

## Release of Information (ROI) Feature

Formally known as the Correspondence Module

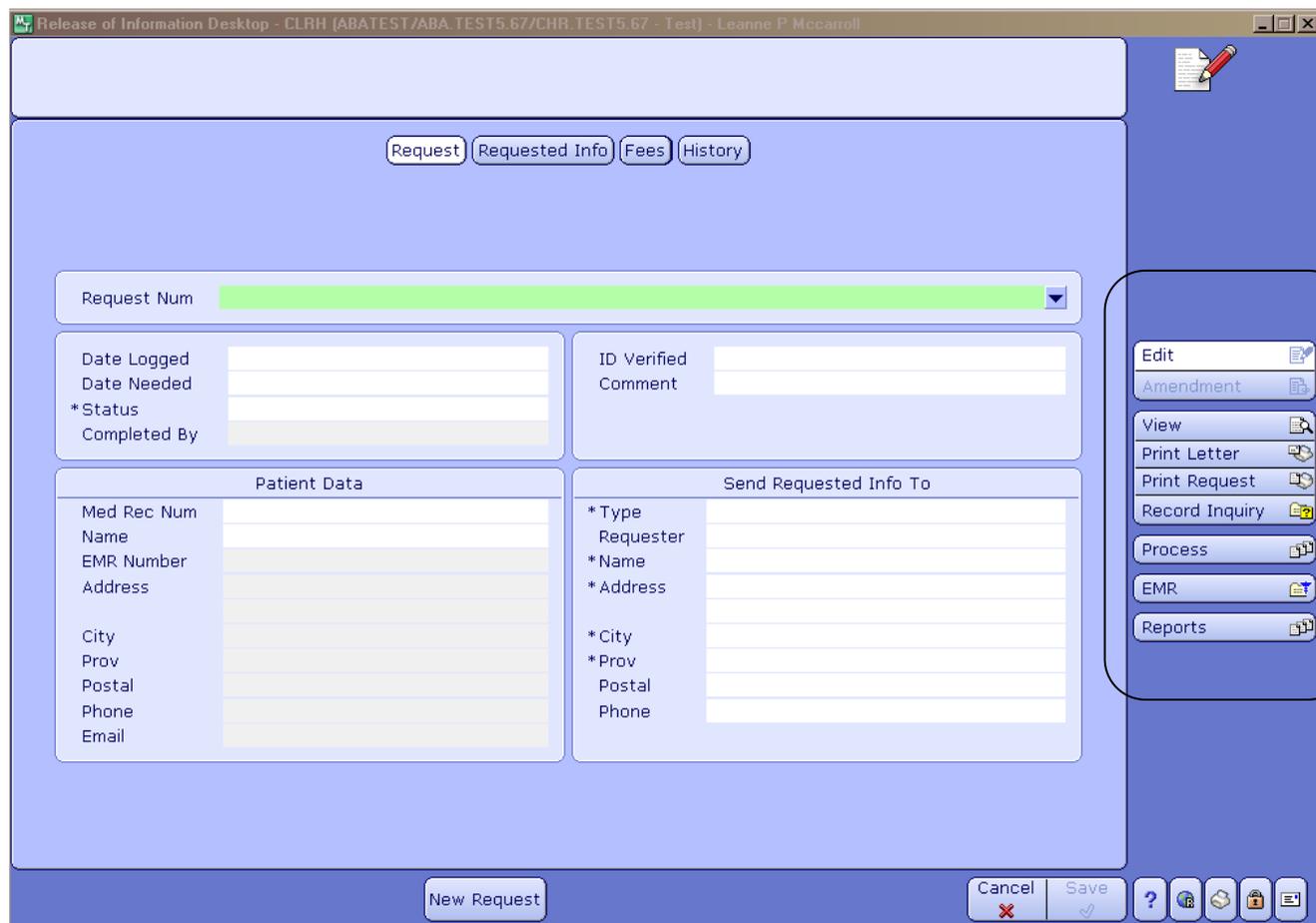
### Purpose:

The MRI Release of Information (ROI) Feature allows your health records department to:

- log incoming requests for copies of patient records and update information about those requests (for example, indicate when a request has been fulfilled)
- view previously entered requests
- print reports that allow you to track pending and completed requests
- create standard formats for letters and print those letters
- maintain information about requester's names, addresses, and telephone numbers

### ROI Desktop:

This desktop serves as the screen from which users can access key Release of Information (ROI) routines.



