HIM ROI SPECIALISTS
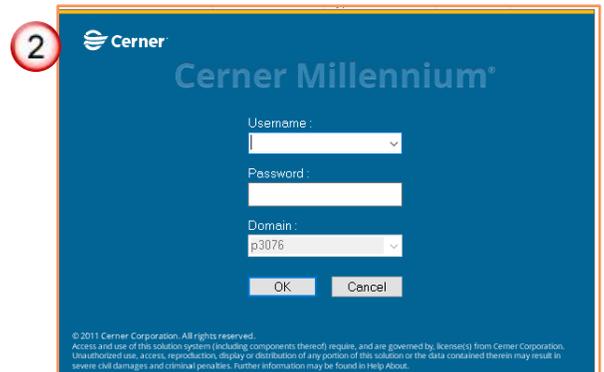
HIM - Release of Information: Request Management (PHIPA Accounting of Disclosures): used for accounting disclosures listed all information that has been released concerning a patient.
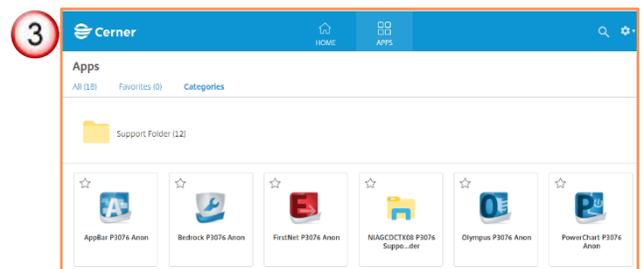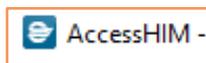
1. Log into the **Cerner storefront**.
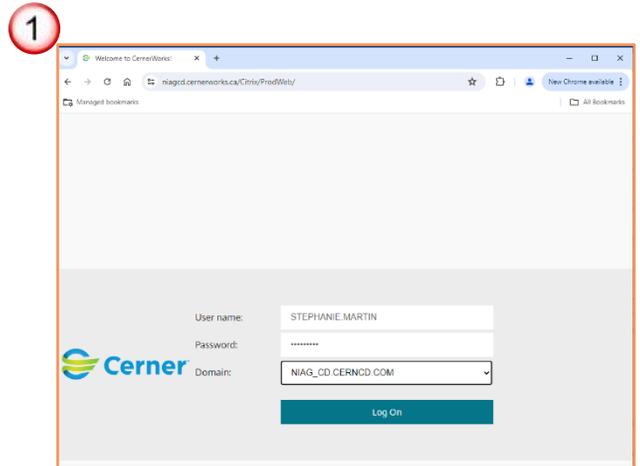
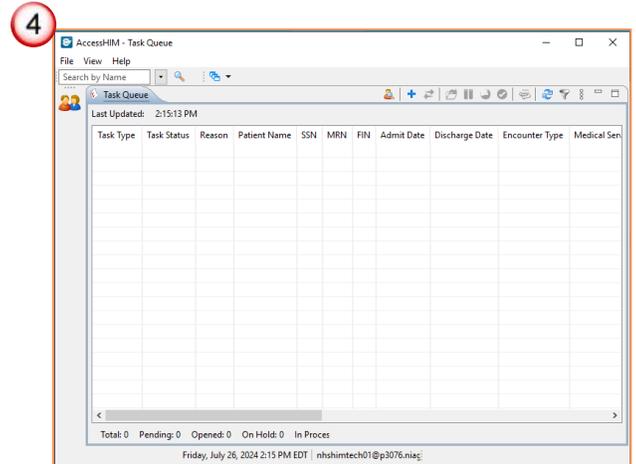2. Log into **AccessHIM** as a HIM-TECH/or your login credentials.

