



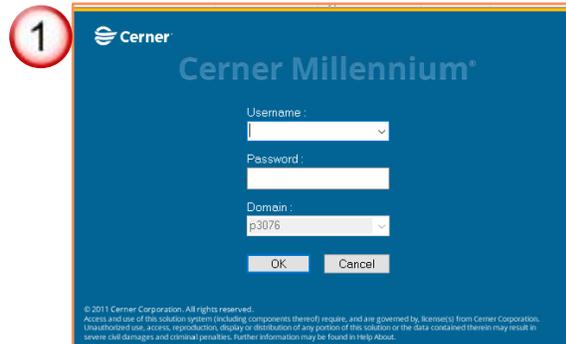
# HIM- ROI REQUEST MANAGEMENT (PHIPA ACCESS RECORD RECORD

HIM ROLES

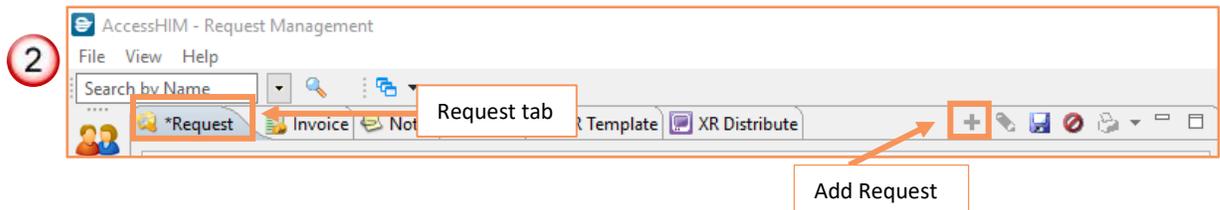
HOSPITAL INFORMATION SYSTEM (HIS)

**HIM: ROI PHIPA Access Record:** This workflow supports the patient's right to access to their health record.

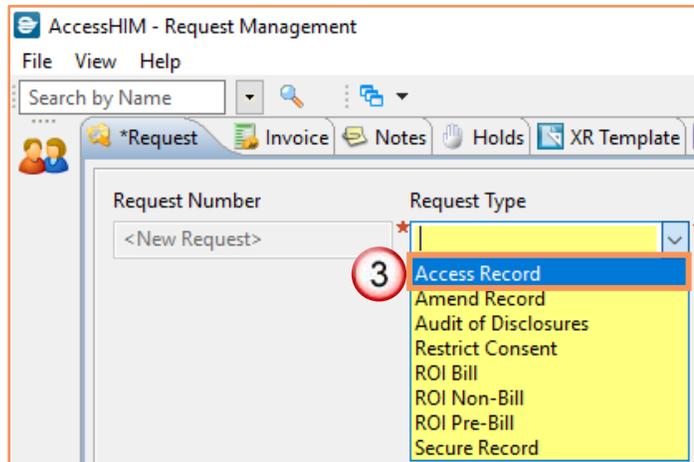
1. Log into "AccessHIM."