**Routines:**
**Edit Routine**
**Request screen**

Use the New Request button to enter a new request for information. After you click this button, the system generates a new request and assigns the request the next available request number.



The Request screen is used to enter or edit information about the requester, patient and request status.

Release of Information Desktop - CLRH (ABATEST/ABA.TEST5.67/CHR.TEST5.67 - Test) - Leanne P McCarroll

**Udee Jones, Carl** Med Rec Num: AL00078342  
03/03/1991 23/M

EMR Num: ABATVIG00422181-FS1

Request Requested Info Fees History

Request Num 4

Date Logged	19/11/14	ID Verified	Y
Date Needed	19/02/15	Comment	
*Status	LOGGED		
Completed By			

Patient Data		Send Requested Info To	
Med Rec Num	AL00078342	*Type	HCP
Name	UDEE JONES,CARL	Requester	
EMR Number	ABATVIG00422181-FS1	*Name	DR. SMITH
Address	1 HAPPY ST	*Address	PO BOX 10
City	LETHBRIDGE	*City	LETHBRIDGE
Prov	AB	*Prov	AB
Postal	T1J 4L1	Postal	TOL OVO
Phone	(403)569-8527	Phone	(403)123-4567
Email			

Edit Amendment View Print Letter Print Request Record Inquiry Process EMR Reports

New Request Cancel Save

### Requested Info Screen

Use this screen to enter or edit information about the requested information including type, dates covered, on-hold reasons, and notifications of disclosure.

Note: Requested Information and On Hold mnemonics will be different within each HCIS. This is an example only.

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03/03/1991 23/M

EMR Num: ABATVIG00422181-FS1

Request Requested Info Fees History

Requested Information		Comments	
1	O	1	EMERG RECORD, DIAGNOSTIC IMAGING: 14/11/1
2	D	2	
3	EC	3	
4		4	
5		5	
6		6	
7		7	
8		8	

From Date 14/11/14  
Thru Date 14/11/14

On Hold Reasons

1	OFF SITE
2	
3	
4	

Edit  
Amendment  
View  
Print Letter  
Print Request  
Record Inquiry  
Process  
EMR  
Reports

New Request Cancel Save ? [Icons]

## Fees Screen

Use this screen to track fees for copying multiple sets of pages. You can track fees for up to 4 sets of pages. For each set, you can enter the following information:

- Number of pages
- Fee per page
- Whether the requester paid for the request.

The total amount for the number of pages based on the fee you entered appears in the Total field. For each set of pages, you can also enter a comment

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EMR Num: ABATVIG00422181-FS1

Request Requested Info **Fees** History

Pages	1
Fee	25.00
Paid	Y
Total	25.00
Comment	INITIAL SEARCH FEE

Pages	50
Fee	0.25
Paid	N
Total	12.50
Comment	PHOTOCOPY FEES

Pages	2
Fee	1.00
Paid	N
Total	2.00
Comment	MICROFICHE COPY FEES

Pages	<input type="text"/>
Fee	<input type="text"/>
Paid	<input type="text"/>
Total	<input type="text"/>
Comment	<input type="text"/>

Edit   
 Amendment   
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 Print Letter   
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 Record Inquiry   
 Process   
 EMR   
 Reports

New Request Cancel Save ?

