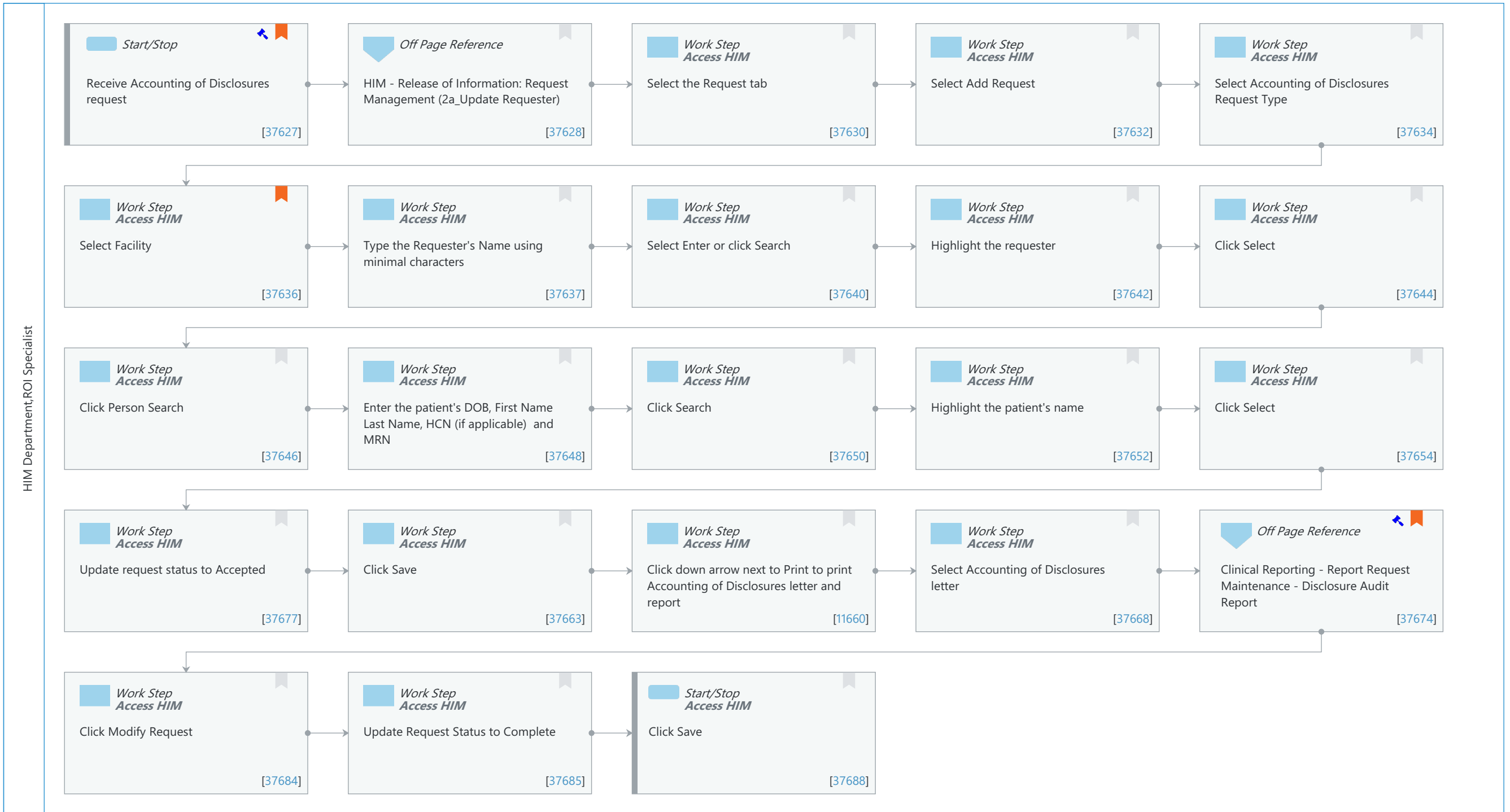


Future State: HIM - Release of Information: Request Management (PHIPA_Accounting of Disclosures)

Cerner Workflow ID: 330 (v. 17.0)

