Summary

In compliance with HIPAA, all disclosure of documented Patient Health information must be recorded. Quick Disclosure in Epic allows staff members other than those in the Health Information Department to record the disclosures.

Note: A signed authorization is required before you can release the medical records. Additionally, you must print the medical records being released from Chart Review before documenting the disclosure.

Recording Quick Disclosures

From the patient’s record:

1. In the Activity Navigator, click More Activities > Quick Disclosure. The Quick Disclosure screen appears.
2. In the Purpose field, click the magnifying glass icon. The Category Select dialog box opens.
3. Select the appropriate purpose from the list and then click Accept.
   
   Example: Select Patient, Mandatory Reporting

4. In the Info Requested field, click the magnifying glass icon. The Category Select dialog box opens.
5. Select the appropriate option from the list and then click Accept.
   
   Example: Orders and Results for Lab Reports, Mandatory Reporting

6. Determine to whom you are releasing records.

   If you are releasing the records to the patient, in the Released To: field, click the Patient button. The patient’s name and information populates automatically.

   If you are releasing the records to the guardian, in the Released To: field, click the Guardian button. The Name field appears.

      a. In the Name field, type the guardian’s name.
All Staff
Quick Disclosures

b. Click the down arrow beside **Address**. The Address section opens.

c. Complete the guardian’s address fields.

If you are releasing the records to a requestor who is not the patient or guardian but a relative, in the **Released To:** field, click the **Relation** button.

a. In the **Relationship** field, click the magnifying glass icon. The Category Select dialog box opens.

b. Select the appropriate relationship from the list and then click **Accept**.

c. In the **Name** field, type the relation’s name.

d. Click the down arrow beside **Address**. The Address section opens.

If you are releasing the records to a requestor who is not the patient or guardian, in the **Released To:** field, click the **Third Party** button.

a. In the **Third Party** field, click the magnifying glass icon. The Category Select dialog box opens.

b. Select the appropriate **Third Party Requester** from the list and then click **Accept**. If not listed, Select "REQUESTER NOT IN SYSTEM".

    c. In the **Name** field, type name of the requester name.

    d. Click the down arrow beside **Address**. The Address section opens.

7. Record the signed authorization.

    **If you have a signed authorization**, do the following:

    a. In the **Authorization Received** field, click **Yes**.

    b. Provide the information requested.

    c. Send the signed authorization to Medical Records to be scanned into the patient’s record.

    Warning! You must indicate **Fulfilled** and the date fulfilled on the signed authorization document.

    **If you do not have a signed authorization and you are not responding to a regulatory agency**, you must not disclose the information. Click **Cancel**. Do not complete the step below. You have completed this process.

8. Click **Accept** to record the disclosure.

**Viewing Processed Disclosures**

From the Home screen, click the **Epic** button > **HIM** > **List Quick Disclosures**. The List Quick Disclosures screen opens and lists all of the processed disclosures.