



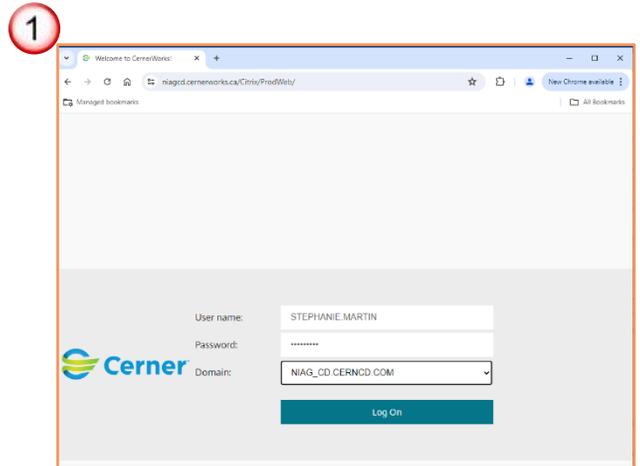
REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

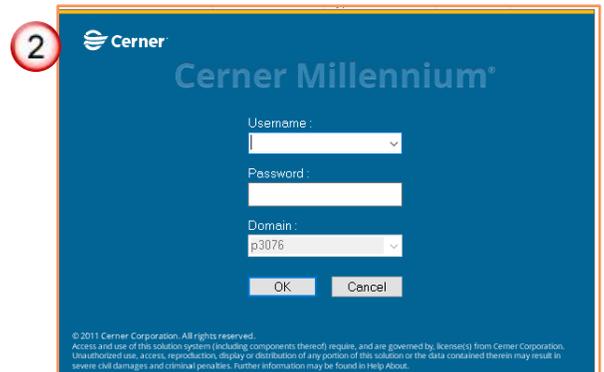
HIM ROI SPECIALISTS

HIM - Release of Information: Request Management (PHIPA Accounting of Disclosures): used for accounting disclosures listed all information that has been released concerning a patient.

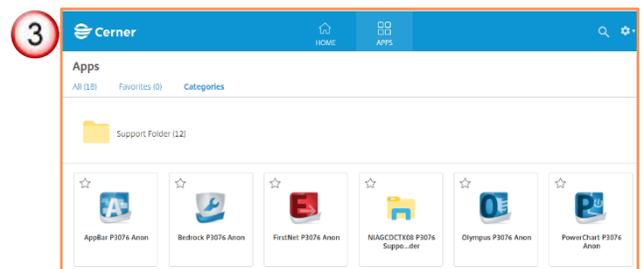
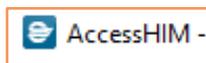
1. Log into the **Cerner storefront**.



2. Log into **AccessHIM** as a HIM-TECH/or your login credentials.



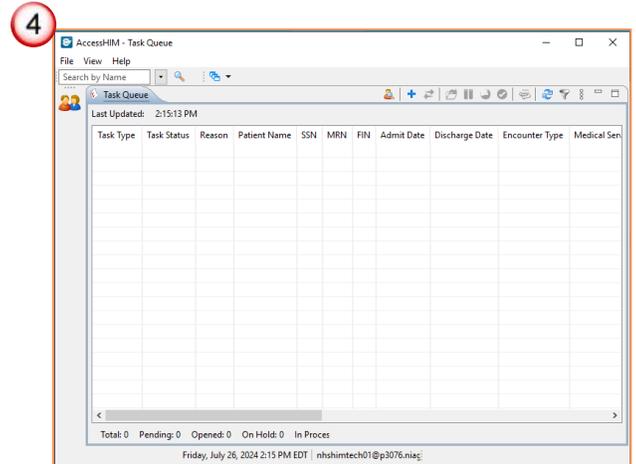
3. Storefront Opens.



