

Audit Logs Usage

Last Modified on 03/21/2023 12:57 pm EDT


Version 20.7

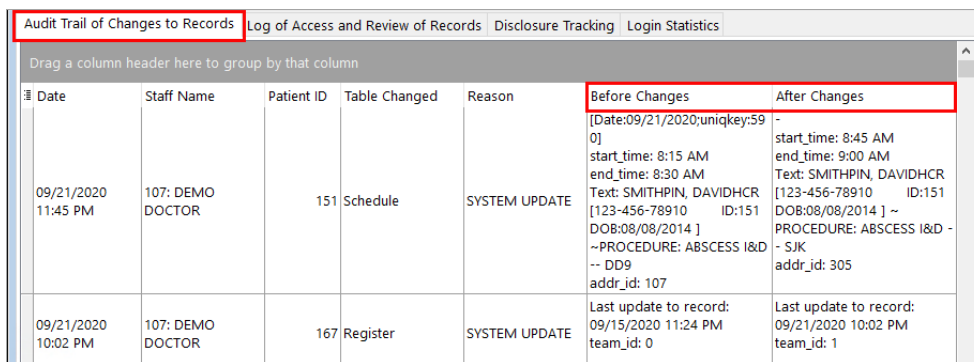
Path: Admin tab > Audit Trail button

Overview

Audit Logs are used to track auditable events in OP as performed by logged-in OP users. They can be viewed for a specific patient or for all patients within a certain date range. The reports available are:

Audit Trail of Changes to Records

The **Audit Trail of Changes to Records** tab displays changes made to a specific table in OP and the reason for the change. The most commonly used function of this tab is to view the before and after changes for a record. To include the before and after changes in the grid, click the **Show/Hide Visible column** button  (located to the left of the Date column) and select the **Before Changes** and **After Changes** checkboxes.

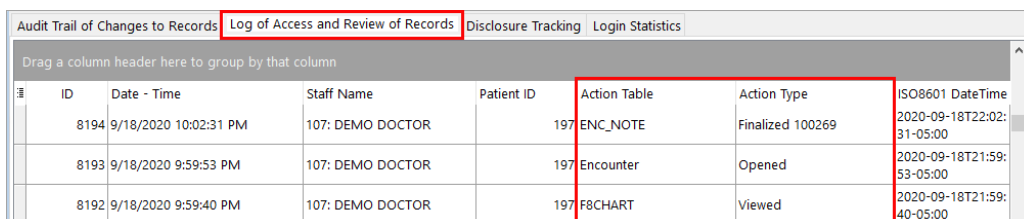


Date	Staff Name	Patient ID	Table Changed	Reason	Before Changes	After Changes
09/21/2020 11:45 PM	107: DEMO DOCTOR	151	Schedule	SYSTEM UPDATE	[Date:09/21/2020;uniqkey:590] start_time: 8:15 AM end_time: 8:30 AM Text: SMITHPIN, DAVIDHCR [123-456-78910 ID:151 DOB:08/08/2014] ~ --PROCEDURE: ABSCESS I&D -- DD9 addr_id: 107	- start_time: 8:45 AM end_time: 9:00 AM Text: SMITHPIN, DAVIDHCR [123-456-78910 ID:151 DOB:08/08/2014] ~ PROCEDURE: ABSCESS I&D - SJK addr_id: 305
09/21/2020 10:02 PM	107: DEMO DOCTOR	167	Register	SYSTEM UPDATE	Last update to record: 09/15/2020 11:24 PM team_id: 0	Last update to record: 09/21/2020 10:02 PM team_id: 1

When interpreting the codes in the Before Changes and After Changes columns, you may find this set of crosswalks helpful.

Log of Access and Review of Records

The **Log of Access and Review of Record**stab displays actions taken on records, such as when records were viewed or when visit notes were opened or finalized.



ID	Date - Time	Staff Name	Patient ID	Action Table	Action Type	ISO8601 DateTime
8194	9/18/2020 10:02:31 PM	107: DEMO DOCTOR	197	ENC_NOTE	Finalized 100269	2020-09-18T22:02:31-05:00
8193	9/18/2020 9:59:53 PM	107: DEMO DOCTOR	197	Encounter	Opened	2020-09-18T21:59:53-05:00
8192	9/18/2020 9:59:40 PM	107: DEMO DOCTOR	197	F8CHART	Viewed	2020-09-18T21:59:40-05:00

Disclosure Tracking

The **Disclosure Tracking** tab displays a log of information that was printed or released from a patient record and the recipient of the information.

Audit Trail of Changes to Records Log of Access and Review of Records Disclosure Tracking Login Statistics										
Drag a column header here to group by that column										
ID	Tracking ID	Date - Time	Staff Name	Patient ID	Item Printed / Sent	Recipient	Auth by	Claim ID	ISO8601	DateTime
366	Statement-OneOff	09/18/2020 17:27:58	107 DD9 DEMO DOCTOR	196	SP	Patient	Patient	100109	2020-09-18T17:27:58-05:00	
365		09/18/2020 17:00:57	[107] DEMO DOCTOR	197	Lab Requisition: # (113)	not specified	(self)	0	2020-09-18T17:00:57-05:00	
363		09/18/2020 16:25:58	[107] DEMO DOCTOR	197	Current Medication List	not specified	(self)	0	2020-09-18T16:25:58-05:00	

Login Statistics

The Login Statistics tab displays staff login time, staff logout time, and workstation information.

Audit Trail of Changes to Records Log of Access and Review of Records Disclosure Tracking Login Statistics							
Drag a column header here to group by that column							
ID	Staff Name	ISO8601 Login Date	Computer Name	Add'l Info	Computer ID	Login Time	Logout Time
5199	OP USER A	2020-09-22T14:55:05-05:00	Term Serv Session 9	20.7.0.8315.Office Practicum	599	9/22/2020 2:55:05 PM	
5198	DD9 DEMO DOCTOR	2020-09-22T14:54:27-05:00	Term Serv Session 9	20.7.0.8315.Office Practicum	599	9/22/2020 2:54:27 PM	9/22/2020 2:55:05 PM
5197	OP USER B	2020-09-22T14:54:25-05:00	Term Serv Session 9	20.7.0.8315.Office Practicum	599	9/22/2020 2:54:25 PM	9/22/2020 2:54:25 PM



Tip: When interpreting the codes in the Before Changes and After Changes columns, you may find [this set of crosswalks](#) helpful.