

## 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.

Medical Record D	isclosure Tracking ×
Select which medical records are being printed or released.	
Patient Encounter Note School Physical Exam Immunization Record Referral Letter Prescription Event Chronology	Scanned Documents
Recipient of the records being released:	In house: file copy 🗸
Additional recipient information:	
Who authorized this request?	~
Staff member who processed this release:	
QK QAncel	

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  $\square$ .
- 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.

