Quick Disclosure

Creating a Quick Disclosure

Quick Disclosure is used to document and report who accessed a patient’s chart, why the chart was accessed, and what information was reviewed. Each time a chart is accessed for research without the patient’s authorization (e.g. via an approved waiver of authorization), the individual accessing the record must create a Quick Disclosure. If a patient has signed a HIPAA authorization, Quick Disclosures are not required.

1. Click the ChartReview tab.
2. Click the drop arrow.
3. Scroll to Quick Disclosure and click the star beside Quick Disclosure to add has a shortcut. This ensures the user will not have to go to this each time they need to do a Quick Disclosure.
4. Click Quick Disclosure from the Activity Bar.
5. When the Quick Disclosure screen displays, complete each of the required fields as indicated by the red stop sign.
   A. In the Recipient field, click the Third party button. Then, type in the name of the third party. The name of the third party will appear. If changes need to be made to the address, hover over the address and click the pencil on the right-hand side.
   B. In the Purpose field, type Research and press ENTER.
   C. In the Info Released field, type aod and from the list that displays select AOD-ENTIRE MEDICAL RECORD.
   D. Click the checkbox for Authorization Received if the authorization was received.
   E. Click the Add Comment link to create a SmartPhrase in the Comment field to include the IRB# and Protocol Name.
   F. Click Accept.
Editing a Quick Disclosure

Users have access to the Quick Disclosures that they have created; they do not have access to anyone else’s Quick Disclosures.

1. If edits need to be made to a Quick Disclosure that you have created, there are two ways to complete this process:
   A. 1. Click the arrow beside the Epic button.
       2. Click HIM.
       3. Click List Disclosure.
   B. 1. Click the arrow located beside the Wrench.
       2. Click the star beside List Disclosures.

2. Click the List Disclosure tab from the Activity bar.

3. A list of all Quick Disclosures that you created will display. Click the Edit button of the patient whose Quick Disclosure needs editing.

4. Complete all edits and corrections that need to be made and then click Accept to save the quick disclosure.