3. Storefront Opens.

4. AccessHIM opens.
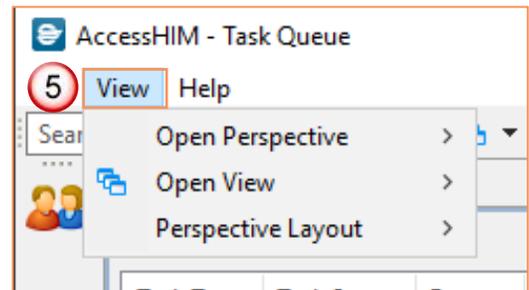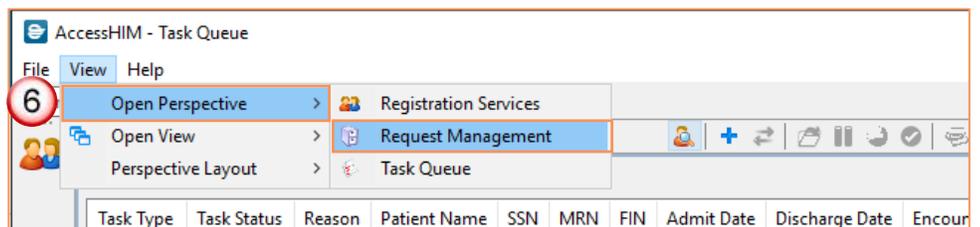

5. To open **Request Management**, Select the **View tab**.

6. From the View tab click **Open Perspective,** and **Request Management.**

7. Log onto the **AppBar** if you have not done so already.

8. From the AppBar Click to open the **Request Report Maintenance** App

9. The **Report Request Maintenance** app opens.

10. To begin the **Disclosure Audit Report**, Select the **Request Status Checkbox** next to Successful.

11. Select the Request Types checkbox next to **Ad Hoc, Manual Expedite, Distribution, and Expedite.**
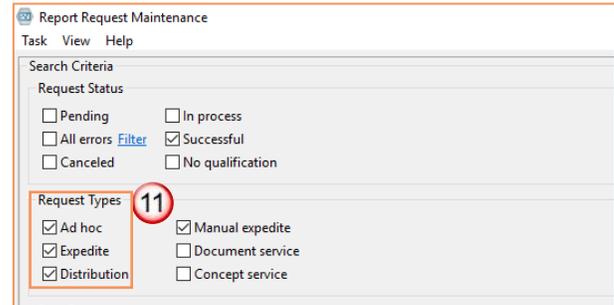
12. Select the **Date Range** for the requested **Disclosure Audit Report**.

Note: *the "To" Field does not need to be populated if current date and time is needed.*

13. Expand the **Advanced Search** Options.

14. Search for patient in the **Patient Name Field** using the **magnified glass.**

15. The Person Search window opens.

16. Search for Patient **Name, and can also add HCN, and MRN.**

17. Highlight the patient's **name/MRN** and click **Select**.

18. Select the **"Include Purged Requests"** checkbox.

19. All appropriate data will populate to the right of the screen. Highlight all relevant rows using **SHIFT or CTRL to select multiple rows.**