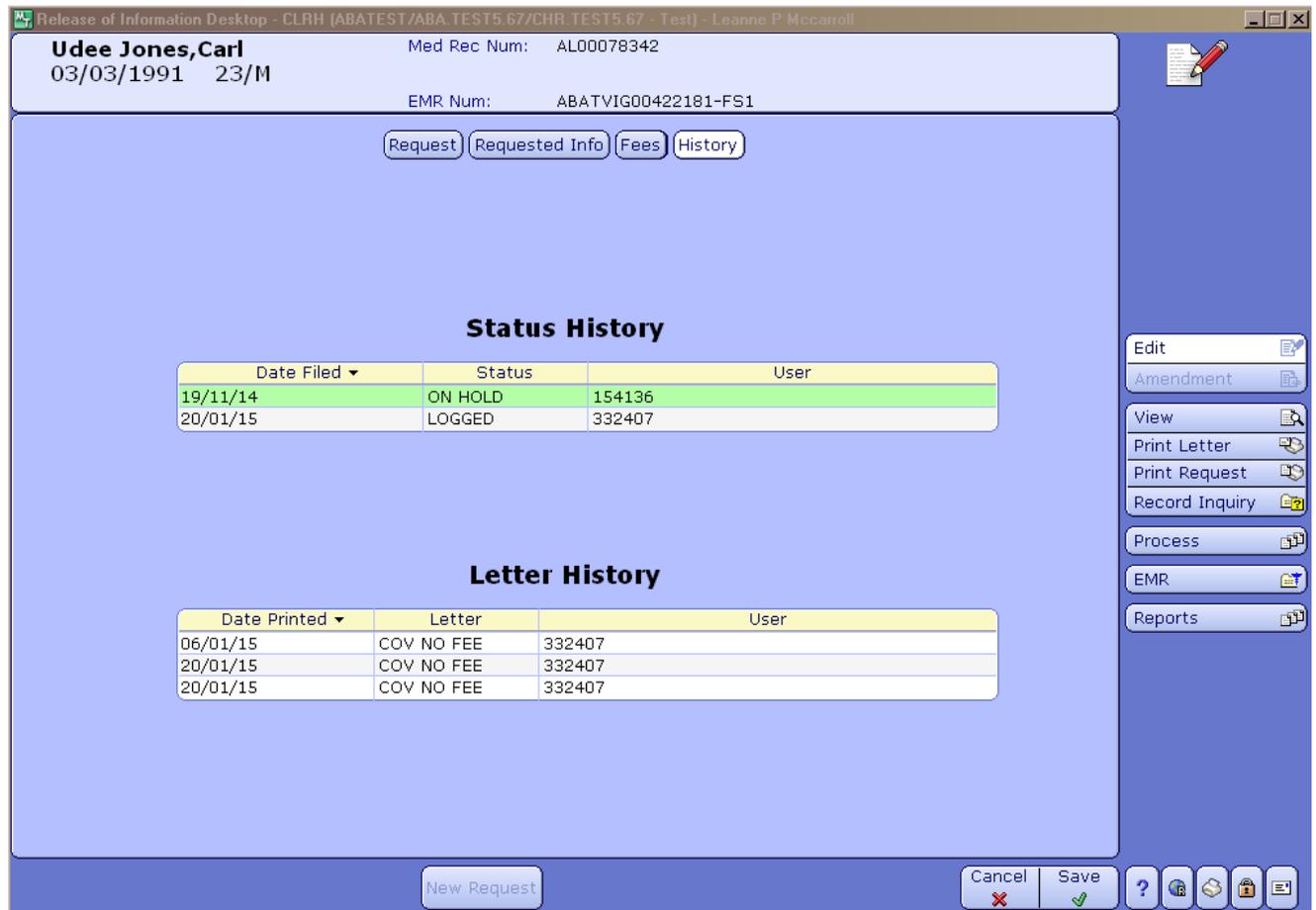
## History Screen

Use this screen to view audit trails of status and letters printed for the current ROI request.

The Status History lists all status changes with the date filed and user.

The Letter History lists mnemonics of all letters printed for the current request with the date printed and user.

Note: To sort by a particular column header, click the header.