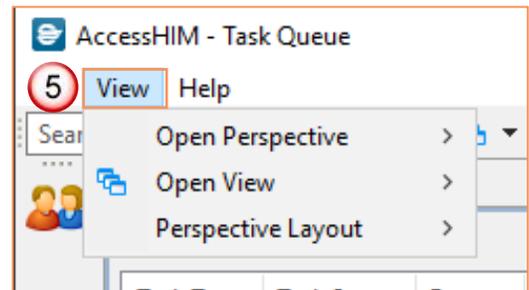
REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

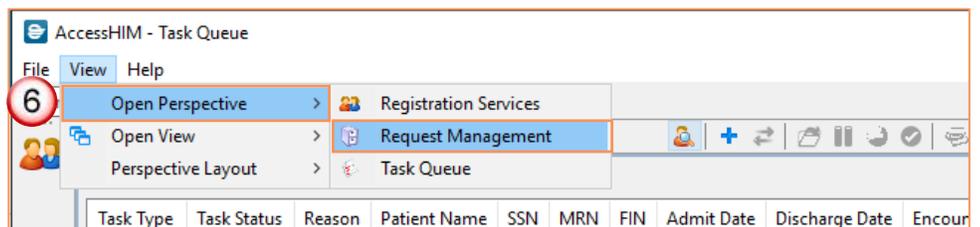
4. AccessHIM opens.



5. To open Request Management, Select the **View** tab.



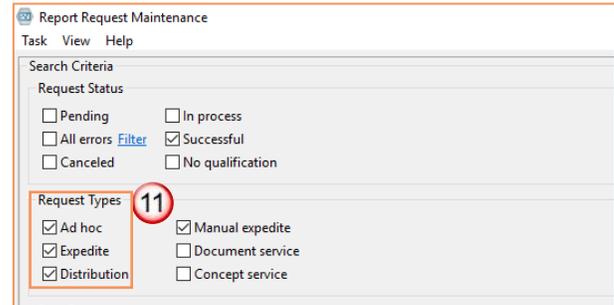
6. From the View tab click **Open Perspective**, and **Request Management**.



REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

11. Select the Request Types checkbox next to **Ad Hoc, Manual Expedite, Distribution, and Expedite.**



Report Request Maintenance
Task View Help

Search Criteria

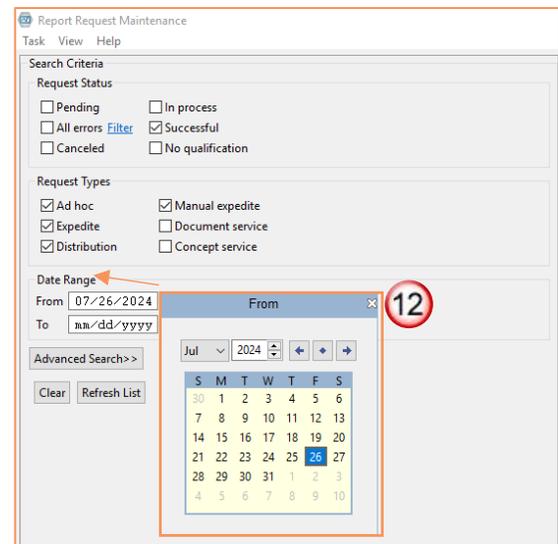
Request Status

Pending In process
 All errors [Filter](#) Successful
 Canceled No qualification

Request Types **11**

Ad hoc Manual expedite
 Expedite Document service
 Distribution Concept service

12. Select the **Date Range** for the requested **Disclosure Audit Report.**



Report Request Maintenance
Task View Help

Search Criteria

Request Status

Pending In process
 All errors [Filter](#) Successful
 Canceled No qualification

Request Types

Ad hoc Manual expedite
 Expedite Document service
 Distribution Concept service

Date Range

From 07/26/2024
 To mm/dd/yyyy

Advanced Search >>
 Clear Refresh List

From

Jul 2024						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Note: the "To" Field does not need to be populated if current date and time is needed.



REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

13. Expand the **Advanced Search** Options.

13

14. Search for patient in the **Patient Name Field** using the **magnified glass**.

14

15. The Person Search window opens.

15



REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

18. Select the “Include Purged Requests” checkbox.

Report Request Maintenance
Task View Help

Request Status

Pending In process
 All errors [Filter](#) Successful
 Canceled No qualification

Request Types

Ad hoc Manual expedite
 Expedite Document service
 Distribution Concept service

Date Range

From 01/01/2024 00:00
To mm/dd/yyyy hh:mm

Advanced Search <<

Advanced Search

Scope

Person Cross-Encounter
 Encounter Accession
 Event Encounter - Selected Events
 Order

Report request ID
Parent request ID
Person name SCHED, BRIAN
Encounter
Financial Number
Accession number
Distribution
Expedite trigger
Requesting personnel
Receiving personnel
Minimum pages
Processing time (sec)
Facility
Concept Service
Report Template
Output Device
 Requests for patient only
 Include purged requests

Clear Refresh List

19. All appropriate data will populate to the right of the screen. Highlight all relevant rows using **SHIFT** or **CTRL** to select multiple rows.

19

The screenshot shows the 'Report Request Maintenance' application window. On the left is a sidebar with various filters and search options. The main area displays a table of request records. The table has the following columns: Report Request ID, Request Type, Request Status, Person Name, Requesting Personnel, Receiving Personnel, Requested Date/Time, Pages, Scope, and Report Template. Two rows are visible, both with green checkmarks in the first column.

Report Request ID	Request Type	Request Status	Person Name	Requesting Personnel	Receiving Personnel	Requested Date/Time	Pages	Scope	Report Template
7091066	Expedite	Report Distri...	SCHED, BRI...	System Generated		6/18/2024 2:59 PM ...	3	Acc...	X_ESO Templ...
7091064	Expedite	Report Distri...	SCHED, BRI...	System Generated		6/18/2024 2:59 PM ...	3	Acc...	X_ESO Templ...

20. Right click on the rows and select **“Preview Disclosure Audit Report.”**

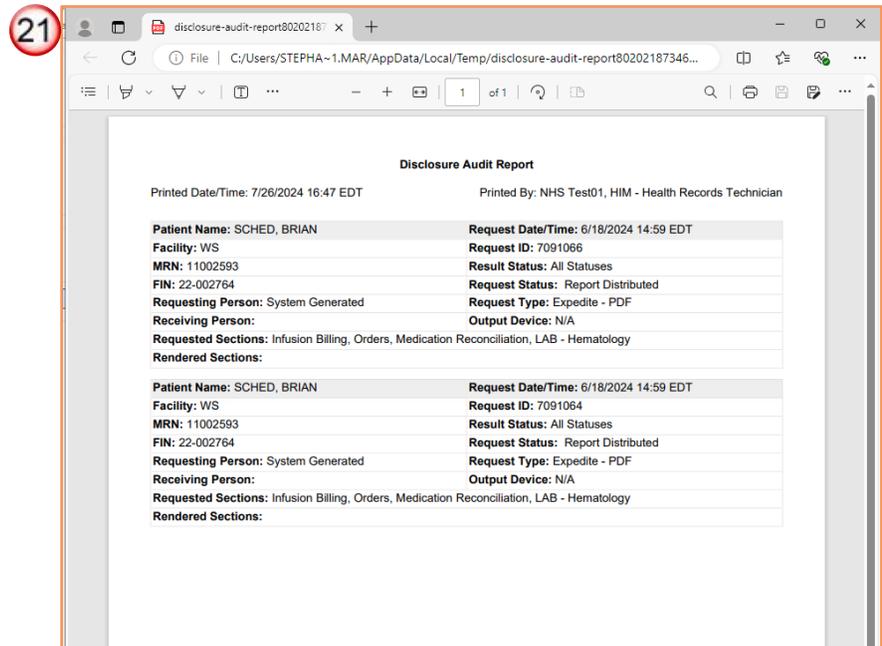
This close-up screenshot shows the table from the previous image. A right-click context menu is open over the second row (ID 7091064). The menu items include: Refresh List, Resubmit, Resubmit - Change Parameters..., Resubmit - Debug, Cancel Request, Show Details, Display Report, **Preview Disclosure Audit Report** (highlighted), Save Debug Files, Save Purge File, and Export Report Request Details. A callout box with an arrow points to the second row with the text 'Right Click on the selected'. A circled number '20' is placed over the 'Preview Disclosure Audit Report' menu item.



REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

21. Use the PDF Reader functionality to print to Document Printer, **Close the PDF and, Close the Report Request Maintenance application.**



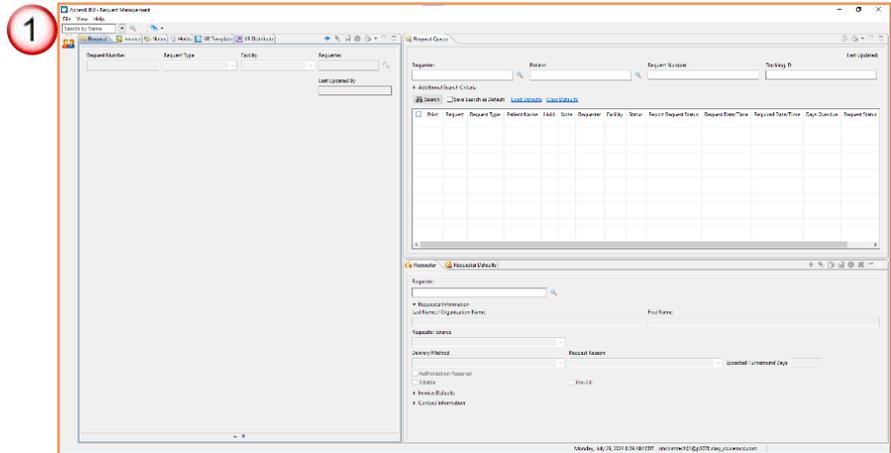
Note: Do Not Print From PDF Preview.

REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

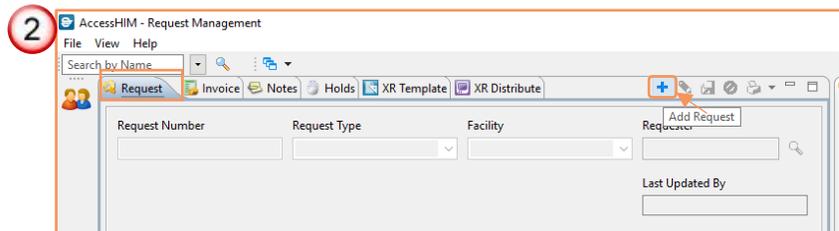
HOSPITAL INFORMATION SYSTEM (HIS)

Log Request HIPAA Accounting of Disclosures:

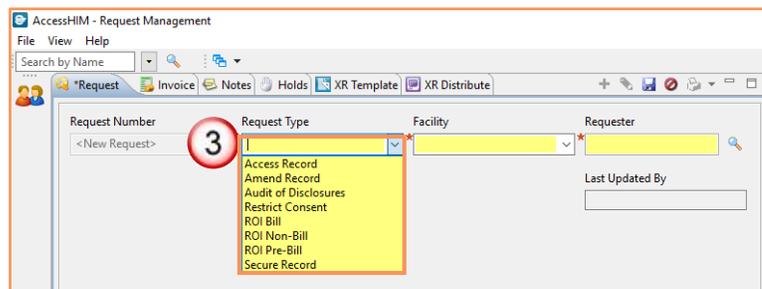
1. Switch back to the **AccessHIM** Window.



2. Select the **Request** tab and **Select Add Request**.



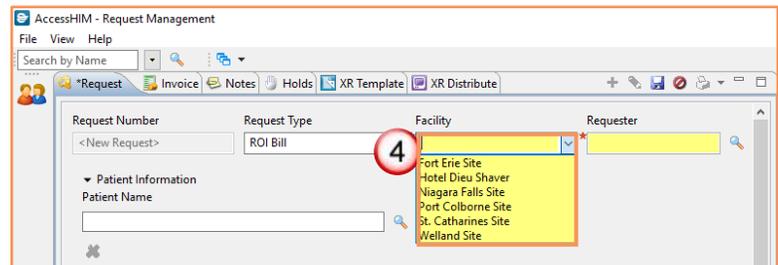
3. Select **Accounting of Disclosure** in the **Request Type** from the drop-down menu.



