Create a Quick Disclosure

Quick Disclosure is used to document and report who accessed a patient’s chart, why the chart was accessed, and what information was reviewed. Each time a chart is accessed, the person accessing it will need to create a Quick Disclosure.

1. Click More Activities at the bottom of the Activity Menu.
2. Click the star beside Quick Disclosure to add a Quick Disclosure shortcut to the Activity Menu. This ensures the user will not have to go to More Activities each time he needs to do a Quick Disclosure.
3. Click Quick Disclosure from the Activity Menu.

4. When the Quick Disclosure screen displays, complete each of the required fields as indicated by the red stop sign.

   A. In the Purpose field, type research and press ENTER.
   B. In the Info Released field, type AOD and press ENTER. From the list that displays, select AOD-Entire Medical Record.
   C. In the Released to field click Third Party. A new Name field will display.
   D. In the Name field, type the Full Name of the PI for your research project.
   E. Click the triangle beside Address and enter the address of the person listed in the Name field. Time-Saving Tip: Enter the zip code in the City (or Zip) field and press Enter. The system will automatically enter the city, state, county and country for you.
   F. In the Comment field type the IRB number and Protocol Name. Time Saving Tip: create a SmartPhrase for this rather than typing it in each time.
   G. Click Accept.