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.*
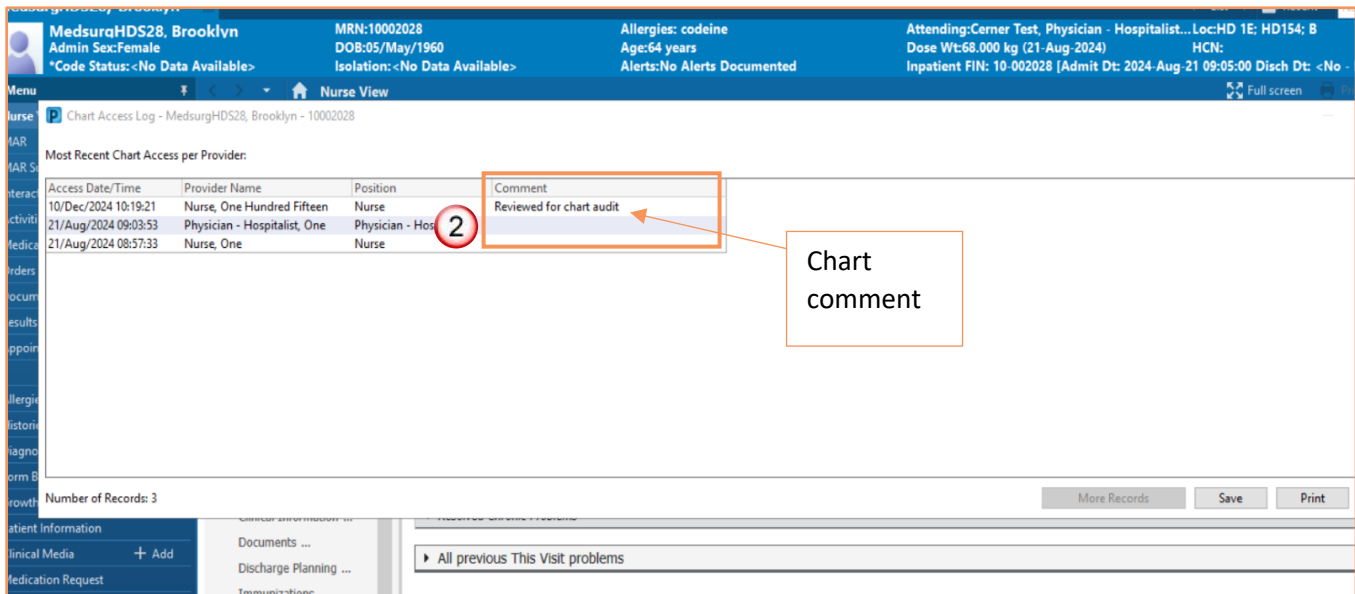
Instructions:

1. Click (A) **Chart** in the top Taskbar
2. Then click (B) **Chart Accessed By**
3. Finally, click (C) **Most Recent**
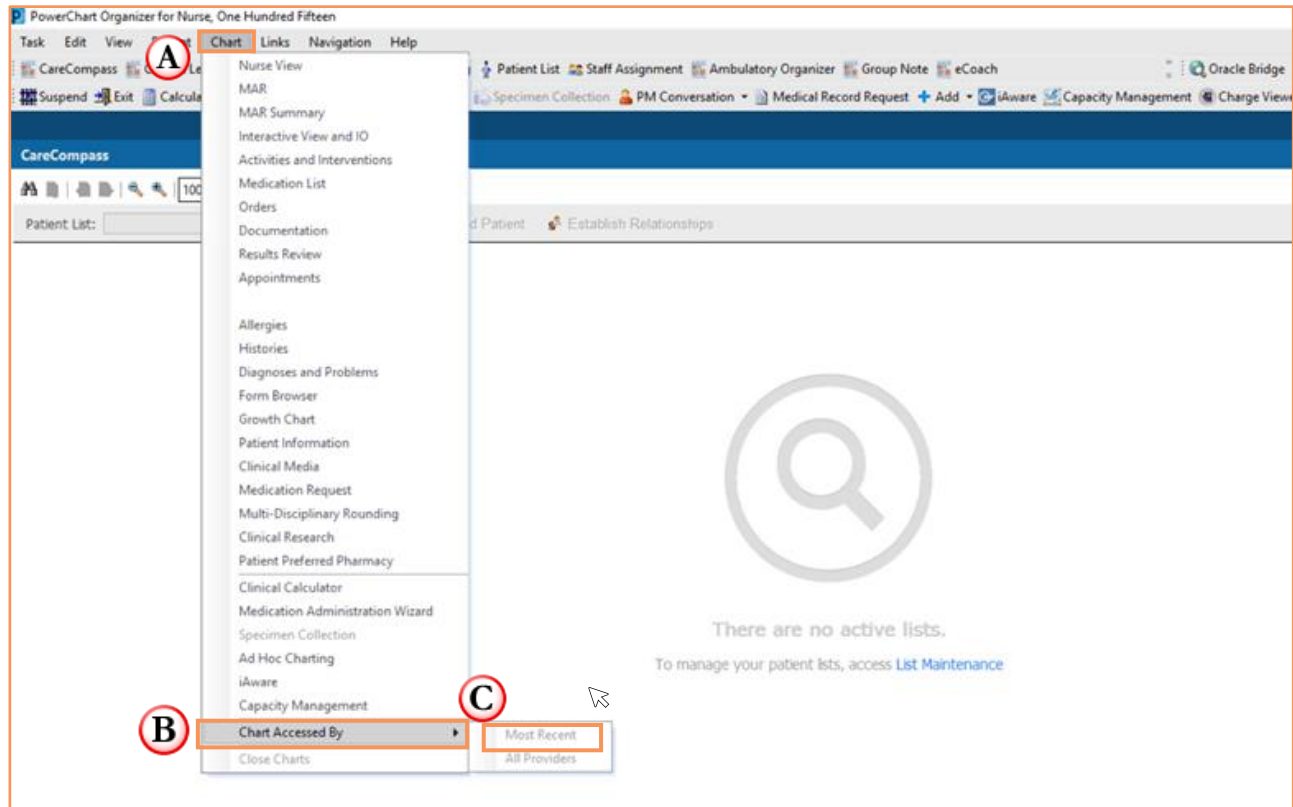
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4. Find your provider name and the correct access date, then click into the **"Comment"** section to type a short comment with your reason for accessing the patient's chart.

Example comment: Chart review or Documentation audit.

Chart comment

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