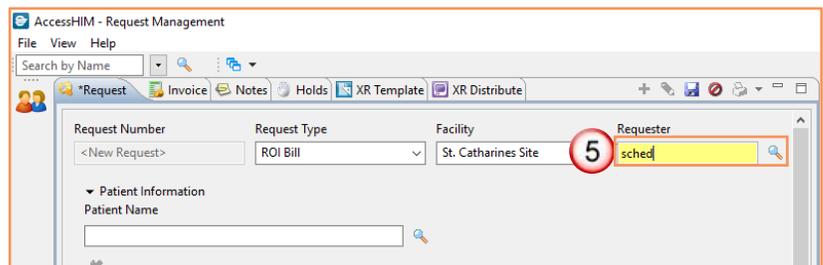
REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

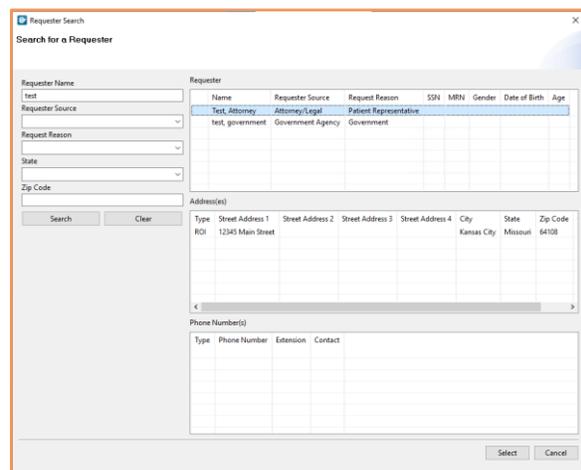
4. Select the **Facility** from the drop-down menu.



5. In the **Requester** field, type in minimum of **3 characters** to search for the Requester. Then Click the **magnifying glass** to **Search** or press **Enter**.



Notes: The Search a Requester window opens.





REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

6. Highlight the **Requester** and click **Select**.

6 Requester Search

Search for a Requester

Requester Name: test

Requester Source: [dropdown]

Request Reason: [dropdown]

State: [dropdown]

Zip Code: [input]

Search [button] Clear [button]

Requester								
Name	Requester Source	Request Reason	SSN	MRN	Gender	Date of Birth	Age	
Test, Attorney	Attorney/Legal	Patient Representative						
test, government	Government Agency	Government						

Address(es)

Type	Street Address 1	Street Address 2	Street Address 3	Street Address 4	City	State	Zip Code
ROI	12345 Main Street				Kansas City	Missouri	64108

Phone Number(s)