Client Workflow ID: 523

Last updated by Mayank Malik, Feb 15, 2024 12:01pm (UTC -4 hours)



Future State: HIM - Release of Information: Request Management (PHIPA_Accounting of Disclosures)

Cerner Workflow ID: 330 (v. 17.0) Client Workflow ID: 523

Last updated by Mayank Malik, Feb 15, 2024 12:01pm (UTC -4 hours)

Workflow Details:

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

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): Clinical Reporting XR
Health Information Management

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

TestBuilder Script(s):

Cerner Workflow ID: 330 (v. 17.0)

Client Workflow ID: 523

Workflow Notes: For the steps to configure and follow the workflow, see [Understand Accounting of Disclosures Workflow](#).

This workflow supports the HIPAA Privacy Rule, which states that patients have the right to

request an Accounting of Disclosures. An Accounting of Disclosures is a list of all information that has been released concerning a patient. The Request Management perspective in AccessHIM is used to log an Accounting of Disclosures request type. An Accounting of Disclosures letter and report can be printed in Request Management. A Disclosure Audit Report can be printed in Report Request Maintenance for releases made outside of Request Management.

Introduced By: WS 4

Validated By: WS 6

Swim Lane:

Role(s): HIM Department

ROI Specialist [Custom]

Department(s): Health Information Management

Future State: HIM - Release of Information: Request Management (PHIPA_Accounting of Disclosures)

Cerner Workflow ID: 330 (v. 17.0) Client Workflow ID: 523

Last updated by Mayank Malik, Feb 15, 2024 12:01pm (UTC -4 hours)

Security Position(s): HIM - ROI
HIM - Managers

Start/Stop [37627]

Description: Receive Accounting of Disclosures request

Step Impact: Regulatory

Regulatory Details: Health Insurance Portability and Accountability Act (HIPAA)
Information Blocking

Off Page Reference [37628]

Workflow Link: HIM - Release of Information: Request Management (2a_Update Requester)

Work Step [37630]

Description: Select the Request tab

Method: Access HIM

Work Step [37632]

Description: Select Add Request

Method: Access HIM

Work Step [37634]

Description: Select Accounting of Disclosures Request Type

Method: Access HIM

Work Step [37636]

Description: Select Facility

Method: Access HIM

Comments: Only one facility can be selected per request.

Work Step [37637]

Description: Type the Requester's Name using minimal characters

Method: Access HIM

Work Step [37640]

Description: Select Enter or click Search

Method: Access HIM

Work Step [37642]

Description: Highlight the requester

Method: Access HIM

Work Step [37644]

Description: Click Select

Method: Access HIM

Work Step [37646]

Description: Click Person Search

Method: Access HIM

Work Step [37648]

Description: Enter the patient's DOB, First Name Last Name, HCN (if applicable) and MRN

Method: Access HIM

Work Step [37650]

Description: Click Search

Method: Access HIM

Work Step [37652]

Description: Highlight the patient's name

Method: Access HIM

Work Step [37654]

Description: Click Select

Method: Access HIM

Work Step [37677]

Description: Update request status to Accepted

Method: Access HIM

Work Step [37663]

Description: Click Save

Method: Access HIM

Future State: HIM - Release of Information: Request Management (PHIPA_Accounting of Disclosures)

Cerner Workflow ID: 330 (v. 17.0) Client Workflow ID: 523

Last updated by Mayank Malik, Feb 15, 2024 12:01pm (UTC -4 hours)

Work Step [11660]

Description: Click down arrow next to Print to print Accounting of Disclosures letter and report

Method: Access HIM

Work Step [37668]

Description: Select Accounting of Disclosures letter

Method: Access HIM

Off Page Reference [37674]

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

Step Impact: Regulatory

Regulatory Details: Health Insurance Portability and Accountability Act (HIPAA)
Information Blocking**Work Step** [37684]

Description: Click Modify Request

Method: Access HIM

Work Step [37685]

Description: Update Request Status to Complete

Method: Access HIM

Start/Stop [37688]

Description: Click Save

Method: Access HIM