2. Go to "Request management perspective" from the view option. Select the Request tab and click Add Request.

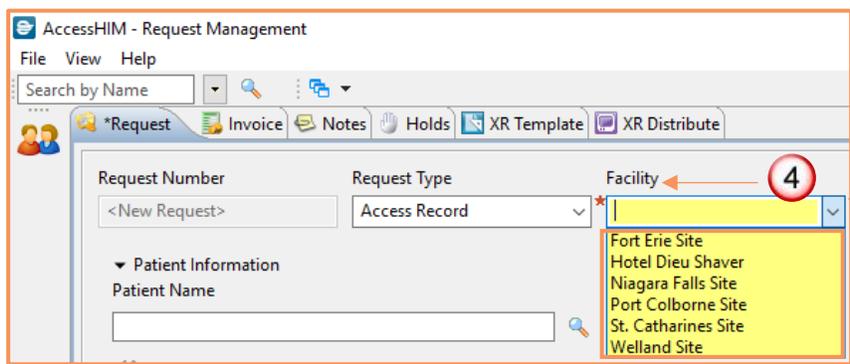


3. In the Request type field select Access Record.

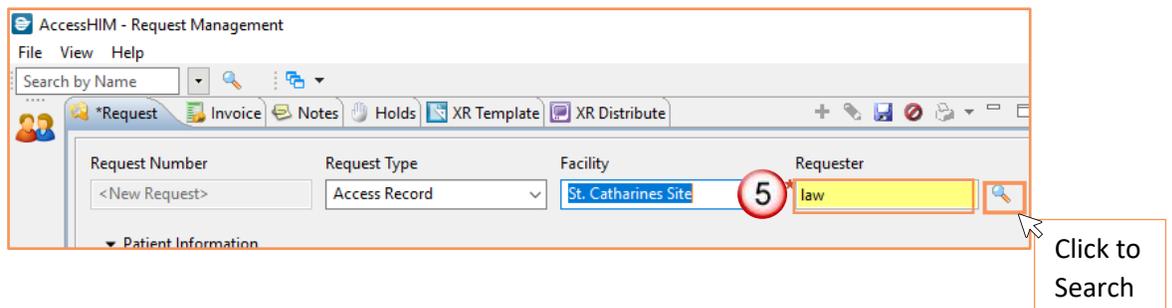


# HIM- ROI REQUEST MANAGEMENT (PHIPA ACCESS RECORD HOSPITAL INFORMATION SYSTEM (HIS)

4. Select the **Facility**.

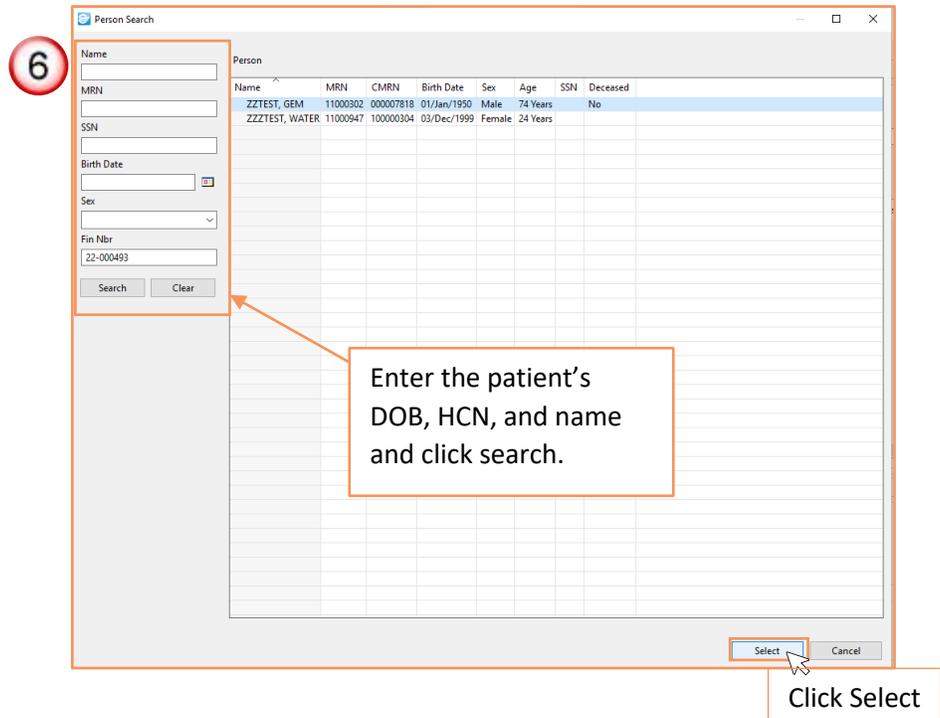


5. Type in the **Requester's** name using minimum of 3 characters. Then select **Enter** or **Click search**.



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

6. In the **Person Search** window enter the patient's DOB, HCN, and Name. Highlight the correct patient then click **Select**.