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**Udee Jones, Carl** Med Rec Num: AL00078342  
03/03/1991 23/M

EMR Num: ABATVIG00422181-FS1

Request Requested Info Fees History

### Status History

Date Filed	Status	User
19/11/14	ON HOLD	154136
20/01/15	LOGGED	332407

### Letter History

Date Printed	Letter	User
06/01/15	COV NO FEE	332407
20/01/15	COV NO FEE	332407
20/01/15	COV NO FEE	332407

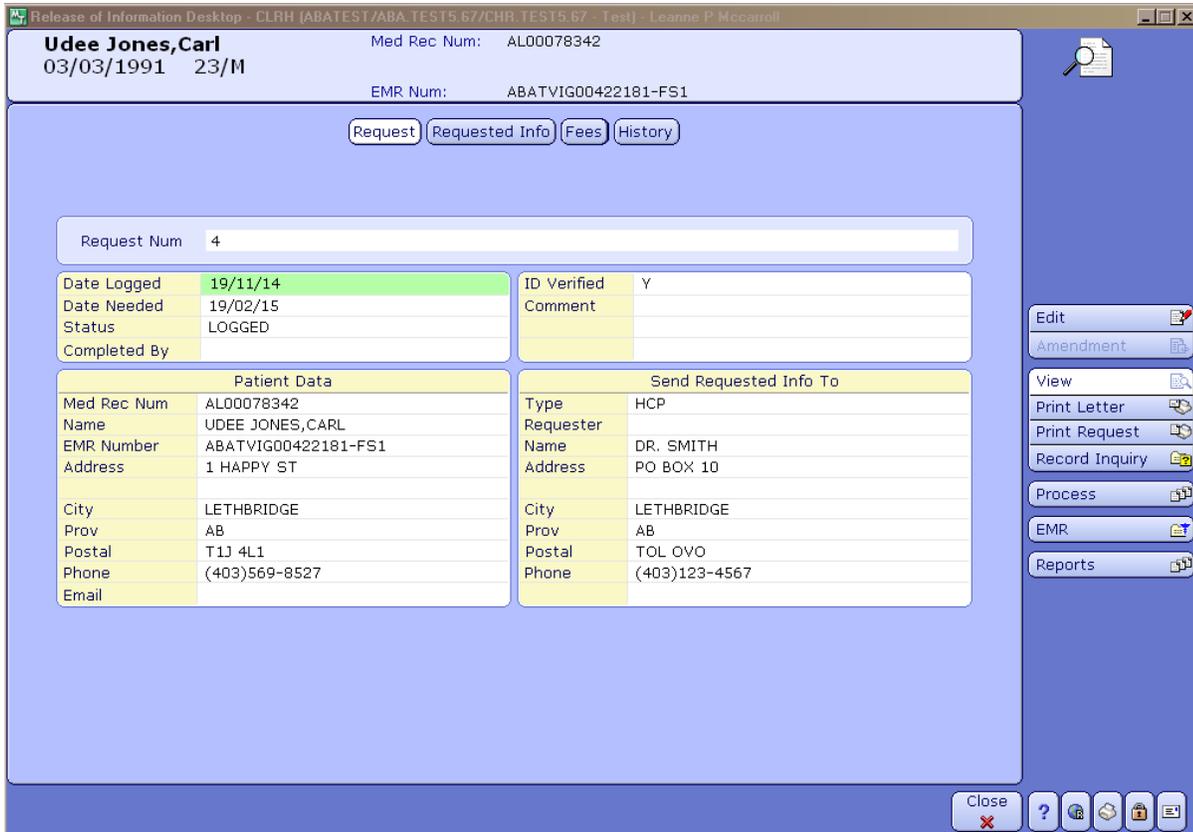
New Request Cancel Save ? [Icons]

Edit Amendment View Print Letter Print Request Record Inquiry Process EMR Reports

**Amendment Routine** – Not used.

## View Routine

Use this screen to view information about the request, requested info, fees and history.



