

HOSPITAL INFORMATION SYSTEM (HIS)

#### **HIM ROLES**

#### HIM: Request of Information (ROI) PHIPA Amend Record

1. Sign in to AccessHIM from storefront.



2. In the Request Management window select the Request tab.

AccessHIM - Request Manageme File View Help	ent			
Search by Name				
2 Request Invoice	😓 Notes 🕛 Holds 🔣 XR Te	emplate 📃 XR Distribute	+ 🗞 🗟	08
Request Number	Request Type	Facility	Requester	
		×	×	

3. Select Add Request icon.

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Request Number	Request Type	Facility	Requester	
<new request=""></new>	Amend Record	<ul> <li>St. Catharines Site</li> </ul>	× *	۹,
<ul> <li>Patient Information</li> </ul>				

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4. Select the request type, Amend Record and select the facility.

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File View Help	
Search by Name 💽 🔍 🥵 👻	
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Request Number Request Type Facility	Add Request Requester
<new request=""></new>	✓*
	Last Updated By

5. Type in the **Requester's** name using minimum of 3 characters and click **Search** or press **Enter**.

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		Request Number <new request=""></new>	Request Type Amend Record	F	acility St. Catharines S	iite (5	Requester law			
		<ul> <li>Patient Information</li> <li>Patient Name</li> </ul>						Click	to	
		6	)					CIICK	10 5	earch
6.	The Reque	ster	Requester Search Search for a Requester							×
	Search win Highlight th	dow opens. ne appropriate	Requester Name law Requester Source	Requester		Requester Source Attornev/Legal	Request Reason Audit/Medical Review	SSN MR	l Gender	Date of Bir
	Select.		Request Reason	] Law C	ffices Of Robert M. Dipiet	tro Attorney/Legal	Insurance			
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7. Click **Person search** in the Patient name field. In the **Person Search** window, enter as much information such as patient's DOB, MRN, HCN (if applicable) and Name.

<ul> <li>Patient Information</li> <li>Patient Name</li> </ul>	
	] 🔍

7	😂 Person Search
0	Name
	MRN
	SSN
	Birth Date
	Sex
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	Search Clear

8. Highlight the appropriate patient and click select.

	😂 Person Search									- 0	×
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	MRN CO	Name	MRN	CMRN	Birth Date	Sex	Age	SSN	Deceased		_
	8	ZZTEST, GEM	11000302	000007818	01/Jan/1950	Male	74 Years		No		
	SSN	ZZZTEST, WATER	11000947	10000304	03/Dec/1999	Female	24 Years				
	Birth Date										
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9. Click Save.

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Request Number (New Request)	Request Type Amend Record	Facility St. Catharines Site	Requester
✓ Patient Information     Patient Name	] Q		
Patient Name MR	N Date of Birth	Sex P	rivacy Status
ZZTEST, GEM 110	00302 Sunday, January 1	, 19 Male	
Patient Information on Site			

10. Click the down arrow beside the **Print** icon and print the **Amendment Denial letter** then send to the requester.



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11. The Preference window opens. When finished click Apply then Apply and Close.

11	Preferences (Filtered)				×
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		App	oly and Close	Cance	

*Note: if the amendment requires clinical changes, contact the provider.* 

12. If needing to cancel the request, click **modify Request** and update status to **Canceled.** Then Click

Save. (12)	😂 AccessH	IIM - Request Managem	ent				Olick save
	File View	Help					when finished
	Search by	Name	: " <b>⊡ ▼</b>				
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		<ul> <li></li></ul>					
		ж		~			
		Patient Name ZZTEST, GEM	MRN 11000302	Date of Birth Sunday, January 1,	Sex 19 Male	Privacy Status	
		Patient Information	on Site				
		<ul> <li>Request Information</li> </ul>	1				
		Request Status					
		Accepted		~	_		
		Canceled		(2	2)		
		Rejected					
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13. If the request has been Accepted, skip steps 12 and 13, Click Modify Request and update the Request status to Accepted. Then click Save.

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Request Number	Request T	ype Facil	ity	Requester	
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*					
Patient Name	MRN	Date of Birth	Sex	Privacy Status	
ZZTEST, GEM	11000302	Sunday, January 1, 19	Male		
Patient Information	on on Site				
	on				
Request Status					

14. Click the down arrow next to the **Printer** icon. Print the **Amendment Approval letter** and send to the requester.



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15. Click on Modify request and update the status to Complete. Then click Save.

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Rationt Name	MDN	Data of Pith	Say	Drivery Statur
Patient Name ZZTEST, GEM	MRN 11000302	Date of Birth Sunday, January 1, 19	Sex Male	Privacy Status
Datient Information	on Site			
✓ Request Information Request Status	1			

*Note:* the provider will notify the HIM department if any changes need to be made and make any changes as needed.

Note: Be sure to pick up ROI daily and scan forms to ROI document type.

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7