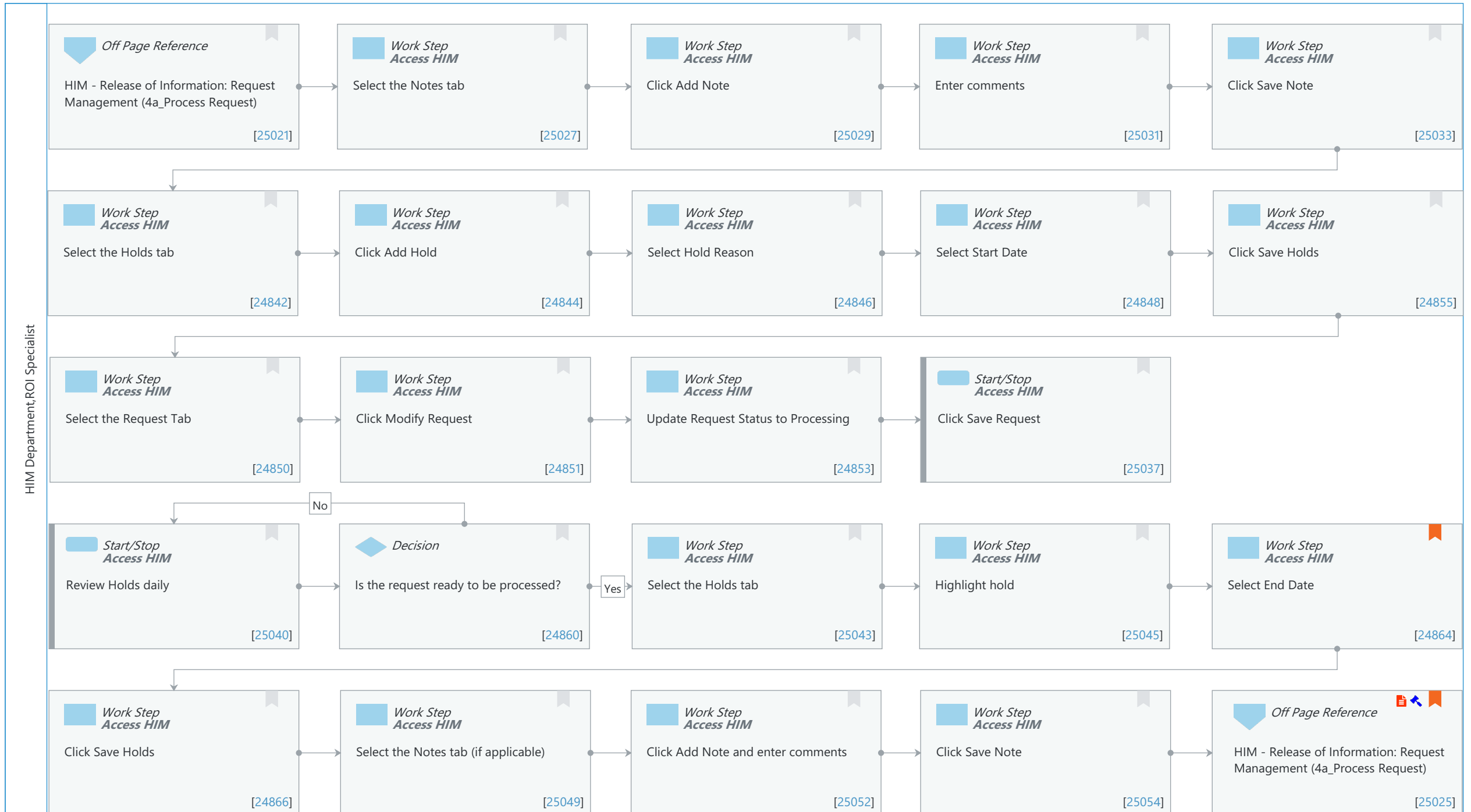


Future State: HIM - Release of Information: Request Management (4e\_ROI Hold)

Cerner Workflow ID: 10206 (v. 13.0)

Client Workflow ID: 519

Last updated by Mayank Malik, Feb 15, 2024 3:33pm (UTC -4 hours)



## Future State: HIM - Release of Information: Request Management (4e\_ROI Hold)

Cerner Workflow ID: 10206 (v. 13.0) Client Workflow ID: 519

Last updated by Mayank Malik, Feb 15, 2024 3:33pm (UTC -4 hours)