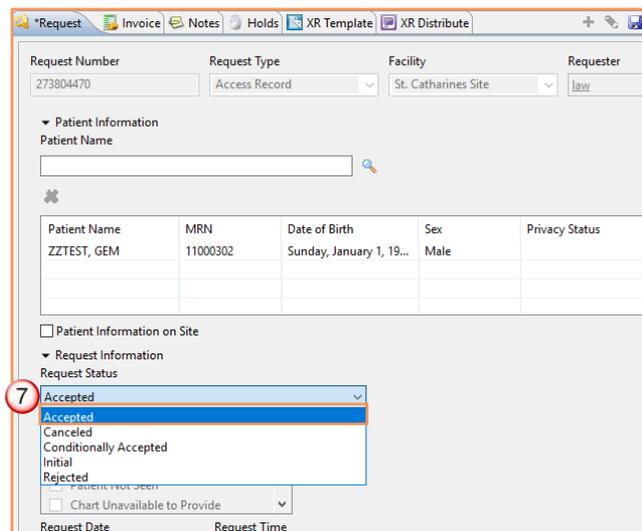
6

Enter the patient's DOB, HCN, and name and click search.

Click Select

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		

7. If the Request was approved, click **Modify Request**, update the **Request Status** to **Accepted** and click **Save**. If request is rejected go to step 9.



7

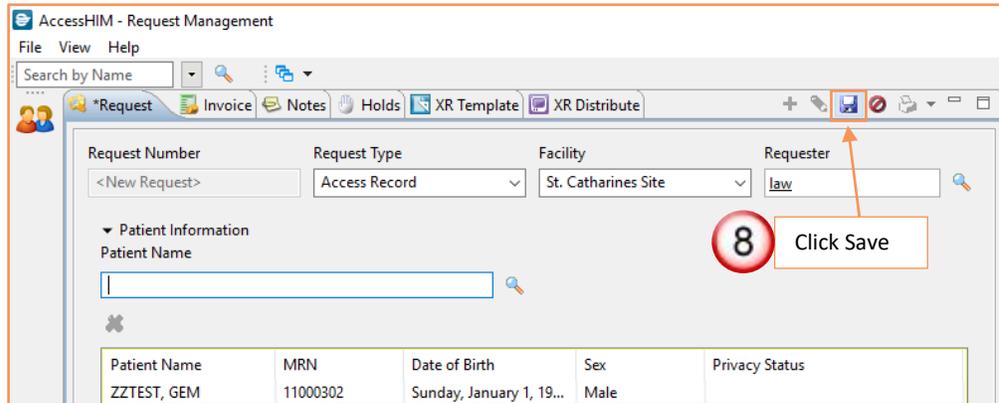
Accepted

Request Number	Request Type	Facility	Requester
273804470	Access Record	St. Catharines Site	law