Type	Phone Number	Extension	Contact
------	--------------	-----------	---------

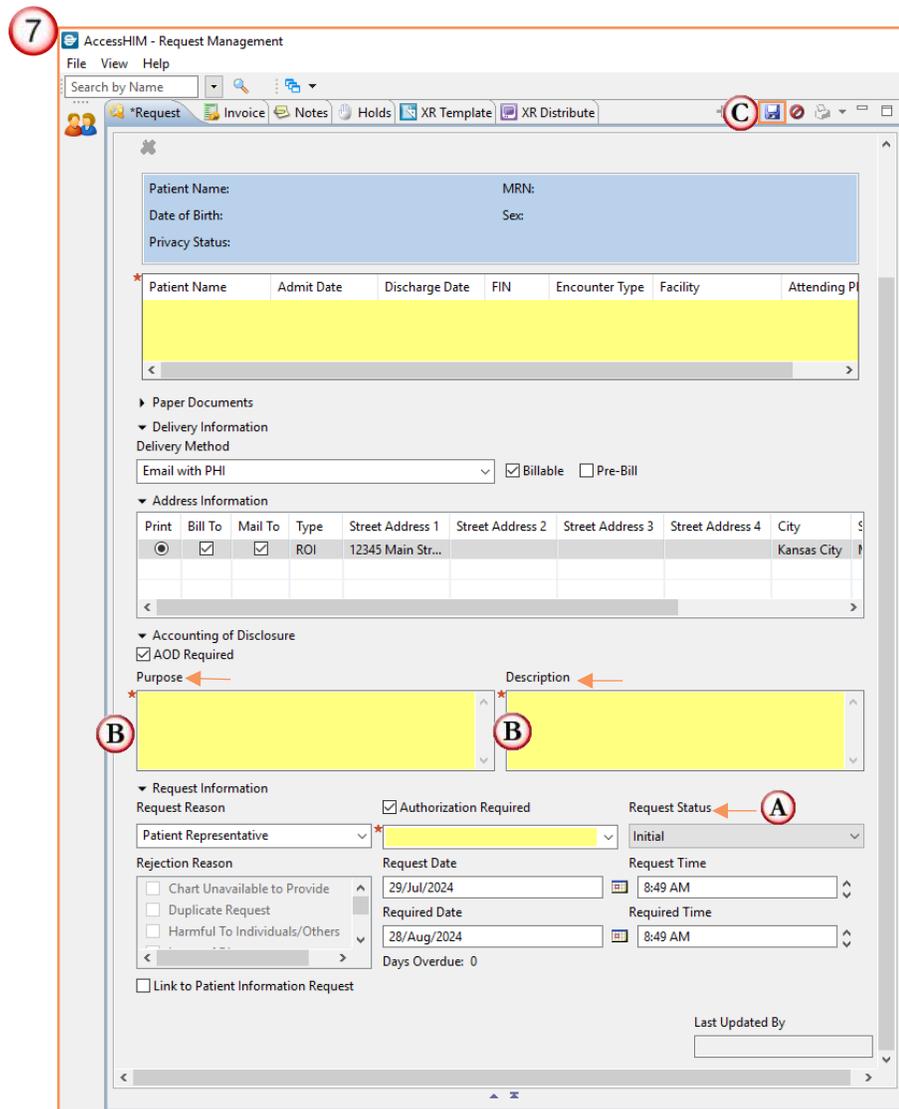
Select [button] Cancel [button]

REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

- Update the Request Status to **Accepted (A)**, fill out **highlighted mandatory fields (B)**, then click **Save Request (C)**.

7



AccessHIM - Request Management

File View Help

Search by Name

*Request Invoice Notes Holds XR Template XR Distribute

Patient Name: MRN:
Date of Birth: Sex:
Privacy Status:

* Patient Name	Admit Date	Discharge Date	FIN	Encounter Type	Facility	Attending PI

Paper Documents

Delivery Information

Delivery Method

Email with PHI Billable Pre-Bill

Address Information

Print	Bill To	Mail To	Type	Street Address 1	Street Address 2	Street Address 3	Street Address 4	City
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ROI	12345 Main Str...				Kansas City

Accounting of Disclosure

AOD Required

Purpose **B** Description **B**

Request Information

Request Reason Authorization Required Request Status **A**

Patient Representative **B** Initial

Rejection Reason

Chart Unavailable to Provide
 Duplicate Request
 Harmful To Individuals/Others

Request Date: 29/Jul/2024 Request Time: 8:49 AM
Required Date: 28/Aug/2024 Required Time: 8:49 AM
Days Overdue: 0

Link to Patient Information Request

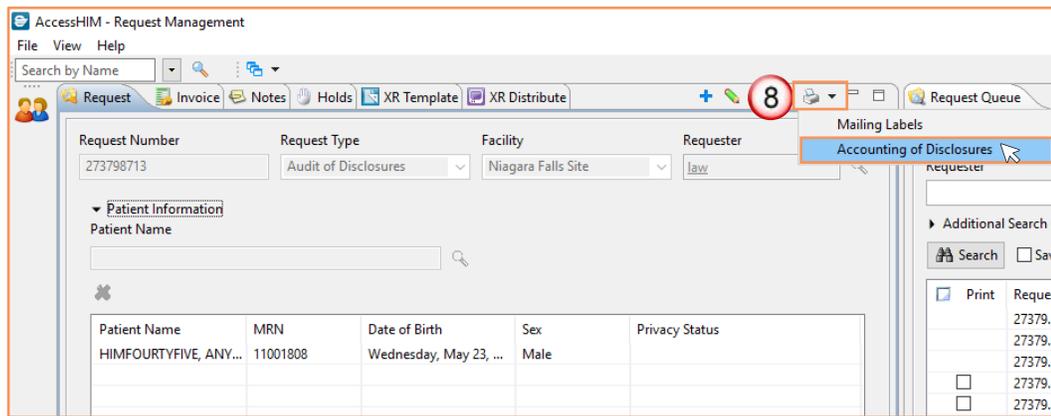
Last Updated By



REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

- Click **down arrow next to Print** and select **Accounting of Disclosure** to print the Accounting of Disclosure letter and report.

