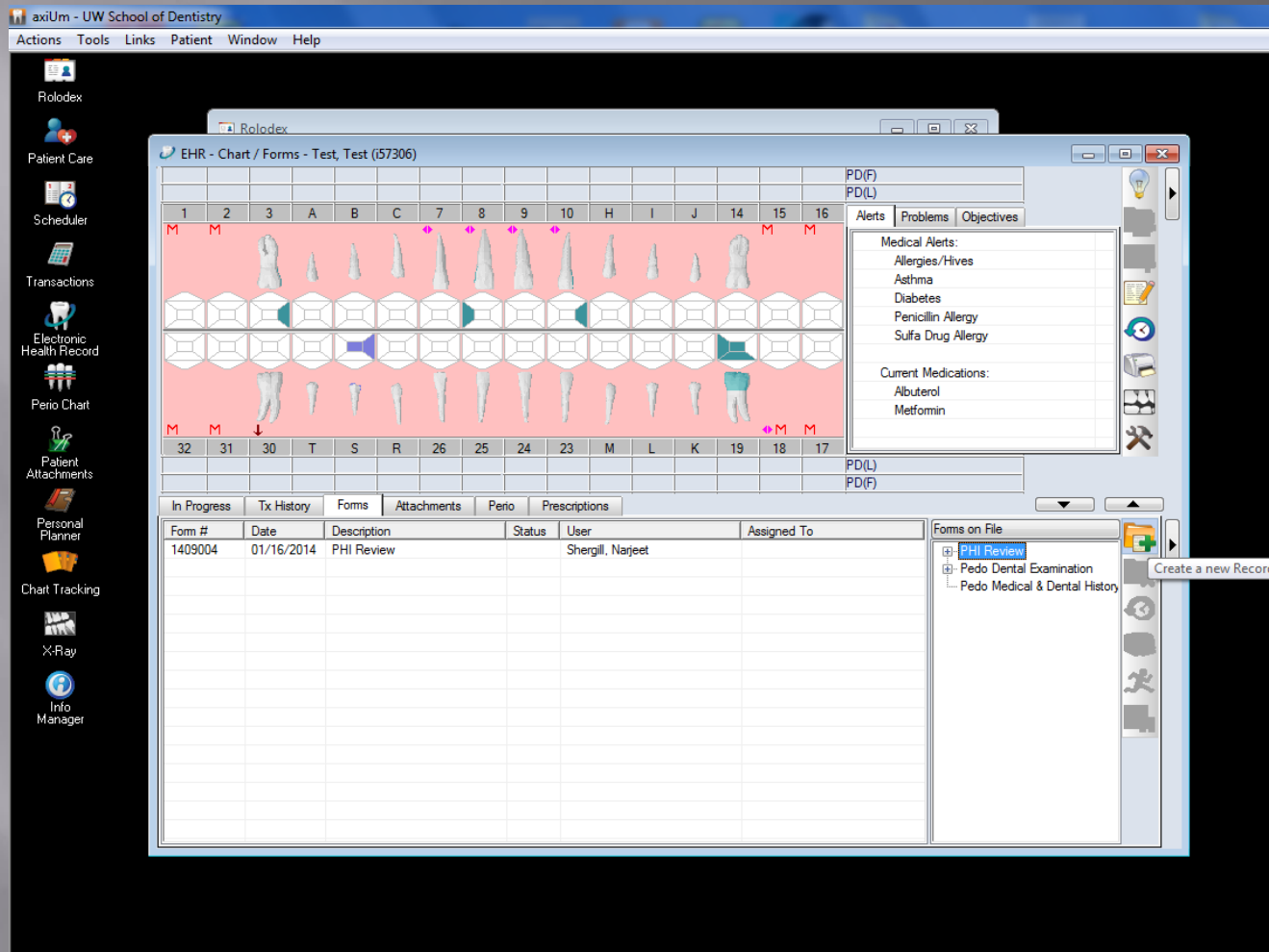
