

# Case Reports

## Standard Operating Procedures

### Revision, Review and Approval History

Action	Name	Date	Notes
Initial Draft	Evan French	2/5/2025	
Adding form link	Evan French	2/10/2026	

### Purpose

This document describes the role of Honest Brokers in case reports

### Reference Policies

The most recent version of Health System policies are available in the [VCUHS Policy Library](#) (only accessible from the VCUHS network).

Title	Organization	Policy Number
Research Honest Broker Policy	VCU Health System Authority and Affiliates	<a href="#">No number, search name</a>
Protected Health Information, Uses & Disclosures for Research Policy	VCU Health System Authority and Affiliates	<a href="#">COMP-014</a>
De-Identification of Protected Health Information Policy	VCU Health System Authority and Affiliates	<a href="#">MR.PH.004</a>
Protected Health Information, Minimum Necessary Uses and Disclosures Policy	VCU Health System Authority and Affiliates	<a href="#">No number, search name</a>
Uses and disclosures of PHI for which an authorization or opportunity to agree or object	Department of Health and Human Services	<a href="#">45 CFR 164.512(i)</a>

is not required		
Other Requirements Relating to Uses and Disclosures of Protected Health Information	Department of Health and Human Services	<a href="#">45 CFR 164.514(b)</a>
VCU/VCUHS Enterprise Data Warehouse for Research	VCU	<a href="#">HM20023298</a>

## Policy

Honest Brokers have no role in case report projects.

Medical case studies involving no more than two patients are [not considered systematic investigations](#)

## Definitions

Please see definitions relevant to this policy in the [glossary](#).

## Procedures

Researchers writing case reports should use the [Case Study Authorization form](#) available from the VCUHS Compliance Office.