

# Medical Record Disclosure Tracking

Last Modified on 08/24/2021 9:36 am EDT

Version 14.19



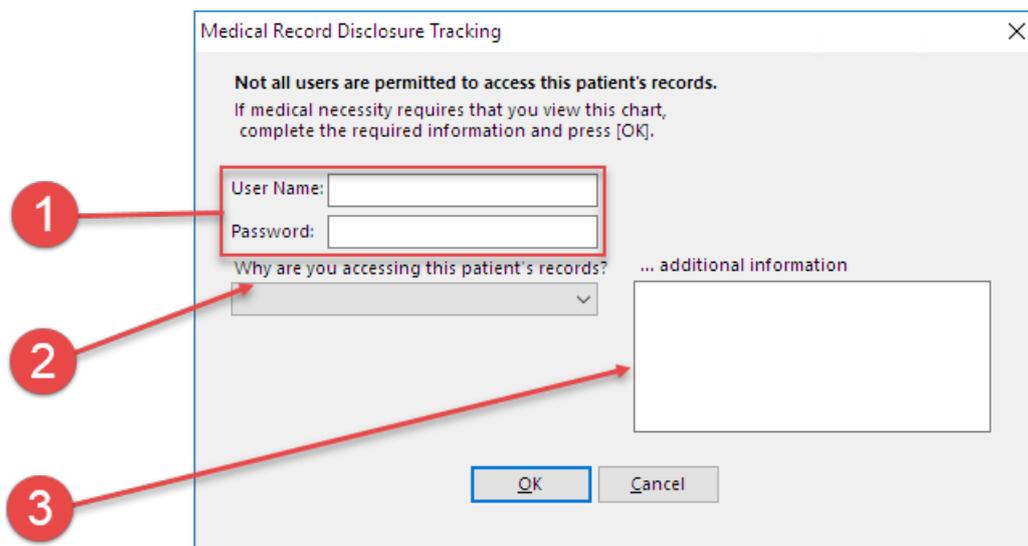
This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Medical Record Disclosure Tracking (Access Patient Records)

**Path: Log In/Out dropdown > Emergency Override**

The Medical Record Disclosure Tracking window has two purposes specific to both accessing and printing patient records.

The first provides a staff member, who normally does not have access to a patient's information, emergency access privileges to the patient's record. The staff member must enter a user name, password, and reason for why the information was accessed. This action is logged.

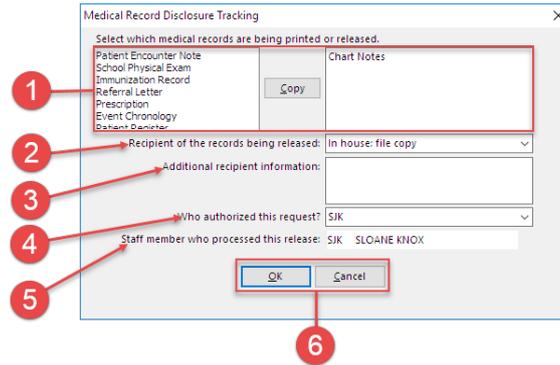


## Medical Record Disclosure Tracking Map (Access Patient Records)

Number	Section	Description
1	User Credentials	User Credentials (user name and password) are required to access the patient's information.
2	Reason Dropdown	The Reason drop-down menu logs the reason why the patient's record was accessed.
3	Additional Information	The Additional Information box inputs further clarification details about why the patient's record was accessed.

## About Medical Record Disclosure Tracking (Print Patient Records)

The second type of Medical Record Disclosure Tracking window (for printed records) provides tracking for any items printed from a patient's electronic chart. This is able to be tracked through the audit trail.



## Medical Record Disclosure Tracking Map (Print Patient Records)

Number	Section	Description
1	Medical Record to be Printed	Selects the areas of a patient's medical records to be printed. Select the record from the complete record list (left box) and click the <b>Copy</b> button. Clicking the <b>Copy</b> button will copy the record from the patient's complete record list (left box) to the records to be printed list (right box).
2	Recipient of the Records Being Released	The Recipient of the Records Being Released drop-down selects the recipient of the printed records.
3	Additional Recipient Information	The Additional Recipient Information box inputs further clarification details about the recipient (and why the patient's account was accessed).
4	Who Authorized this Request	The parent or guardian who authorized the patient records to be printed/released.
5	Staff Member	Indicates the Staff Member that processed the release of the patient's records.
6	Function Buttons	The Function buttons accept (by clicking the <b>OK</b> button) or deny (by clicking the <b>Cancel</b> button) the Medical Records from being printed.

Version 14.10

## About Medical Record Disclosure Tracking (Access Patient Records)

**Path: Log In/Out menu > Emergency Privileges Override Log In ([Alt][L][E])**

The Medical Record Disclosure Tracking window has two purposes (for access to a patient's records). The first provides a staff member, who normally does not have access to a patient's information, emergency access privileges to the patient's record. The staff member must enter a user name, password, and reason for why the information was accessed. This action is logged.

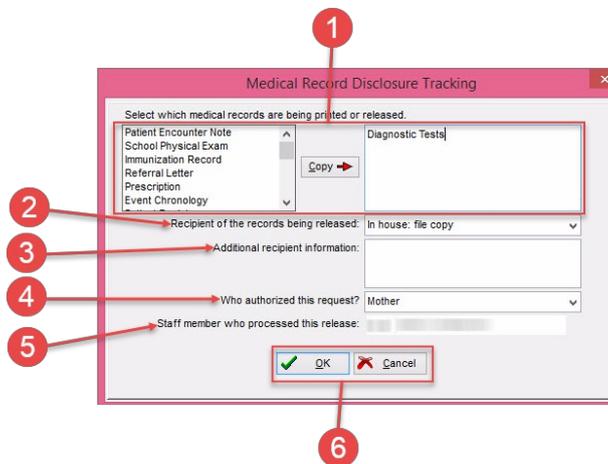


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