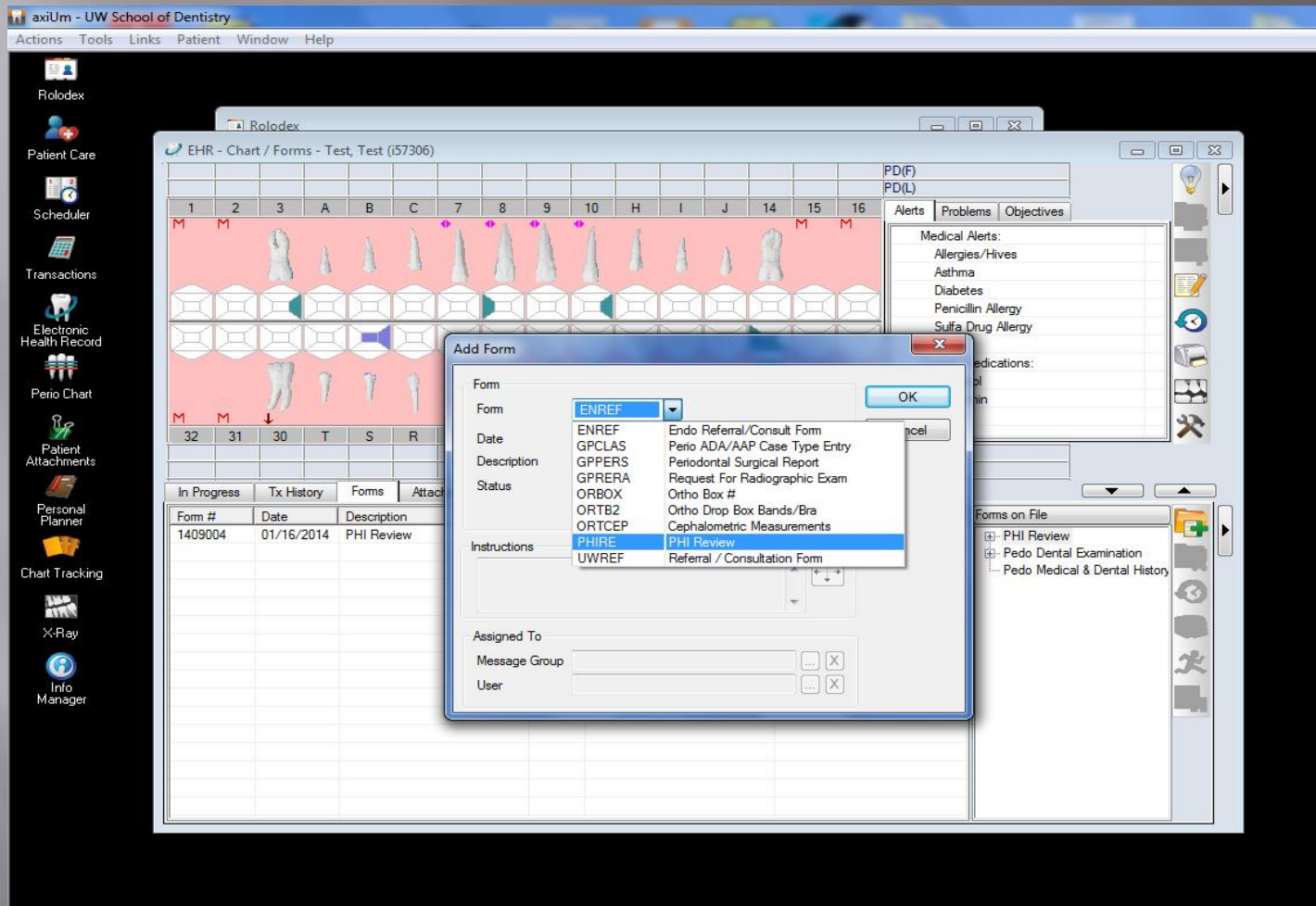


