

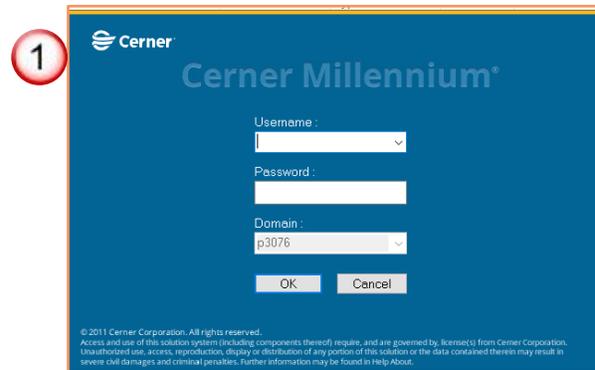


HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS)

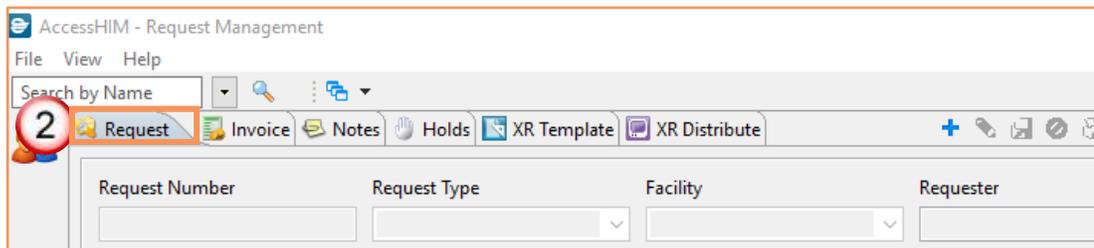
HIM ROLES

HIM: Request of Information (ROI) PHIPA Amend Record

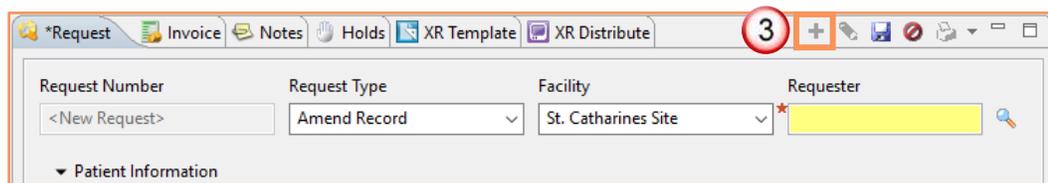
1. Sign in to AccessHIM from storefront.



2. In the Request Management window select the **Request** tab.

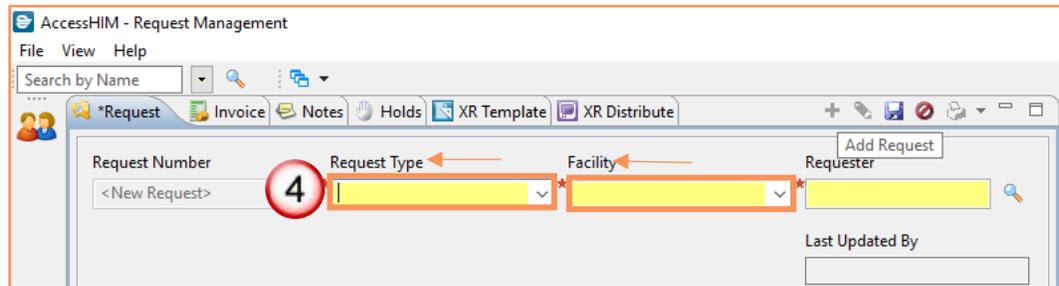


3. Select **Add Request** icon.



HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS)

