HOW TO ENTER A PHI REVIEW IN AN AXIUM PATIENT RECORD
• Go to the ‘EHR’, then go ‘Forms’ Tab
• Click the ‘Create a New Record’ Icon on the right hand side (yellow folder with green plus sign)
On the ‘Form’ drop down list, select ‘PHI Review’, then click OK.
• Click on the Answer field to enter the date and name of the person entering the PHI Review
• Double click the ‘Answer’ field under the ‘Department’ form question, select the appropriate department and then click ok.
• Double click the ‘Answer’ field under the ‘Description of PHI’ form question and select the appropriate description or select ‘Other’ to type in a description if it’s not on the list, then click OK
• Double click the ‘Answer’ field under the ‘Purpose’ form question and type in a description of the purpose of the disclosure or review of PHI
• When selecting ‘Research’ as the ‘Purpose” an additional window will pop-up and allow you to list the ‘IRB Number and Expiry Date’
Here is an example of a fully complete form- all forms entered in a chart show up in a list by date entered under ‘Forms on File’ (on right)