HOW TO ENTER A PHI REVIEW IN AN AXIUM PATIENT RECORD



- 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

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Actions Tools Links Patient Window Help

PDF(P)
PDF(L)

Alerts Problems Objectives

Medical Alerts:
Allergies/Hives
Asthma
Diabetes
Penicillin Allergy
Sulfa Drug Allergy

Current Medications:
Abutrol
Metformin

In Progress Tx History Forms Attachments Peds Prescriptions

Change Date: 01/16/2014 Last Appr. Approve

Forms on File

Form Question	Answer	Date
General		
Date	05/13/2014	
Full Name of Entity/Person Reviewing PHI		
Department		
Description of PHI		
Purpose		

PHI Tracking Info

- PHI Review
 - 01/16/2014
 - 05/13/2014
- Peds Dental Examination
- Peds Medical & Dental History

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Actions Tools Links Patient Window Help

PDF(P)
PDF(L)

Alerts Problems Objectives

Medical Alerts:
Allergies/Hives
Asthma
Diabetes
Penicillin Allergy
Sulfa Drug Allergy

Current Medications:
Abutrol
Metformin

In Progress Tx History Forms Attachments Peds Prescriptions

Change Date: 05/13/2014 Last Appr. Dela Cruz, Katelyn Approve

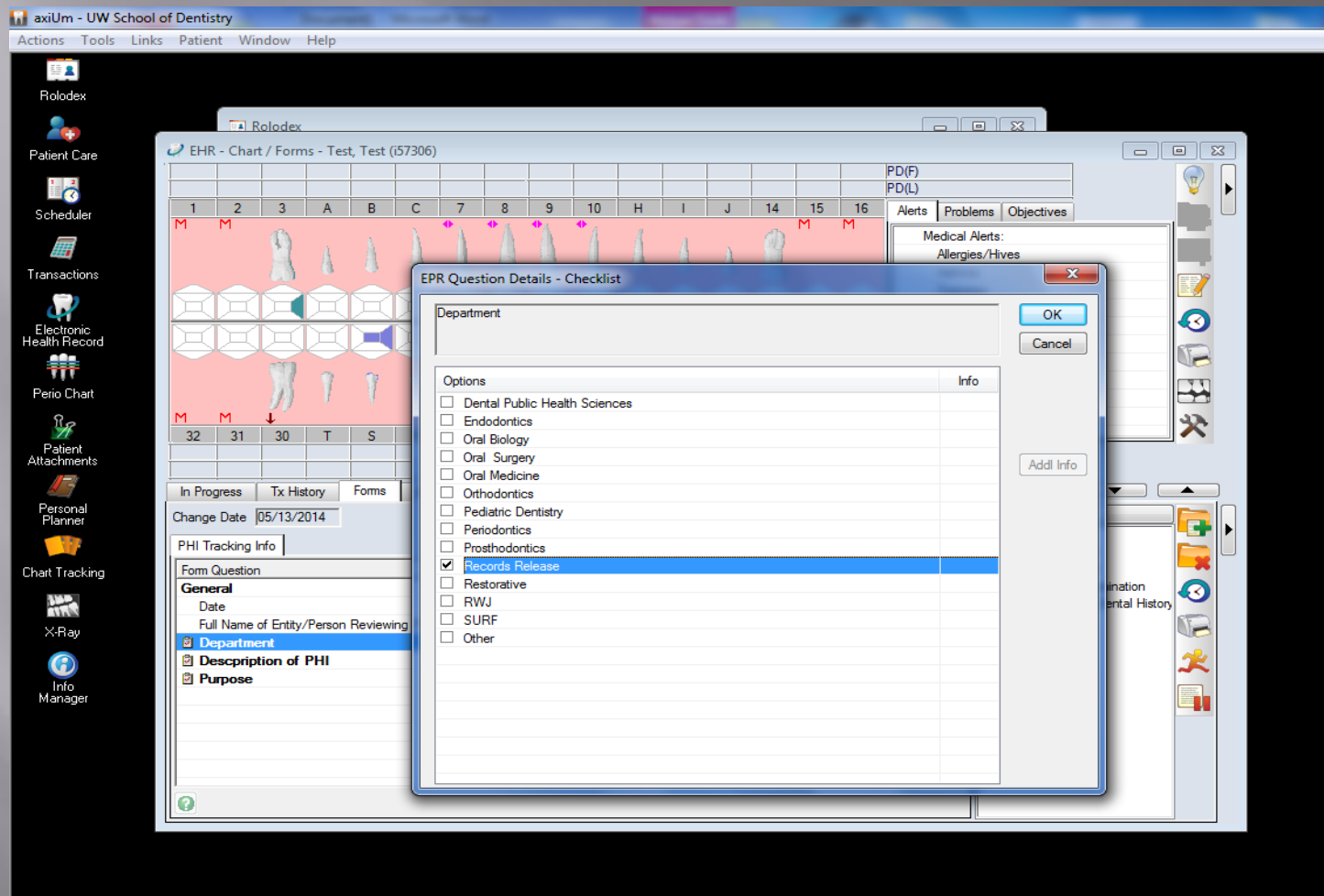
Forms on File

Form Question	Answer	Date
General		
Date	05/13/2014	05/13/2014
Full Name of Entity/Person Reviewing PHI		
Department	Katelyn Dela Cruz	
Description of PHI		
Purpose		