Udee Jones, Carl  
03/03/1991 23/M

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EMR Num: ABATVIG00422181-FS1

Request Requested Info Fees History

Request Num 4

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Date Needed	19/02/15	Comment	
Status	LOGGED		
Completed By			

Patient Data		Send Requested Info To	
Med Rec Num	AL00078342	Type	HCP
Name	UDEE JONES, CARL	Requester	
EMR Number	ABATVIG00422181-FS1	Name	DR. SMITH
Address	1 HAPPY ST	Address	PO BOX 10
City	LETHBRIDGE	City	LETHBRIDGE
Prov	AB	Prov	AB
Postal	T1J 4L1	Postal	TOL OVO
Phone	(403)569-8527	Phone	(403)123-4567
Email			

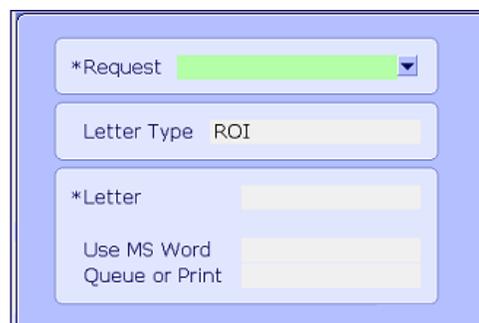
Edit Amendment View Print Letter Print Request Record Inquiry Process EMR Reports

Close

## Print Letter Routine – Currently used in CHR only

Use this screen to define the criteria you want to use to print one or more Release of Information letters from the Letter Dictionary for the requests you identify on the Release of Information (ROI) Desktop screen.

In this routine, you can indicate whether you want to use the MS Word version instead of the version created with the MEDITECH Word Processor.



\*Request

Letter Type ROI

\*Letter

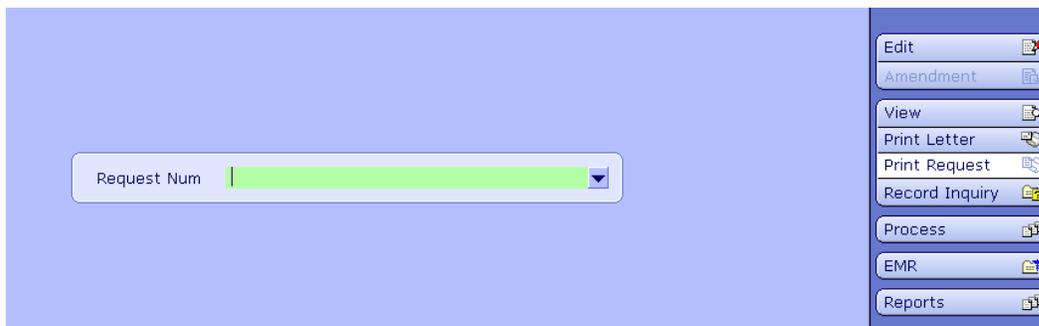
Use MS Word

Queue or Print

## Print Request Routine

Use this routine to print the Release of Information request detail report that includes the following information:

- Any information entered for that request via the Enter/Edit Release of Information ROI Requests Routine (for example, requester mnemonic)
- The dates the request was logged into the Release of Information (ROI) Feature, the last letter was printed, and the request was completed
- An activity log