20. Right click on the rows and select **"Preview Disclosure Audit Report."**

Right Click on the selected

21. Use the PDF Reader functionality to print to Document Printer, **Close the PDF and, Close the Report Request Maintenance application**.
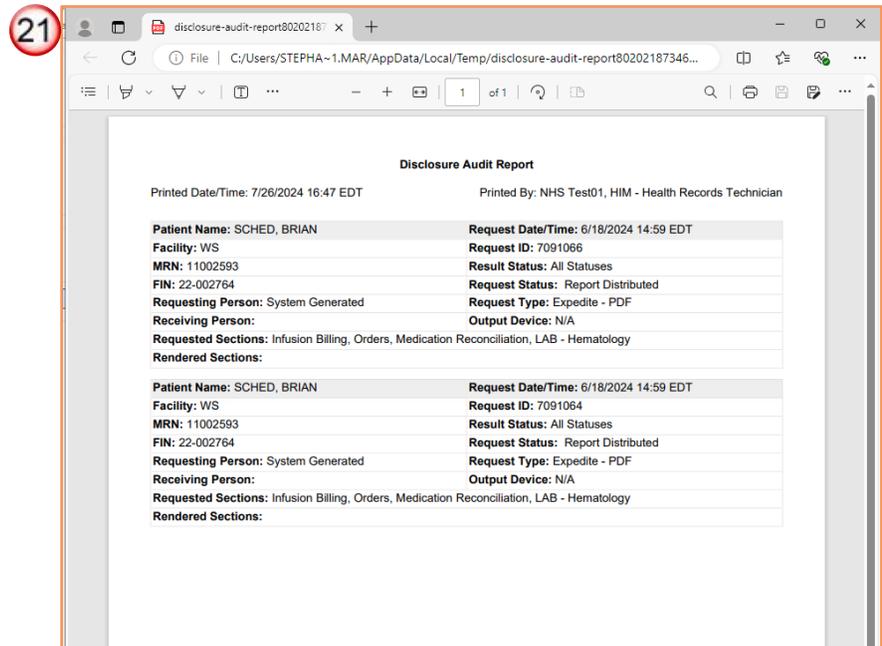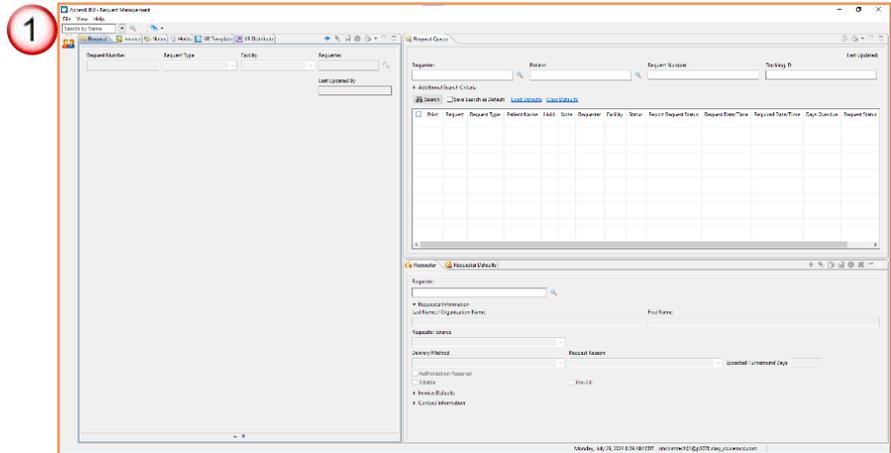

Note: *Do Not Print From PDF Preview.*
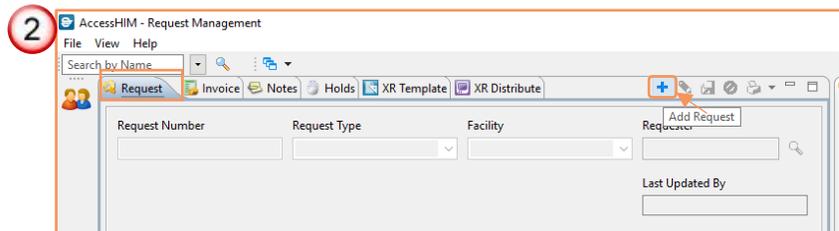
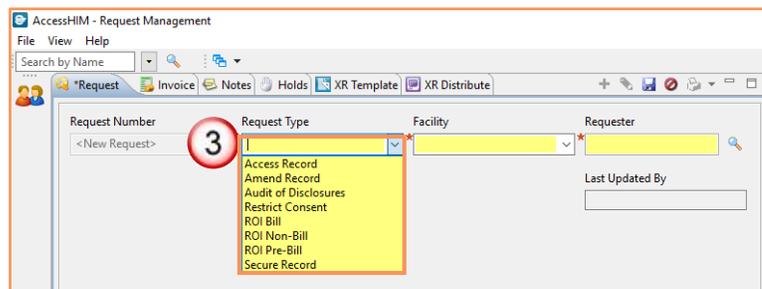**Log Request HIPAA Accounting of Disclosures:**