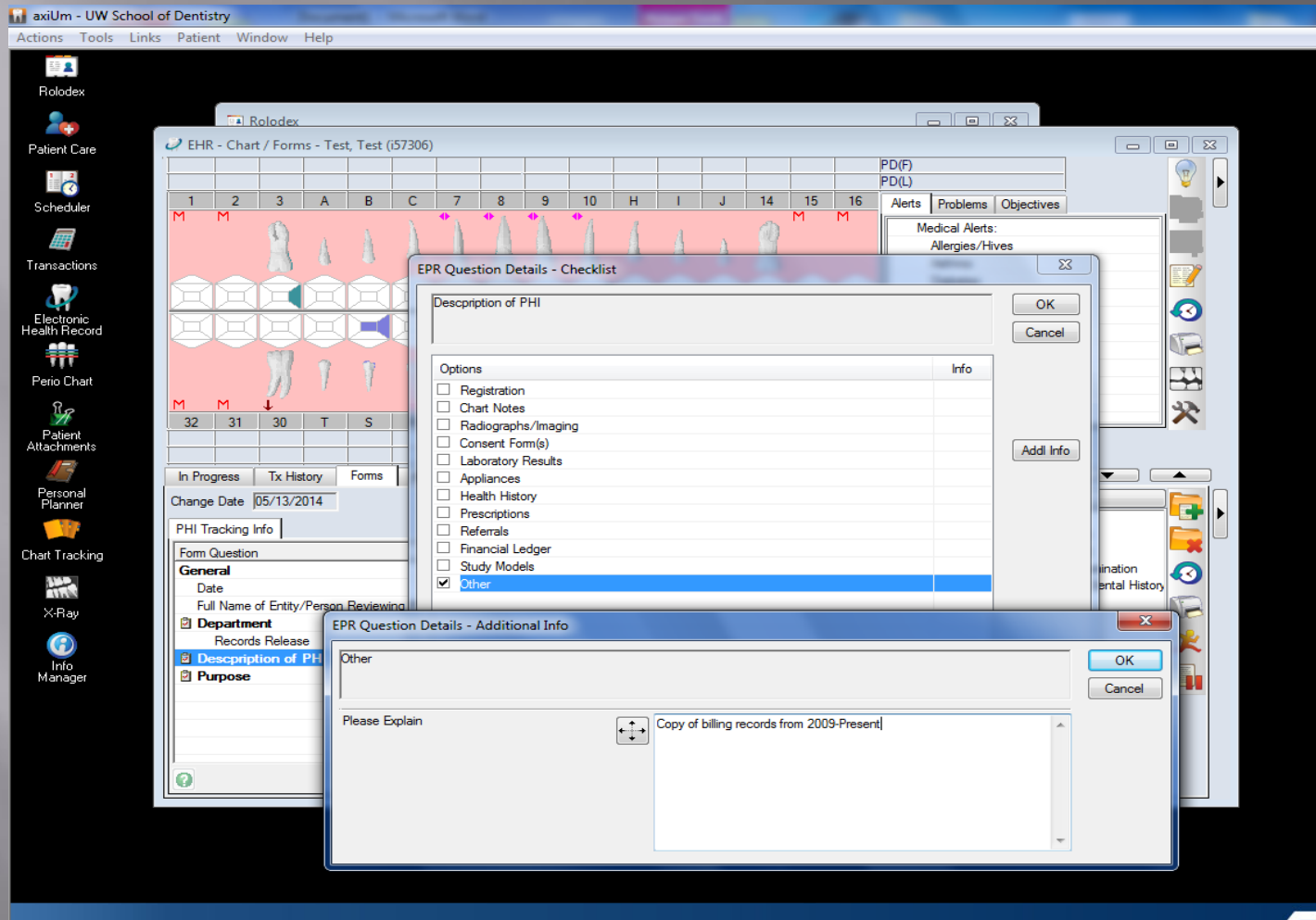
PHI Tracking Info

- PHI Review
 - 01/16/2014
 - 05/13/2014
- Peds Dental Examination
- Peds Medical & Dental History

