How do I change the default Disclosure recipient?

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When printing patient records, you are required to complete the Medical Record Disclosure Tracking window to indicate which records were printed/released, who received them, and who processed the release.

By default, Office Practicum enters the recipient of the records as "In house: file copy". If you find that it's more likely that you are giving the records to a parent, for example, you can change the sort order of the disclosure recipient so that "Given to Parent" appears first in the list. To do this:

1. Select **Utilities > Manage Codes > Coded Values** in the main menu bar.
2. In the Code Table Purpose section at the top of the window, scroll down to find **Disclosure recipient**.
3. In the lower section of the window, select the most commonly used recipient for your practice.
4. Click the **Edit Record** button 🖊 .
5. In the Sort column for the recipient, change the number to 1.
6. Click the **Post Edit** ✅ button to save.
7. Now, when you print/release records, the default recipient will reflect that of sort 1.