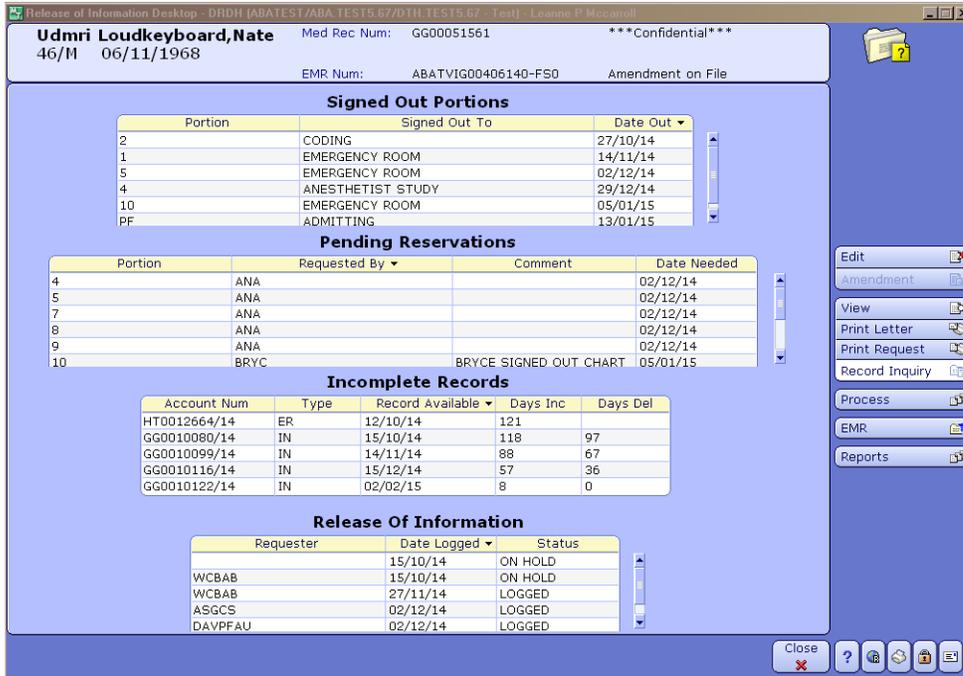


DATE: 10/02/15 @ 1014		Red Deer Regional Hospital Ctr *Med Rec*		PAGE 1
USER: 154136		RELEASE OF INFORMATION REQUEST DETAIL		
<b>REQUEST NUM</b>	22	<b>STATUS:</b>	ON HOLD	<b>TYPE:</b> MAN
<b>Med Rec Num</b>	GG00051668			
	UDMRI BRIGHTICECREAM, TESIA ROS			
<b>ID VERIFIED</b>	Y	<b>COMMENTS</b>	<b>DATE NEEDED:</b>	07/02/15
<b>REQUESTER</b>			<b>LOGGED ON:</b>	08/01/15
<b>NAME:</b>	SITE MANAGER		<b>LAST LETTER:</b>	
<b>ADDRESS:</b>	RED DEER REGIONAL HOSPITAL		<b>COMPLETED BY:</b>	
	RED DEER AB -			
<b>PHONE:</b>				
		<b>PAGES</b>	<b>FEE</b>	<b>PAID?</b> <b>TOTAL</b>
<b>ON HOLD REASONS</b>				
	L	VERIFYING RECORD LOCATION		
<b>FROM DATE</b>	10/12/14			
<b>THRU DATE</b>	15/12/14			
<b>REQUESTED INFO</b>				
	AUT	AUTOPSY		
	ADM	ENTIRE ADMISSION		
<b>COMMENTS</b>				
	FROM LAST ADMISSION ONLY			
	FROM LAST ADMISSION ONLY			
<b>ACTIVITY</b>	<b>DATE</b>	<b>TYPE</b>	<b>USER</b>	<b>LETTER</b>
	08/01/15	STATUS ON HOLD	154650	

The activity log, in the lower portion of the Release of Information request detail report, lists in chronological order all changes made to the request's status and all letters printed.

## Record Inquiry

Use this screen to view medical record summaries.



**Udmri Loudkeyboard, Nate** Med Rec Num: GG00051561 \*\*\*Confidential\*\*\*  
46/M 06/11/1968 EMR Num: ABATVIG00406140-F50 Amendment on File

**Signed Out Portions**

Portion	Signed Out To	Date Out
2	CODING	27/10/14
1	EMERGENCY ROOM	14/11/14
5	EMERGENCY ROOM	02/12/14
4	ANESTHETIST STUDY	29/12/14
10	EMERGENCY ROOM	05/01/15
PF	ADMITTING	13/01/15

**Pending Reservations**

Portion	Requested By	Comment	Date Needed
4	ANA		02/12/14
5	ANA		02/12/14
7	ANA		02/12/14
8	ANA		02/12/14
9	ANA		02/12/14
10	BRYC	BRYCE SIGNED OUT CHART	05/01/15

