



MUSIC Data Request Process

- A. The following details the MUSIC Data Request Process:
1. MUSIC member completes and submits a data request form (see Appendix) including the following pertinent information:
 - a. Project name
 - b. Primary Investigator (PI) and Co-Investigator (if applicable)
 - c. Practice Name
 - d. Names of planned collaborators/co-authors
 - e. Duration of the project
 - f. Relevant commercial disclosures
 - g. Primary aims and end goals of the project
 - i. Aims/Goals of project should align with MUSIC quality improvement initiatives
 - ii. Or have internal quality improvement goals
 - h. Confirmation of cohort (e.g., local practice only versus all MUSIC practice data)
 - i. If PI requests physician specific data at their own practice, a signed attestation is from each surgeon is required to before the MUSIC CC will share the data.
 1. The PI is responsible for asking their partners for their cooperation and attestation.
 2. All signed attestations must be provided to MUSIC CC.
 - i. Indication if analytics will be performed locally or the Coordinating Center
 - j. Specific variables to be included/analyzed
 2. Coordinating Center reviews the request and follows up with any questions related to the project aims and/or request for analytics
 3. The request for data is presented to the Executive Committee at the next meeting or via email (depends on the time at which the request is submitted) for consideration
 4. Executive Committee approves or declines the request
 5. Coordinating Center informs the PI of the Executive Committee's decision

If the request was not approved, the PI is welcome to revise his/her request so that it may be deemed acceptable by the Executive Committee.

The following occurs if the request was approved.



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6. The majority of MUSIC practices have signed a participation agreement which includes a Data Use Agreement (see Appendix). As long as the MUSIC member is affiliated with a practice that has signed the Participation Agreement, and thus Data Use Agreement (DUA), then the DUA does not need to be signed again. If the Participation agreement and DUA has not been signed, the requestor must do so before any data can be shared.
 7. The Coordinating Center project manager and statistician set up a phone conference with the PI
 - a. Discuss the details of the request variables and analysis
 - b. Establish a timeline for delivering the results
 8. Analytics:
 - a. *If the PI plans to have local resources conduct the analyses:*
 - i. Statistician prepares raw data to be analyzed by the PI/local resources
 - ii. Data is sent via MiShare (secure file transfer) with confirmation of receipt
 - b. If the Coordinating Center is conducting the analyses:
 - i. Statistician conducts the analyses in accordance with the PI's request
 - ii. Analytic findings are delivered to the PI via MiShare (secure file transfer) with confirmation of receipt
 9. Publication
 - a. If the PI is interested in publishing the results of the analysis, they are responsible for identifying the first and senior authors.
 - b. Co-author designation should follow MUSIC authorship guidelines.
 - c. All publications and presentations must be reviewed and approved by the MUSIC Publications and Presentations committee prior to submission/presentation.
 - i. These final drafts should be submitted at least 1-2 weeks prior to submission or presentation to the MUSIC CC project manager.
- B. Operating Principles related to the use and sharing of MUSIC data:
- a. *MUSIC participants can share their own MUSIC data versus the entire collaborative for internal quality improvement purposes/presentations in their own practice and/or institutions (i.e., hospital or health system). This would include the presentation of the "rankings" data currently available in the MUSIC registry, as long as these data are used to motivate, inform, and/or evaluate internal QI activities and not used for marketing or other purposes.*
 - b. *In the event that MUSIC participants elect to share their own data outside their own practice and/or for marketing purposes, their own data cannot be presented*



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- c. in comparison to aggregate or practice-level MUSIC data. However, individual practices that wish to publicize their own MUSIC data for purposes of marketing or other, non-internal quality improvement activities, can present their data in the context of other published and/or national benchmarks.*
- d. In instances where another resource within an institution requests the MUSIC data, he/she must sign a MUSIC attestation form that indicates he/she will not share the data for any type of competitive advantage.*