DFM Data Extract FAQ

Data Extract Specifications: Key information is obtained from the Inclusion Criteria, Exclusion Criteria and Data Elements text boxes of the request form. The Description of Research Plan provides a high level overview of the study. Understanding how the data will be used is helpful for data extraction. The Research Protocol also provides additional insight that helps to determine the data extraction methodology.

Codes: For requests that require the use of codes (eg. diagnoses, charges, procedures etc), it is helpful to get the codes in the request form. It takes longer to get the codes verified if they are not provided up-front. Diagnoses codes can be obtained from the coding department (codeassist@health.ucsd.edu).

Medications: It is helpful to get the names (generic names) of medications that need to be extracted. For example a request for "psych meds" needs to be qualified with names of specific medications that need to be considered in the data extract.

Number of data items requested: Some requests list several data items. Additional follow up is required to determine the format of the final data set. Formatting data can take considerable time, and the time required to format the final report is often proportional to the number of data items requested. So, it is a good practice to limit data items to only those that are absolutely needed, with specific instructions on whether data is needed at the visit level or patient level. When possible, you may want to request large data sets in parts, prioritizing what needs to be extracted first.

Project prioritization: Projects are usually completed in the order in which requests are received. Whenever possible, exceptions are made to accommodate urgent requests, but they tend to hold up other projects in the pipeline.

Wait time: Due to limited Analyst resources, the wait time for data can be long. For larger data sets with complex criteria, it would be reasonable at this time to expect a 2-month wait time.