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:

To view any of the above document types:

1. From **<u>Options</u>** 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:
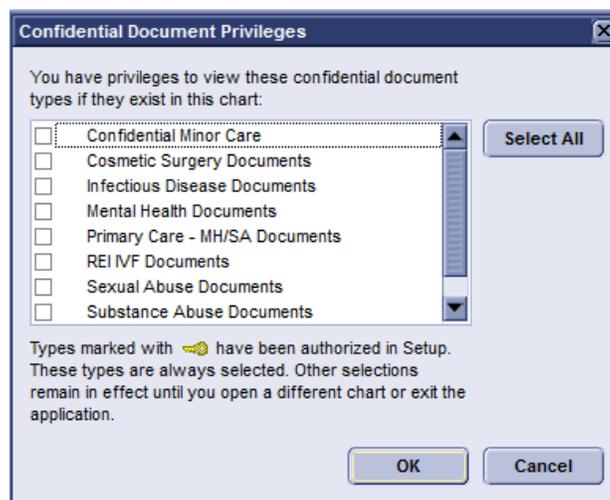
3. Click to select the document types you want to access and click the **OK** button.
   (*A check mark will appear in the box.*)

4. 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.
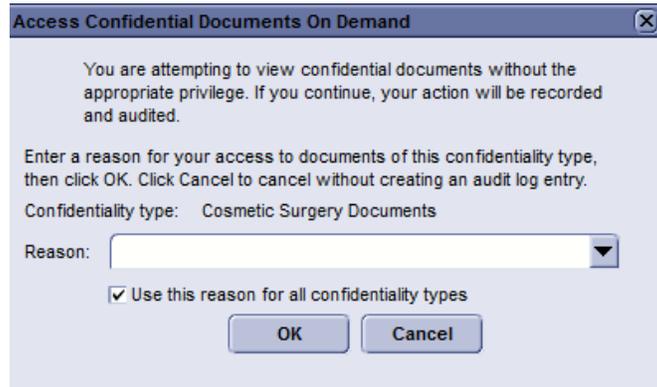
5. After typing your **Reason** for access, the document will appear with a key, showing that it is a Confidential document.

6.

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. **Note** that you will have to view/open the document through the Access on Demand menu <u>every 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 techsupport@siumed.edu explaining your question and someone will get back with you.

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