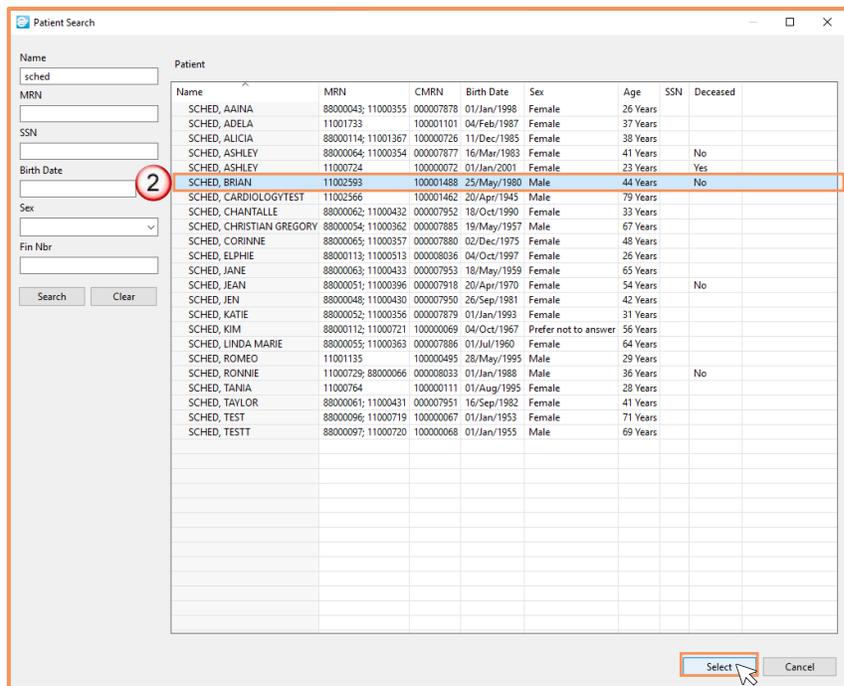


Completing a Request in Request Management:

1. Access the **Request Queue** view, search by **patient name** to find the Request for Patient Name.



2. **Patient Search** window opens. Select the **Patient** and click **Select**.

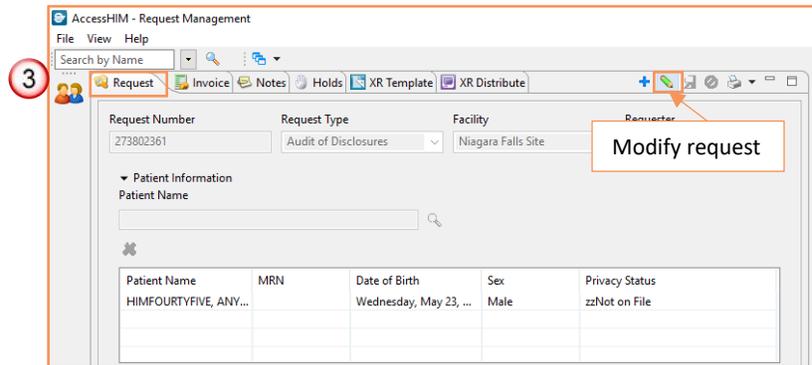




REQUEST MANAGEMENT ROI PHIPAA ACCOUNTING OF DISCLOSURES

HOSPITAL INFORMATION SYSTEM (HIS)

3. Double click the **request**, navigate to the **Request** tab and click **Modify Request**.



4. Update the Request Status to **Complete (A)** and click **Save Request (B)**.