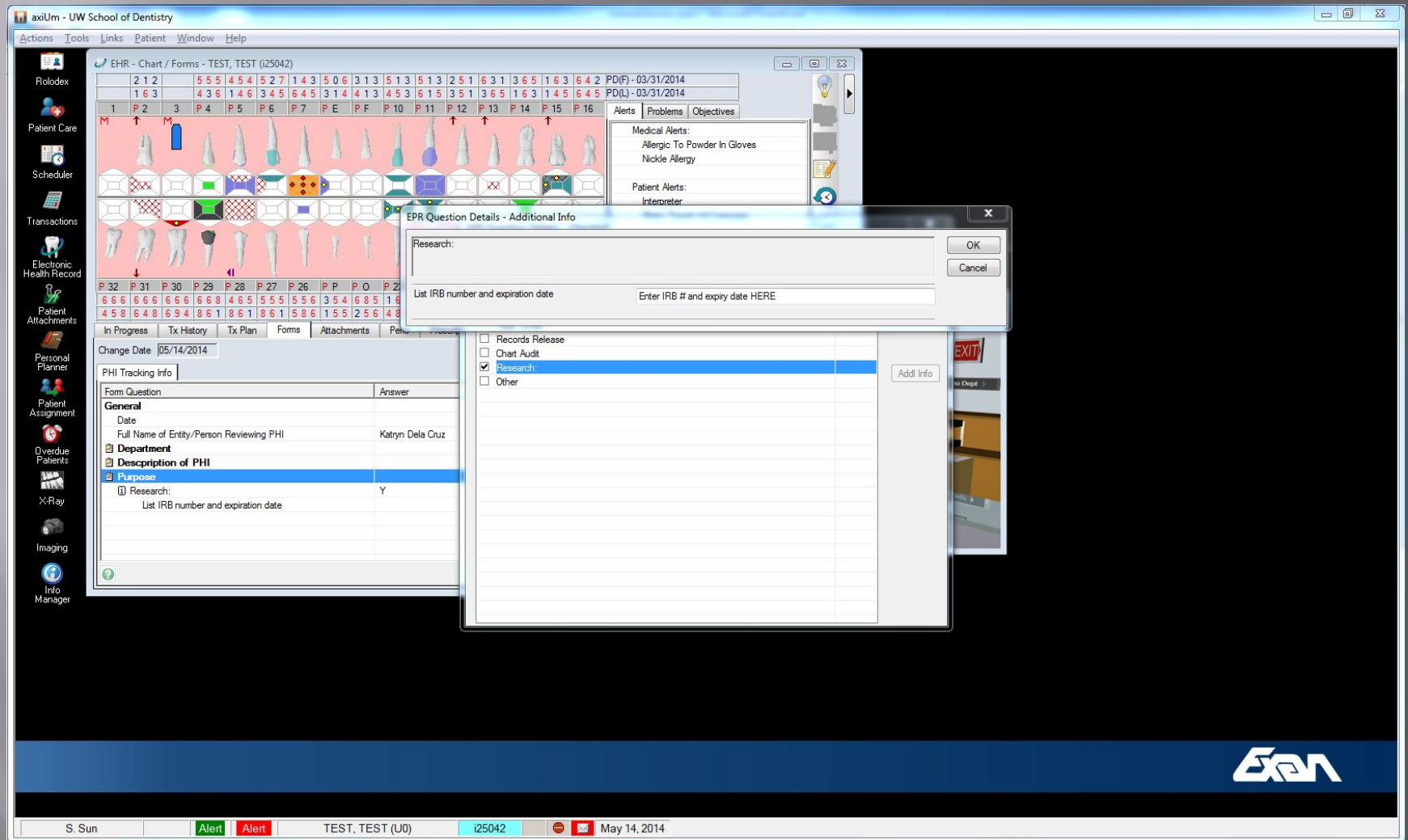
- Click on the Answer field to enter the date and name of the person entering the PHI Review



- 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'

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Actions Tools Links Patient Window Help

EHR - Chart / Forms - Test, Test (57306)

PD(F)
PD(L)

Alerts Problems Objectives

Medical Alerts:
Allergies/Hives
Asthma
Diabetes
Penicillin Allergy
Sulfa Drug Allergy

Current Medications:
Albuterol
Metformin

PD(L)
PD(F)

In Progress Tx History Forms Attachments Perio Prescriptions

Change Date 05/13/2014 Last Appr. Dela Cruz, Katryn Approve

PHI Tracking Info

Form Question	Answer	Date
General		
Date	05/13/2014	05/13/2014
Full Name of Entity/Person Reviewing PHI	Katryn Dela Cruz	05/13/2014
<input checked="" type="checkbox"/> Department		
Records Release	Y	05/13/2014
<input checked="" type="checkbox"/> Description of PHI		
<input type="checkbox"/> Other	Y	05/13/2014
Please Explain	Copy of billing records from 2009-Present	05/13/2014
<input checked="" type="checkbox"/> Purpose		
<input type="checkbox"/> Records Release	Y	05/13/2014
Requested by:	Mailed copy of billing records on 5/13/2014 to patient at <patient's address>	05/13/2014

Forms on File

- PHI Review
 - 01/16/2014
 - 05/13/2014
- Pedo Dental Examination
- Pedo Medical & Dental History

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)