

HOW TO GUIDE: CHARTING THE REASON A CHART WAS ACCESSED

This workflow applies to all roles and outlines the steps for documenting the reason a chart was accessed.

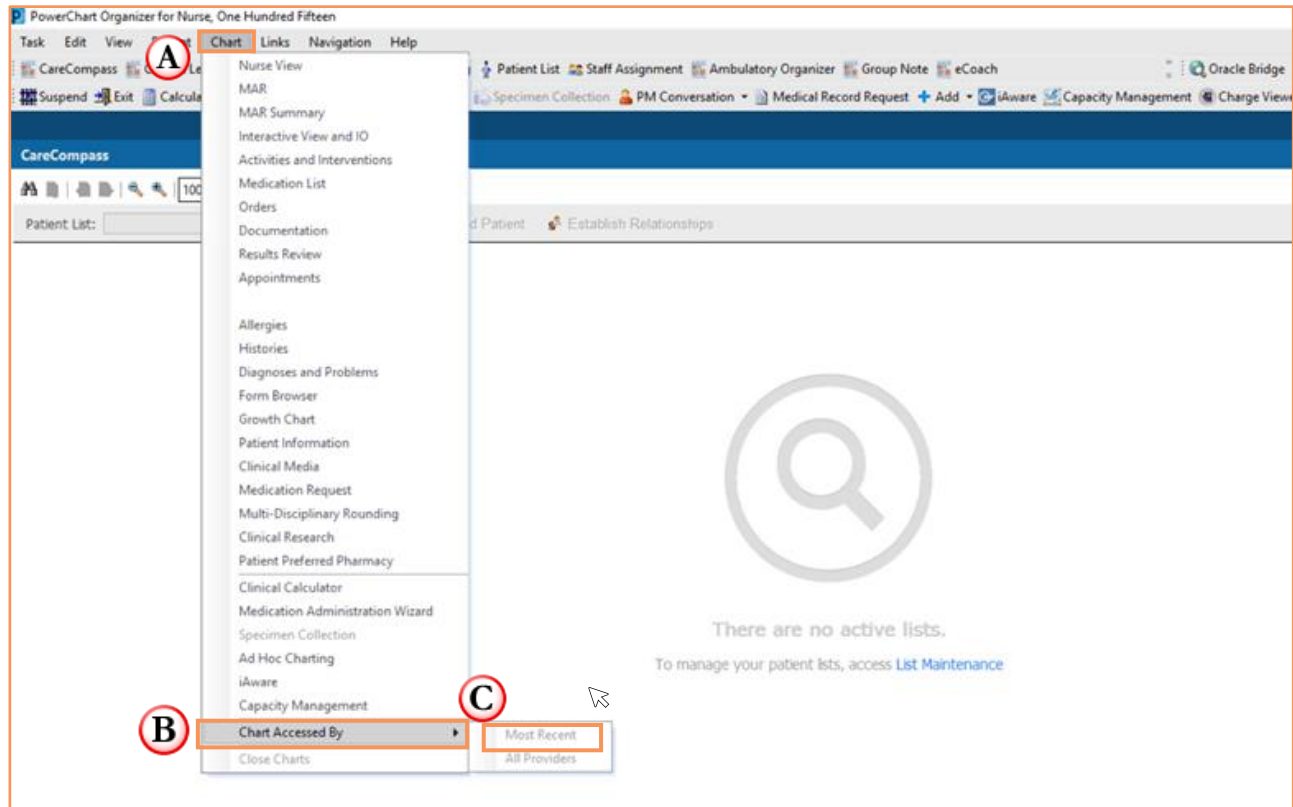
The HIS logs all activity within a patient's chart, including:

- Who has accessed the patient's chart and their clinical relationship to the patient
- Where the end user clicked

Recommendation: Where applicable, take the time *to chart why you have accessed a patient's chart.*

Instructions:

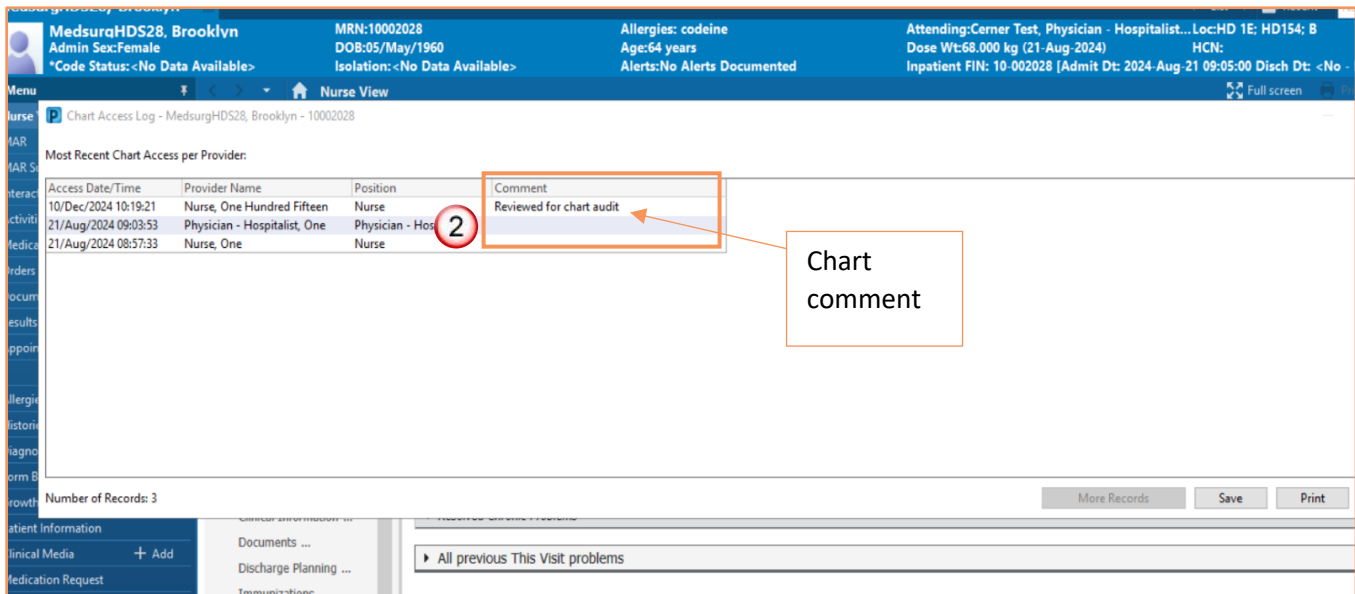
1. Click (A) **Chart** in the top Taskbar
2. Then click (B) **Chart Accessed By**
3. Finally, click (C) **Most Recent**



v.1 Jan 2025

- Find your provider name and the correct access date, then click into the **“Comment”** section to type a short comment with your reason for accessing the patient’s chart.

Example comment: Chart review or Documentation audit.



MedsurgeHDS28, Brooklyn MRN:10002028 Allergies: codeine Attending:Corner Test, Physician - Hospitalist...Loc:HD 1E; HD154; B
Admin Sex:Female DOB:05/May/1960 Age:64 years Dose Wt:68.000 kg (21 Aug 2024) HCN:
*Code Status: <No Data Available> Isolation: <No Data Available> Alerts:No Alerts Documented Inpatient FIN: 10 -002028 [Admit Dt: 2024 Aug 21 09:05:00 Disch Dt: <No

Menu Nurse View

Chart Access Log - MedsurgeHDS28, Brooklyn - 10002028

Most Recent Chart Access per Provider:

Access Date/Time	Provider Name	Position	Comment
10/Dec/2024 10:19:21	Nurse, One Hundred Fifteen	Nurse	
21/Aug/2024 09:03:53	Physician - Hospitalist, One	Physician - Hos	2
21/Aug/2024 08:57:33	Nurse, One	Nurse	Reviewed for chart audit

Number of Records: 3

More Records Save Print

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Reminder: by creating a patient list, you have a better chance of only opening the right charts, thereby mitigating risk.