4. Select the request type, **Amend Record** and select the **facility**.



AccessHIM - Request Management

File View Help

Search by Name

*Request Invoice Notes Holds XR Template XR Distribute

Request Number: <New Request> 4

Request Type: Amend Record

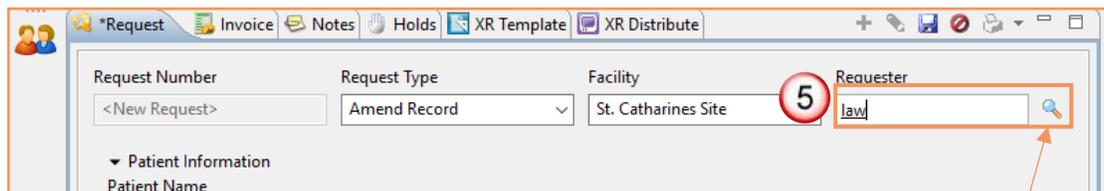
Facility: St. Catharines Site

Requester: law

Add Request

Last Updated By

5. Type in the **Requester's** name using minimum of 3 characters and click **Search** or press **Enter**.



*Request Invoice Notes Holds XR Template XR Distribute

Request Number: <New Request>

Request Type: Amend Record

Facility: St. Catharines Site

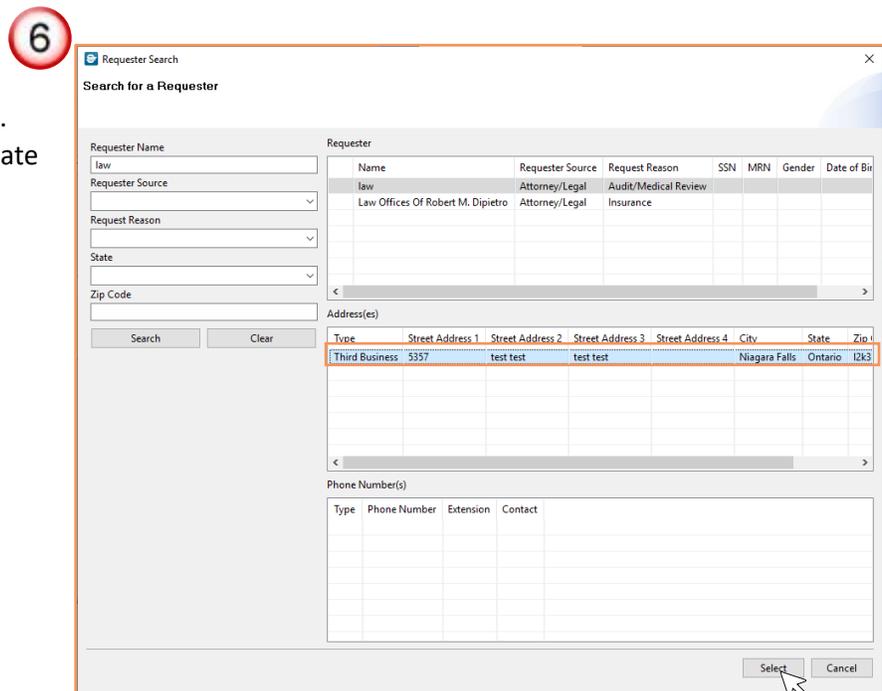
Requester: law

5

Click to search

▼ Patient Information
Patient Name

6. The **Requester Search** window opens. Highlight the appropriate **Requester** and click **Select**.



Requester Search

Search for a Requester

Requester Name: law

Requester Source: law

Request Reason: Law Offices Of Robert M. Dipietro

State:

Zip Code:

Search Clear

Requester							
Name	Requester Source	Request Reason	SSN	MRN	Gender	Date of Birth	
Law Offices Of Robert M. Dipietro	Attorney/Legal	Audit/Medical Review					
	Attorney/Legal	Insurance					

Address(es)

Type	Street Address 1	Street Address 2	Street Address 3	Street Address 4	City	State	Zip
Third Business	5357	test test	test test		Niagara Falls	Ontario	L2K3

Phone Number(s)

Type	Phone Number	Extension	Contact

Select Cancel



HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS)

7. Click **Person search** in the Patient name field. In the **Person Search** window, enter as much information such as patient's DOB, MRN, HCN (if applicable) and Name.

▼ Patient Information
Patient Name

7 Person Search

Name
MRN
SSN
Birth Date
Sex
Fin Nbr

Search Clear

8. Highlight the appropriate patient and click **select**.

Person Search

Name
MRN
SSN
Birth Date
Sex
Fin Nbr
22-000493

Search Clear

Name	MRN	CMRN	Birth Date	Sex	Age	SSN	Deceased
ZZTEST, GEM	11000302	000007818	01/Jan/1950	Male	74 Years	No	
ZZTEST, WATER	11000947	100000304	03/Dec/1999	Female	24 Years		

Select Cancel



HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS)

9. Click **Save**.

Request Number	Request Type	Facility	Requester
<New Request>	Amend Record	St. Catharines Site	law

▼ Patient Information

Patient Name

Patient Name	MRN	Date of Birth	Sex	Privacy Status
ZZTEST, GEM	11000302	Sunday, January 1, 19...	Male	

