**Coro Disclosure Procedure**

1. **PRINCIPLE**
	1. Due to the HIPPA privacy regulation passed on April 14th, 2003, any Personal Health Information (PHI) given to someone other than the ordering physician is generally prohibited. If any PHI is given to someone other than ordering physician, the information that was disclosed must be recorded using the EPIC Release of Information program. The following is a guideline and instructions on how to record the disclosed information. **For information that is automatically disclosed to the RIDOH through the ELR – The DOH needs to be notified by phone if a patient result is changed.**
2. **DISCLOSURE REQUIRED**
	1. HIV Viral load results
	2. HCV Viral Load results
	3. HVB Viral Load results
	4. HCV Genotype results
	5. GC/CT positive results
3. **DISCLOSURE NOT REQUIRED**
	1. Related treatment, payment, or health care operations
	2. HIPAA compliant inquiry
	3. National Security
	4. Regarding information prior to 4/14/03
	5. Incident to a permissible use of PHI
	6. Correctional institutions or law officials
	7. Part of limited data set
4. **HOW TO FIND RESULTS THAT NEED TO BE DISCLOSED:**
	1. For HIV, HCV, HBV Viral load results and HCV Genotype results
		1. Use the tasklist for that days run to enter your disclosures.
		2. **All** results are disclosed to the DOH.
	2. For GC/CT results
		1. An instant report for each test will print in the laboratory.
		2. Use these to enter your disclosures
5. **DISCLOSURE PROCEDURE**:
	1. Sign into Lifechart Production
	2. Under the EPIC tab on the top tool bar, if you don’t have Batch Release listed, use the search box on the right and type in ‘batch release’
	3. Select **Batch release**. The Batch records window opens.
	4. Click the **Create Batch** button.
		1. Ensure **Quick Disclosure** defaults in the Chart Type field.
	5. In the **Name** field, name your batch starting with your initials, then the requester (RIDOH) and the date.
		1. Separate each item with an underscore.
		2. The date should be MMDDYEAR format.
		3. Ex: MA\_RIDOH\_03022020
	6. In the **Template** field, select the **LAB DOH RELEASE** template then Click **Accept** to close the record accept window.
	7. Click **Accept** to close the **Batch Records** window.
	8. Click to open the **Batch Info** (on the left) and verify the following information is defaulted in the various fields:
		1. Release type: **Regulatory**
		2. Purpose: **Public Health Reporting**
		3. Info Requested: Click **ALL**
	9. In the **Authorization Needed?** Field, select **NO**.
	10. In the **Output format** field, click **Print.**
	11. Click on **Close** at the bottom left.
	12. Click to open **Requester** (on the left)
	13. In the Requester field, verify that **RI DEPT OF HEALTH** defaults in the Requester field.
	14. Click **Patients** (on the left).
	15. Click **+ Add Patients** box and search for your patients using their Medical Record number. Add all patients for the batch release.
		1. Continue to add each disclosure patient before continuing to next step
	16. Click **Create Releases.** (on the right)
		1. Batch release activity will be locked while the releases are generating. Click Refresh until the releases are created.
	17. When complete, each patient’s name on the release is now a hyperlink, with an arrow next to it, pointing to the right.
	18. You can now click on **Patient name** column to put them in alphabetical order.
	19. Click each **patient name/ hyperlink** to open the release activity.
		1. Click on **Find Records** on the right.
		2. On the upper right, click **Edit Selection**.
		3. Click **Unselect All**
		4. On the left where it says **Filter On** – choose **Specialty**
		5. Check off **Lab**
		6. Find the date that corresponds to the date your specimen was collected
		7. Click on the purple **Lab** to open all the lab tests from that encounter



* + 1. Click the box next to the correct test based on your print out ensuring the correct collection date and time is chosen.
		2. On the bottom right, Click the box next to **Generate Files on accept**
		3. Choose **Accept**
		4. Under **Output,** you will see the EMP Report being generated.
		5. Close the release activity by clicking the **“X”** on the top right to return to the batch activity and repeat steps for the remaining patients.
	1. After all the patient information has been selected, click **Fulfilled** (at the top).
	2. Click on **Complete** at the top.
	3. The **Release Status** will be **‘Complete’**.
	4. Click the “X” in the upper right corner to exit the Batch Release activity.
1. **REVISIONS:**
	1. 1/20/2020: HCV and HBV Viral loads and HCV Genotypes were added to the list of test that need to be disclosed.
	2. 3/2/2020: Changes were made to Epic and some additional steps were added to the disclosure process.