <https://i2b2-keck.med.usc.edu/webclient/> or CHLA <https://i2b2-chla.med.usc.edu/webclient/> using Google Chrome version 60 or later.
2. Identify your search terms under the **Navigate Terms** or **Find Terms** tabs.
3. Drag and drop each search term into the Group boxes under **Query Tool**, starting with Group 1. You can drop two terms in one box to search for patients who meet either of those conditions (an OR operation), or you can drop another term in Group 2 to search for patients who meet both conditions (an AND operation).
4. Once you have set up your query, hit "Run Query." Make sure the "Number of patients" box is checked before clicking "OK." Your results will appear below under **Query Status**. To see a breakdown of that count by demographics, check other boxes after hitting Run Query, and your results will again appear below. If you plan to submit a data request, check the "Patient set" box.

Need help for more complex queries? Contact CRI: [cri@usc.edu](mailto:cri@usc.edu), (323) 442-0217



## SUBMITTING A DATA REQUEST

1. **If you are requesting identifiable information, obtain IRB approval (start a new application or amend an existing study in iStar). \*If de-identified, skip to step 2.**

Describe i2b2 under Methods: "i2b2 is a self-service cohort discovery tool supported by SC CTSI that allows USC research teams to find out how many patients in the Keck and/or CHLA electronic health records meet their study criteria. For this study, we will define a patient set in i2b2 using the following inclusion and exclusion criteria, then request the following data elements for those patients from the health system [list criteria and data elements]."

2. **Submit a project request in i2b2**

Select the **Analysis Tool** plugin called "Project Request." Drag and drop a) your patient set of interest and b) the data elements or concepts you have approval to receive. Make note of your Request Number. See detailed instructions here: <https://sc-ctsi-cri.atlassian.net/wiki/x/CwBSAg>.

3. **Email your request to [helpdesk@med.usc.edu](mailto:helpdesk@med.usc.edu); cc [cri@usc.edu](mailto:cri@usc.edu)**

Subject line should say "Data Request [IRB#, if applicable] [PI's Last Name] [i2b2 Request Number]." Body should say "Assign to CRI."

If you have IRB approval for identified data, attach your IRB approval letter and your full IRB submission, showing the list of IRB approved data elements per the guidelines above.

CRI Service Desk will interact with health system HelpDesk on your behalf for auditing purposes.

4. **Wait while your data is prepared**

\* De-identified data requests take less than 48 hours. Others may take 5 days or more, depending on the complexity and number of requests in the queue. Urgent requests may be accommodated.

### IRB SUBMISSION MUST CONTAIN:

1. The inclusion and exclusion criteria for the patients you would like data on.
2. Each specific data element you will request through i2b2 (e.g., Name, Phone number, MRN, Diagnosis, Medications, Labs)