## **On Demand Access for Confidential Documents**

There are specific Centricity document types that are set up to be **Confidential** in the system, meaning that users must be given Centricity Privilege(s) to **Access on Demand** these specific document types. You have been given this privilege.

The following document types have been identified in Centricity as Confidential documents:

- Confidential Minor Care
- Cosmetic Surgery
- Infectious Disease
- Mental Health
- Primary Care MH/SA Documents
- REI/IVF
- Sexual Abuse
- Substance Abuse

With the associated Privilege, if a patient chart contains any of the above document types, you will <u>not</u> automatically see the document; you will see a gray key symbol with a red circle/line through it, located in the top right corner of the Document tab window just above the Status column:

Documents					
	Alerts(0)/Flags	(0) <u>(</u> Dru	ug interactions 🗌 G	roup By Date 🛞 🧷	
	Provider		Location	Status	

## To view any of the above document types:

- 1. From Options Menu, click to select Confidentiality Document Privileges...
- 2. The following window will appear with the document types listed that you have **Access on Demand** privileges for:

Confid	lential Document Privileges	Į.
You h types	nave privileges to view these confidential document if they exist in this chart:	nt
	Confidential Minor Care Cosmetic Surgery Documents Infectious Disease Documents Mental Health Documents Primary Care - MH/SA Documents REI I/F Documents Sexual Abuse Documents Substance Abuse Documents	Select All
Types These remai applic	s marked with is have been authorized in Setup e types are always selected. Other selections in in effect until you open a different chart or exit t cation.	). the
	ОК	Cancel

G:\EHR\Psych\On Demand Access for Confidential Docs--11-11-15.docx

- 3. Click to select the document types you want to access and click the **OK** button. (*A check mark will appear in the box.*)
- The following Access Confidential Documents On Demand window will appear for you to type your Reason for accessing. Note that your actions for accessing are being recorded for Audit purposes.

Access	s Confidential Documents On Demand	X				
	You are attempting to view confidential documents without the appropriate privilege. If you continue, your action will be recorded and audited.					
Enter a reason for your access to documents of this confidentiality type, then click OK. Click Cancel to cancel without creating an audit log entry.						
Confidentiality type: Cosmetic Surgery Documents						
Reaso	n:					
	Use this reason for all confidentiality types					
	OK Cancel					

5. After typing your **Reason** for access, the document will appear with a key, showing that it is a Confidential document.

6.	$\backslash$						
	Summary History	Problems	Medications A	lerts/Flags Flowsheet Orders Docume	ents		
	Document View: All				Alerts(0)/Flags(0)	Drug interactions	🗌 Group By Date 🛛 🛞
	🕀 🗁 Al		0 Date	Summary	Provider 🐨	Location	Status 🔺
	🗈 🧰 Diagnostic Tests		03/31/2014 10:05 AM	Int Corr: Handout Printed	Wendell Becton, MD	SG	Signed
	Documents		03/31/2014 10:06 AM	Int Corr: Handout Printed	Wendell Becton, MD	SG	Signed
	Hospital		03/31/2014 10:06 AM	Int Corr: Handout Printed	Wendell Becton, MD	SG	Signed
	+ ab Report		03/31/2014 10:06 AM	Int Corr: Handout Printed	Wendell Becton, MD	SG	Signed
	Orders	🍳 🗋	02/06/2015 9:29 AM	Clin Updt (MHD): Psych Outpatient Treatment Plan	Virginia Zahrn, LCSW	SM	Signed
	🗈 🧰 Outpatient Care and Therapy		08/09/2013 3:44 PM	Int Corr: Handout Printed	Virginia Zahrn, LCSW	SM	Signed
	Phone Note and Refills	۹ 🗋	09/29/2014 3:48 PM	Ofc Visit (MHD): Psych PHQ-9	Virginia Zahrn, LCSW	SM	Signed
	E Secure Messages	۹ 🗋	01/16/2015 10:34 AM	Int Corr (MHD): Handout Printed	Virginia Zahrn, LCSW	SM	Signed
	E SIU Misc Documents	۹ 🗋	09/29/2014 3:51 PM	Ofc Visit (MHD): Psych PHQ-9	Virginia Zahrn, LCSW	SM	Signed

- 7. You will either be able to view the document in the window below, or open the document with the **Full Document Viewer** button.
- 8. <u>Note</u> that you will have to view/open the document through the Access on Demand menu <u>every</u> <u>time</u> you open the Patient's chart.

Please contact **SIU IT Service Desk** at **545-4357** if you have any questions in using this Centricity EHR Feature. Or, you can send an email to <u>techsupport@siumed.edu</u> explaining your question and someone will get back with you.