

HOW TO REQUEST CONFIDENTIAL MEDICAL ASSISTANCE DATA

To receive confidential Medical Assistance data requires approval from the Medicaid Program and the DHMH Institutional Review Board (IRB). When the Department agrees to share data, a Memorandum of Understanding (MOU) must be completed between the researcher and the Medicaid Program before data will be released. The Office of Planning facilitates this process for researchers who are seeking access to datasets from Maryland Medicaid databases. Forms for requesting data from the Office of Planning are described below and can be accessed on this web page.

Office of Planning, Data Request Form – Initiates the request for access to Medicaid data. The purpose of this form is to assist Medicaid staff in understanding the specific data being requested. The researcher must file this form with the Office of Planning. The completed form can be sent to Myron Wickham, 201 W. Preston Street, Room 225, Baltimore, Maryland 21201, or wickham@dhhm.state.md.us.

An abstract of the study must be submitted with the Data Request Form. It is important to state to what extent the research will use records, how the data will be used, how it will be retained, how and when it will be disposed of, what, if any risks are involved for study subjects, and what consent procedures and confidentiality measures are involved.

IRB Application Packet – This packet must be completed to request a review before the IRB. The packet includes instructions for completing an abstract summary of your study proposal and form 2124, to be signed and completed by the Principal Investigator. This form also requires the signature of the DHMH Program Administrator. Instructions must be followed closely. Contact the IRB if you have questions.

If the proposal receives IRB approval no data will be released until there is a signed MOU between the Department and the researcher. Confidentiality Statements are required of anyone having access to Medicaid data under this sharing agreement.

Memorandum of Understanding (MOU) – the MOU serves to bind the parties in agreement to what will be provided to the researcher and what responsibilities each party will have to the other.