**Incomplete Records**

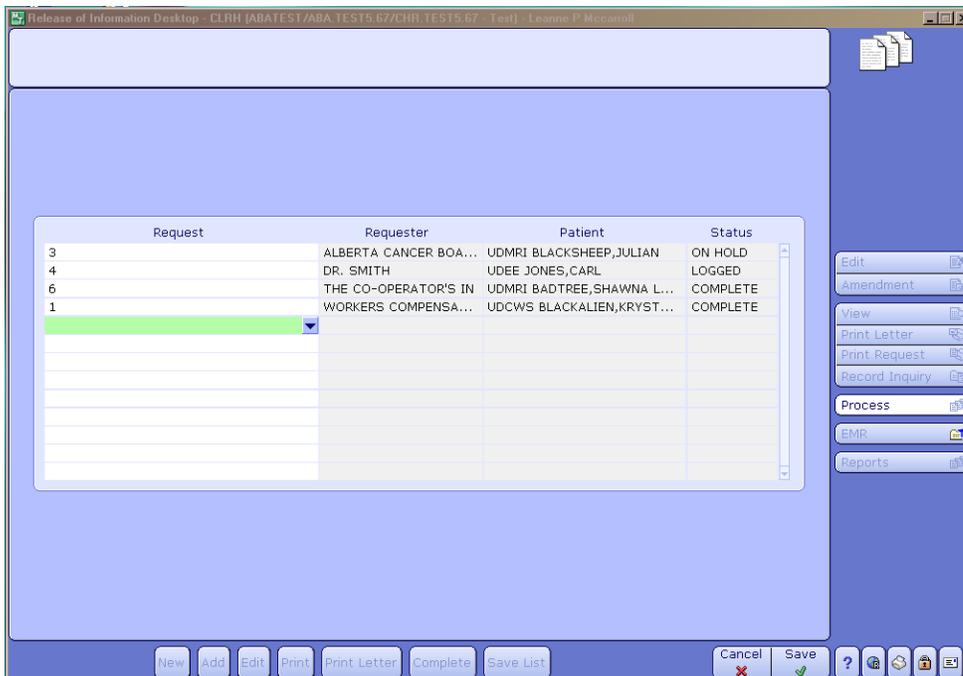
Account Num	Type	Record Available	Days Inc	Days Del
HT0012664/14	ER	12/10/14	121	
GG0010080/14	IN	15/10/14	118	97
GG0010099/14	IN	14/11/14	88	67
GG0010116/14	IN	15/12/14	57	36
GG0010122/14	IN	02/02/15	8	0

**Release Of Information**

Requester	Date Logged	Status
	15/10/14	ON HOLD
WCBAB	15/10/14	ON HOLD
WCBAB	27/11/14	LOGGED
ASGCS	02/12/14	LOGGED
DAVPFAU	02/12/14	LOGGED