**Workflow Details:**

Workflow Name: HIM - Release of Information: Request Management (4e\_ROI Hold)

Workflow State: Future State

Workstream: Post-Discharge/Post-Visit

Venue: Acute Care

Emergency Medicine

Perioperative

Client Owner:

Cerner Owner:

Standard: Yes

Related Workflow(s):

Tags:

**Workflow Summary:**

Service Line:

Related Solution(s): Health Information Management

Project Name: Niagara Health System:OPT-0297674:NIAG\_CD Niagara HIS RFP

TestBuilder Script(s):

Cerner Workflow ID: 10206 (v. 13.0)

Client Workflow ID: 519

Workflow Notes: For the steps to configure and follow the workflow, see [Understand Request Management Workflows](#).

This workflow provides steps for adding a hold to a request, for example waiting for ROI authorization. Once the request is ready to be processed, the hold is updated with an end date and the Process Request workflow is followed.

Introduced By: WS 4

Validated By: WS 6

**Swim Lane:**

Role(s): HIM Department

ROI Specialist [Custom]

Department(s): Health Information Management

Security Position(s): HIM - ROI

**Off Page Reference [25021]**

Workflow Link: HIM - Release of Information: Request Management (4a\_Process Request)

## Future State: HIM - Release of Information: Request Management (4e\_ROI Hold)

Cerner Workflow ID: 10206 (v. 13.0) Client Workflow ID: 519

Last updated by Mayank Malik, Feb 15, 2024 3:33pm (UTC -4 hours)

**Work Step [25027]**

Description: Select the Notes tab

Method: Access HIM

**Work Step [25029]**

Description: Click Add Note

Method: Access HIM

**Work Step [25031]**

Description: Enter comments

Method: Access HIM

**Work Step [25033]**

Description: Click Save Note

Method: Access HIM

**Work Step [24842]**

Description: Select the Holds tab

Method: Access HIM

**Work Step [24844]**

Description: Click Add Hold

Method: Access HIM

**Work Step [24846]**

Description: Select Hold Reason

Method: Access HIM

**Work Step [24848]**

Description: Select Start Date

Method: Access HIM

**Work Step [24855]**

Description: Click Save Holds

Method: Access HIM

## Future State: HIM - Release of Information: Request Management (4e\_ROI Hold)

Cerner Workflow ID: 10206 (v. 13.0) Client Workflow ID: 519

Last updated by Mayank Malik, Feb 15, 2024 3:33pm (UTC -4 hours)

**Work Step [24850]**

Description: Select the Request Tab

Method: Access HIM

**Work Step [24851]**

Description: Click Modify Request

Method: Access HIM

**Work Step [24853]**

Description: Update Request Status to Processing

Method: Access HIM

**Start/Stop [25037]**

Description: Click Save Request

Method: Access HIM

**Start/Stop [25040]**

Description: Review Holds daily

Method: Access HIM

**Decision [24860]**

Description: Is the request ready to be processed?

**Work Step [25043]**

Description: Select the Holds tab

Method: Access HIM

**Work Step [25045]**

Description: Highlight hold

Method: Access HIM

**Work Step [24864]**

Description: Select End Date

Method: Access HIM

Comments: The Start Date and the End Date cannot be the same date. Always back date the End Date, as you cannot complete processing until the next day of the hold. Only back date the Start Date if the hold is

## Future State: HIM - Release of Information: Request Management (4e\_ROI Hold)

Cerner Workflow ID: 10206 (v. 13.0) Client Workflow ID: 519

Last updated by Mayank Malik, Feb 15, 2024 3:33pm (UTC -4 hours)

created and completed on the same day.

**Work Step** [24866]

Description: Click Save Holds

Method: Access HIM

**Work Step** [25049]

Description: Select the Notes tab (if applicable)

Method: Access HIM

**Work Step** [25052]

Description: Click Add Note and enter comments

Method: Access HIM

**Work Step** [25054]

Description: Click Save Note

Method: Access HIM

**Off Page Reference** [25025]

Workflow Link: HIM - Release of Information: Request Management (4a\_Process Request)

Step Impact: Policy/Procedure  
RegulatoryRegulatory Details: Health Insurance Portability and Accountability Act (HIPAA)  
Information Blocking