Patient Information on Site

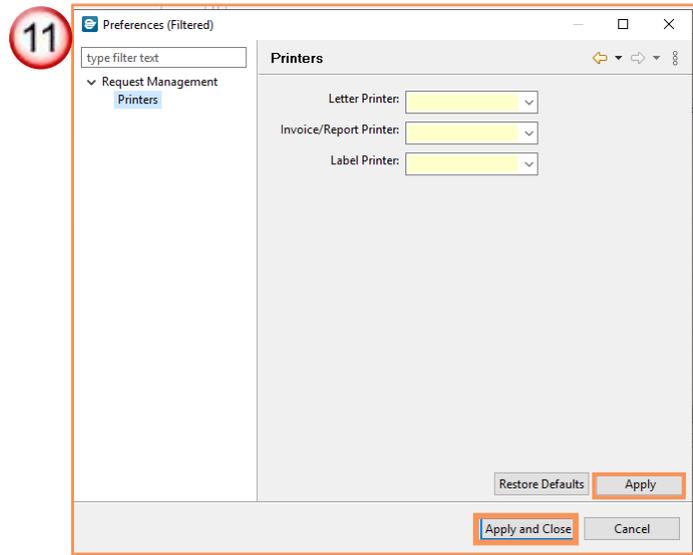
10. Click the down arrow beside the **Print** icon and print the **Amendment Denial letter** then send to the requester.

Request Number	Request Type	Facility	Requester
<New Request>	Amend Record	St. Catharines Site	law

Print

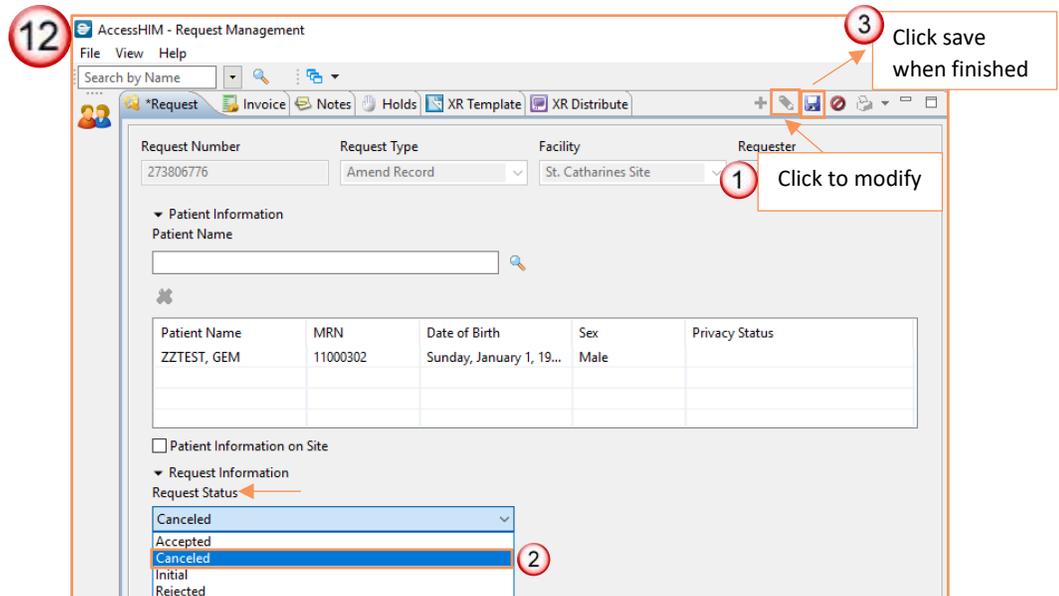
HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS)

11. The **Preference** window opens. When finished click **Apply** then **Apply and Close**.



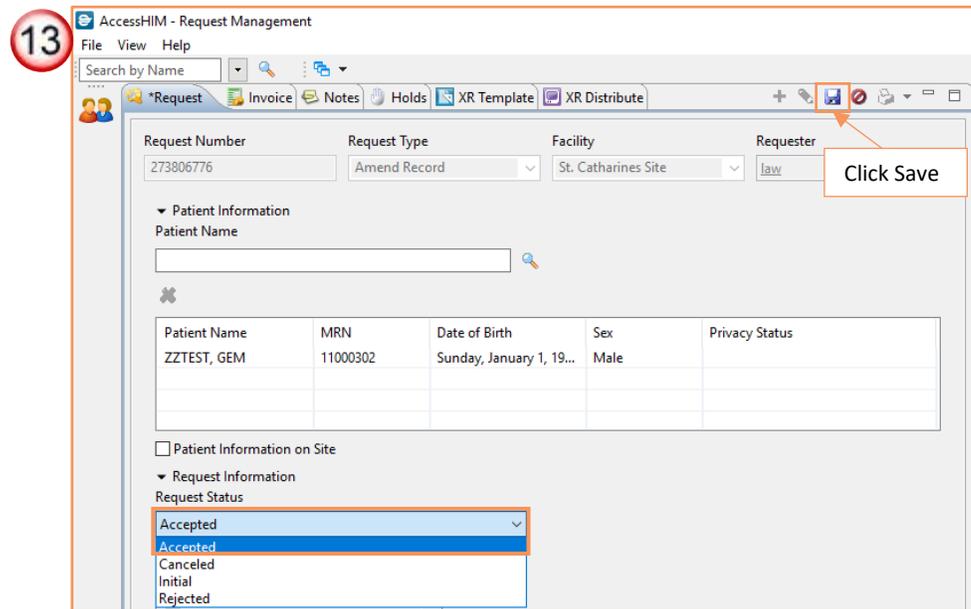
Note: if the amendment requires clinical changes, contact the provider.

