

Future State: Clinical Reporting - Report Request Maintenance - Disclosure Audit Report

Cerner Workflow ID: 10322 (v. 12.0)

Client Workflow ID: 974

Last updated by Debbie Begin, Apr 10, 2024 1:32pm (UTC -4 hours)



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Workflow Details:

Workflow Name: Clinical Reporting - Report Request Maintenance - Disclosure Audit Report

Workflow State: Future State

Workstream: Post-Discharge/Post-Visit

Venue: Acute Care

Ambulatory

Emergency Medicine

Perioperative

Critical Care

Client Owner:

Cerner Owner:

Standard: Yes

Related Workflow(s):

Tags:

Workflow Summary:

Service Line:

Related Solution(s): Clinical Reporting XR

Project Name: Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP

TestBuilder Script(s):

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Workflow Notes: For the steps to configure and follow the workflow, see [Understand the Disclosure Audit Report Workflow](#) .

The Disclosure Audit Report can be generated in Report Request Maintenance (ReportRequestMaint.exe) to display details of generated charts in a readable format which is often included with the Accounting of Disclosures information generated in AccessHIM. The Report Request Maintenance application displays a list of all report requests that are generated through various solution workflows and processed by the WebSphere Application Server (WAS) and process status. The report requests displayed are based on the search criteria entered. You can perform a basic search using the Request Status, Report Type, and Date Range parameters, or you can use the Advanced Search function to filter requests. Report Request Maintenance also allows you to view and troubleshoot report requests that do not meet expected outcomes.

Introduced By: WS 4

Validated By: WS 6

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Swim Lane:

Role(s): HIM Department
Department(s): Health Information Management
Security Position(s): HIM - IT
HIM - Managers
HIM - ROI

Off Page Reference [4]

Workflow Link: HIM - Release of Information: Request Management (PHIPA_Accounting of Disclosures)

Method: Access HIM

Comments: If Request Management is not used by your organization, contact your third party vendor to produce an Accounting of Disclosure Report from that system. Use the following steps to determine if requests were processed outside of the third party vendor's system.

Start/Stop [5]

Description: Log into Report Request Maintenance

Step Impact: Policy/Procedure
Training

Work Step [13]

Description: Select Successful Request Status

Comments: Successful - the request was successfully processed by XR.

Work Step [14]

Description: Select the applicable Request Types for the specifications of the request

Comments: Ad Hoc - Report requests submitted from one of the following applications:
Report Request
Medical Record Request
Access HIM/Request
Management
Acute Case Management

Manual Expedite - Report requests generated within the PathNet and

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RadNet applications to release a single accession.

Distribution - Automated
batch jobs that distribution records based on predefined criteria
at specified times.

Expedites - Automated reports triggered in real time based on predefined criteria.

Document service - Report requests generated in the HealthLife portal.

Concept service - Report requests generated by APIs for DiagnosticReport (Report & Notes).

Work Step [15]

Description: Select the Date Range required for the requested Disclosure Audit Report

Comments: This date range applies to the requested date and time of the
Disclosure Audit Report requested

Work Step [16]

Description: Expand the Advanced Search option

Work Step [17]

Description: Click on the magnifying glass next to person name field and use the patient search
to select correct patient

Work Step [18]

Description: If necessary, select the 'Include purged requests' check box

Comments: This functionality will include report requests that have been
purged from the system. Contact your system analyst to determine
your facility's purge criteria.

Work Step [19]

Description: Select the Refresh List option at the bottom of the page

System [21]

Description: The System will pull back all requests processed through XR for the patient for the
specified parameters

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Work Step [20]

Description: Highlight all rows

Comments: Use the Shift and Ctrl to select multiple rows.

NOTE: You may chose to exclude any previewed requests. The status of Previewed does not necessarily mean the record was physically released.

Work Step [22]

Description: Right click on rows and click Preview Disclosure Audit Report

System [23]

Description: The system will return the Disclosure Audit Report for the highlighted rows

Comments: The following are hardcoded items the Disclosure Audit Report could return:

Patient Name

Facility

MRN

Requesting Person

Receiving Person

Requested Section

Rendered Sections

Request Date/Time

Request ID

Result Status

Request Type

Output Device

RELEASE DETAILS- NOTE - If any request other than Ad Hoc, the following fields will NOT be returned:

Purpose

Destination

Comments

Requester

Authorization Received

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Work Step [24]

Description: Use the PDF reader functionality to print the PDF to your local printer

Start/Stop [25]

Description: Combine ROI Accounting of Disclosure Letter and Disclosure Audit Report and provide to requester

Comments: If Request Management is not used by your organization, combine with the third party vendor's Accounting of Disclosure Report.