1. Switch back to the **AccessHIM** Window.

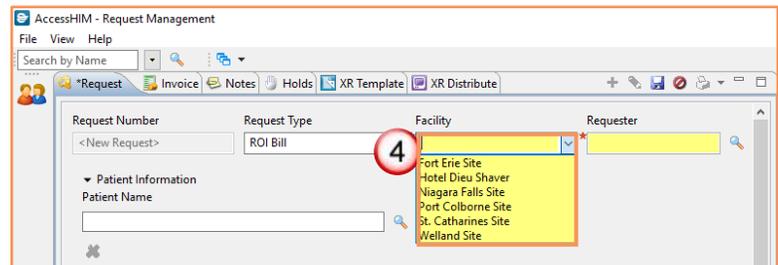

2. Select the **Request tab** and **Select Add Request.**

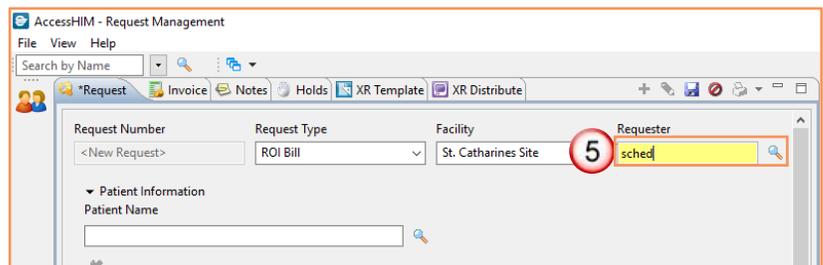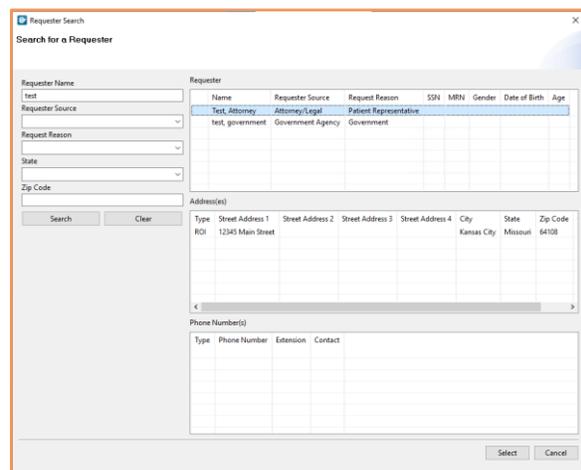3. Select **Accounting of Disclosure** in the **Request Type** from the drop-down menu.

4. Select the **Facility** from the drop-down menu.

5. In the **Requester field**, type in minimum of **3 characters** to search for the Requester. Then Click the **magnifying glass** to **Search** or press **Enter.**

Notes: The Search a Requester window opens.

6. Highlight the **Requester** and click **Select**.

7. Update the Request Status to **Accepted (A)**, fill out **highlighted mandatory fields (B)**, then click **Save Request (C)**.

8. Click **down arrow next to Print** and select **Accounting of Disclosure** to print the Accounting of Disclosure letter and report.
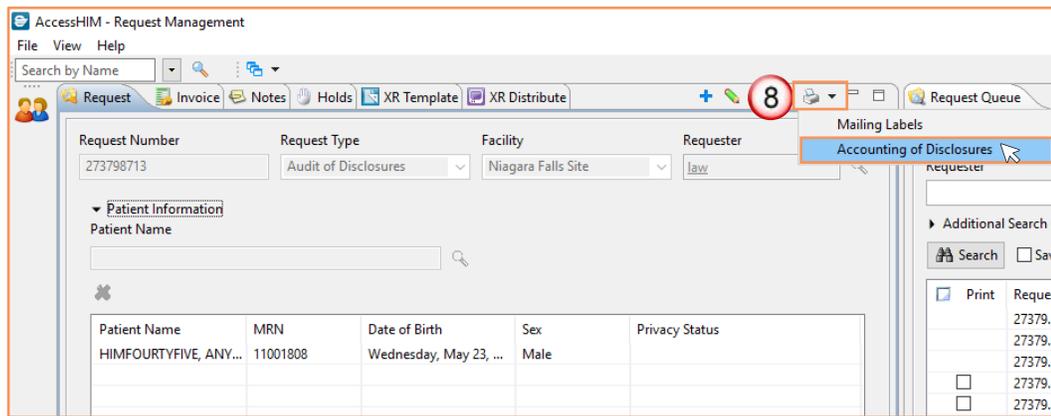
Completing a Request in Request Management:

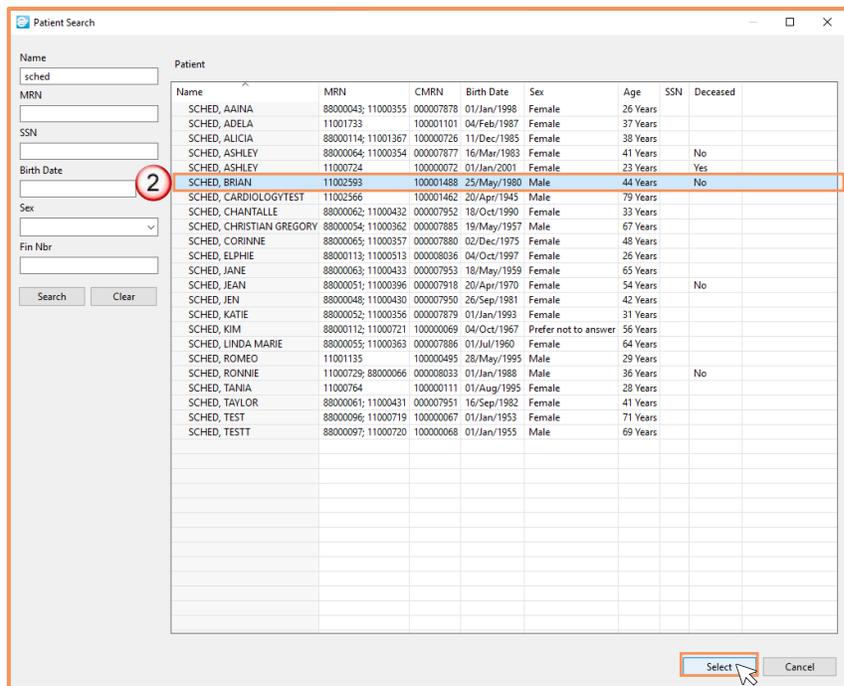1. Access the **Request Queue view**, search by **patient name to find** the Request for Patient Name.

2. **Patient Search** window opens. Select the **Patient** and click **Select.**
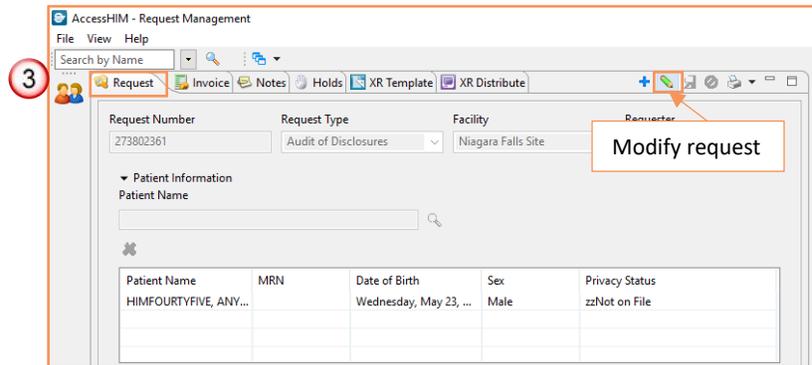
3. Double click the **request**, navigate to the **Request tab** and **click Modify Request.**

Modify request

4. Update the Request Status to **Complete (A)** and click **Save Request (B).**