12. If needing to cancel the request, click **modify Request** and update status to **Canceled**. Then Click **Save**.

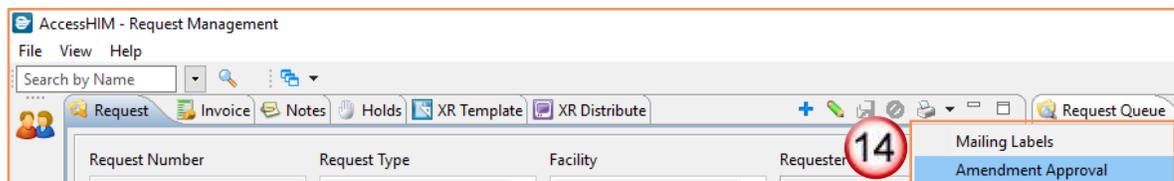


HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS))

13. If the request has been **Accepted**, skip steps 12 and 13, Click **Modify Request** and update the **Request status** to **Accepted**. Then click **Save**.

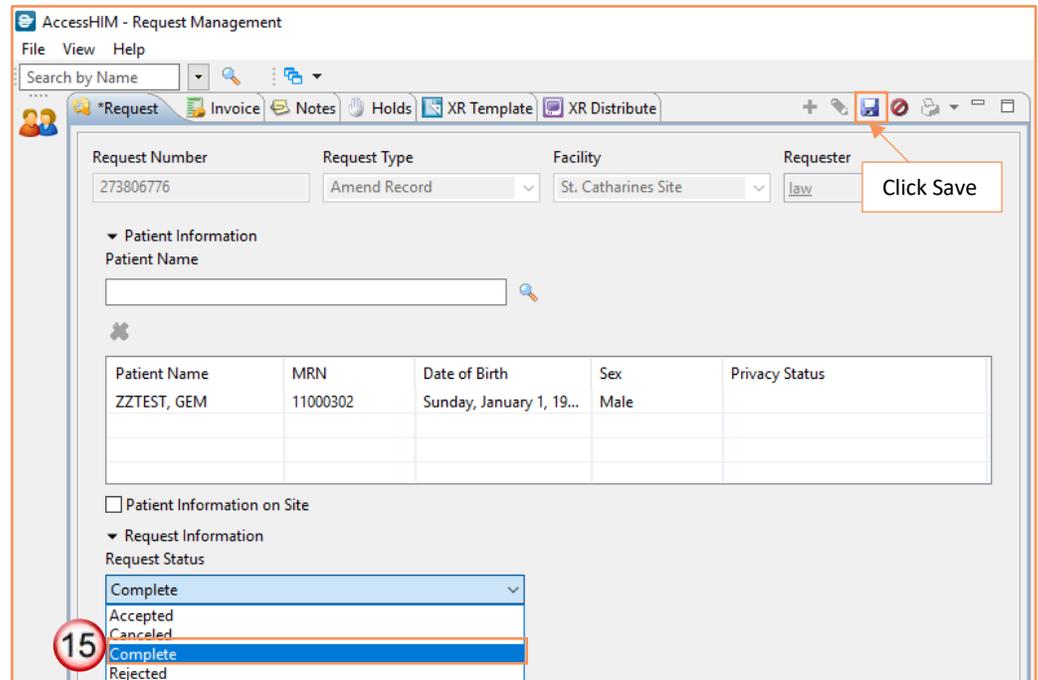


14. Click the down arrow next to the **Printer** icon. Print the **Amendment Approval letter** and send to the requester.



HIM- ROI REQUEST MANAGEMENT (PHIPA AMEND RECORD HOSPITAL INFORMATION SYSTEM (HIS)

15. Click on **Modify request** and update the status to **Complete**. Then click **Save**.



AccessHIM - Request Management

File View Help

Search by Name

*Request Invoice Notes Holds XR Template XR Distribute

Request Number: 273806776

Request Type: Amend Record

Facility: St. Catharines Site

Requester: law

Click Save

▼ Patient Information

Patient Name

✖

Patient Name	MRN	Date of Birth	Sex	Privacy Status
ZZTEST, GEM	11000302	Sunday, January 1, 19...	Male	

Patient Information on Site

▼ Request Information

Request Status

Complete

Accepted

Canceled

Complete

Rejected

15

Note: the provider will notify the HIM department if any changes need to be made and make any changes as needed.

Note: Be sure to pick up ROI daily and scan forms to ROI document type.