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

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

8. Click **Save**.



AccessHIM - Request Management

File View Help

Search by Name

\*Request Invoice Notes Holds XR Template XR Distribute

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

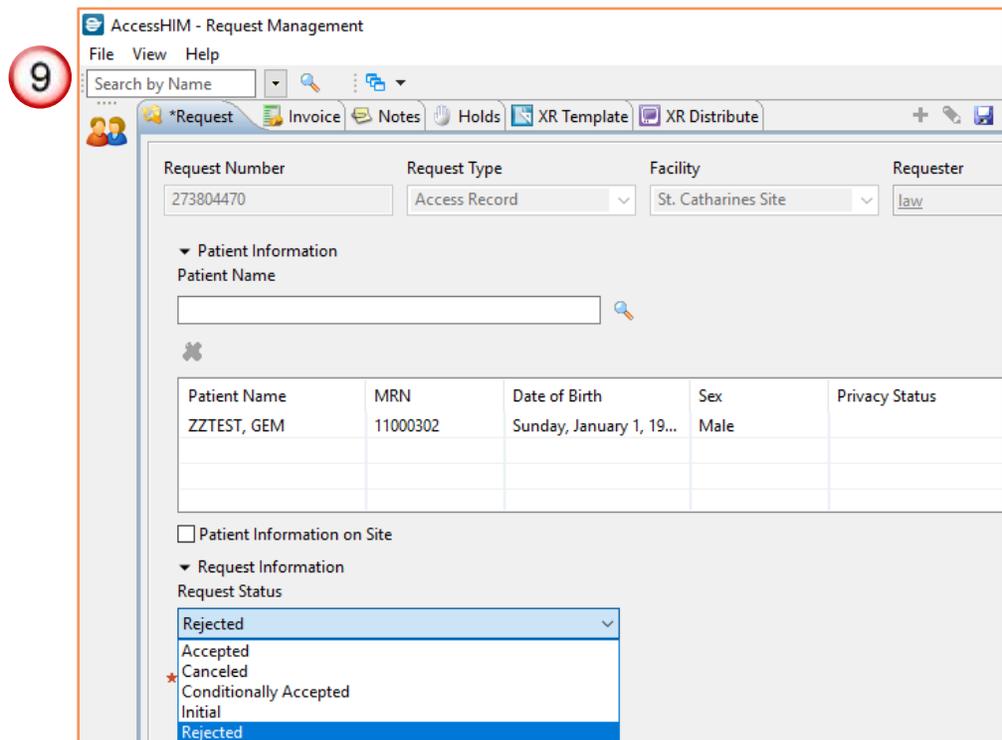
▼ Patient Information

Patient Name

8 Click Save

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

9. Click **Modify request**, select modify from top right using pencil icon then select **Rejected** and click **Save**.



9

AccessHIM - Request Management

File View Help

Search by Name

\*Request Invoice Notes Holds XR Template XR Distribute

Request Number: 273804470 Request Type: Access Record Facility: St. Catharines Site Requester: 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

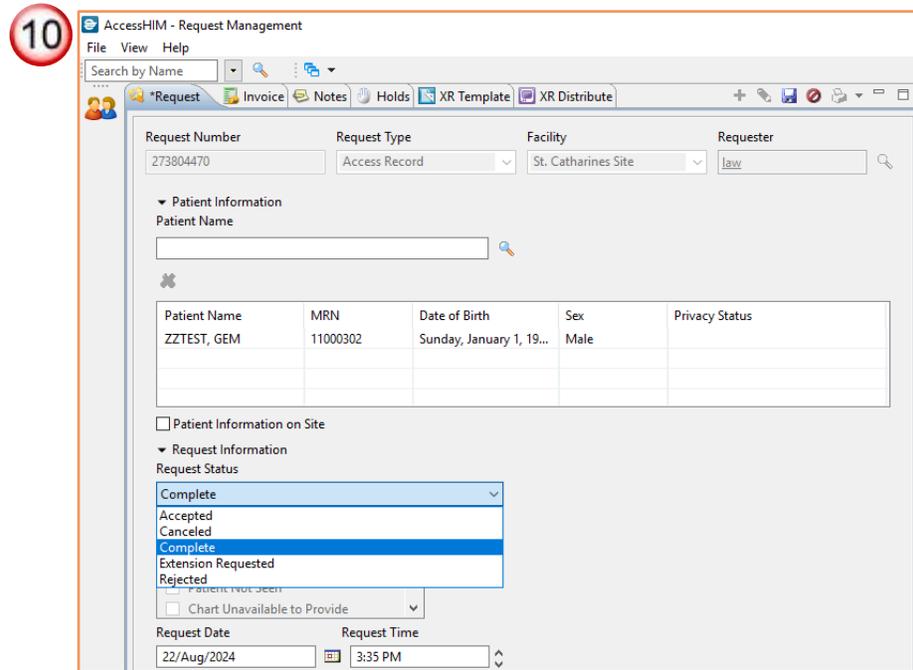
▼ Request Information

Request Status

- Rejected
- Accepted
- Canceled
- Conditionally Accepted
- Initial
- Rejected

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

10. Click **Modify Request** and change the Request Status to **Complete**, then click **Save**.



10

AccessHIM - Request Management

File View Help

Search by Name

\*Request Invoice Notes Holds XR Template XR Distribute

Request Number: 273804470 Request Type: Access Record Facility: St. Catharines Site Requester: 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

▼ Request Information

Request Status

- Complete
- Accepted
- Canceled
- Complete
- Extension Requested
- Rejected

Chart Unavailable to Provide

Request Date: 22/Aug/2024 Request Time: 3:35 PM

**Note:** Be sure to pick up, review and scan ROI documents daily.