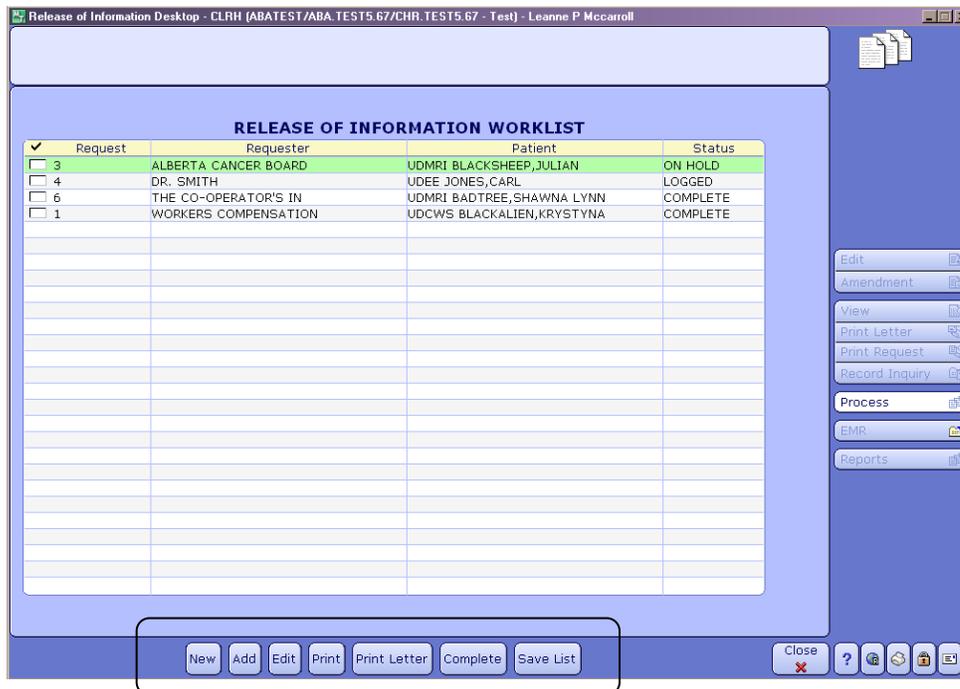
## Process Requests Routine

Use the Process Requests routine to select multiple requests that you want to process.



Request	Requester	Patient	Status
3	ALBERTA CANCER BOA...	UDMRI BLACKSHEEP, JULIAN	ON HOLD
4	DR. SMITH	UDEE JONES, CARL	LOGGED
6	THE CO-OPERATOR'S IN	UDMRI BADTREE, SHAWNA L...	COMPLETE
1	WORKERS COMPENSA...	UDCWS BLACKALIEN, KRYST...	COMPLETE

After you save your selected requests, the Process Requests screen appears and you can process your requests via the footer function buttons.



Use this routine to do any of the following, for one or more requests:

- New – Enter a new request
- Add – Add more requests to the list of requests to process
- Edit – Edit existing requests
- Print - Generate a Release of Information Detail Report that includes information about the request and Activity Log  
Print Letter - Print a Release of Information letters and an address label (currently set up in CHR only)
- Complete - Change the request status to COMPLETE
- Save List - Save the user-specified requests as a compiled report that can then be listed, printed, or purged in the Release of Information (ROI) report routines

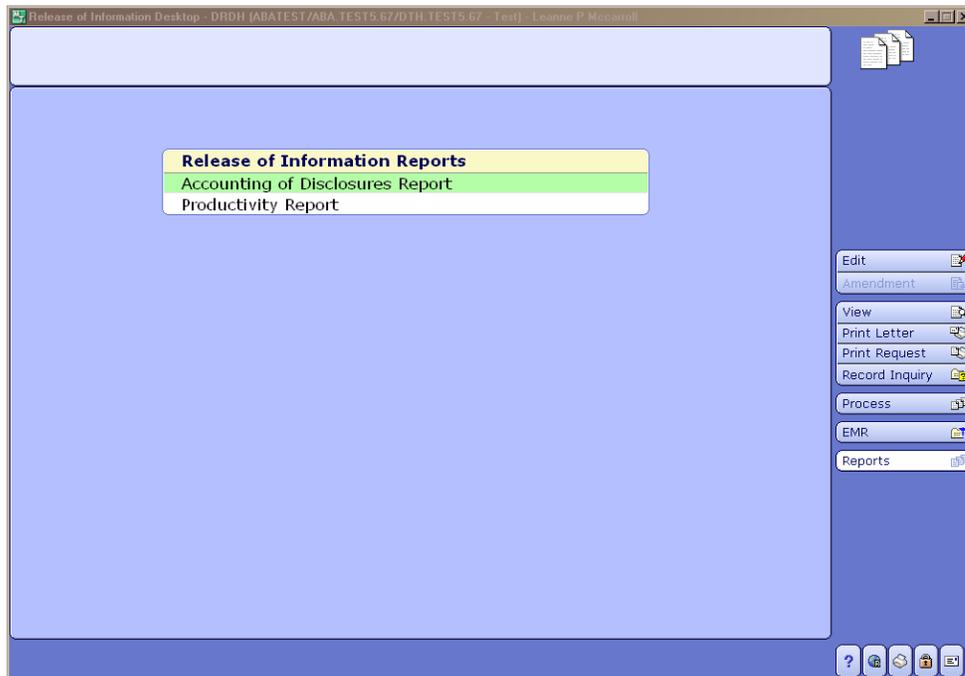
### **EMR Routine**

Use this routine to access the EMR

## Reports Routine

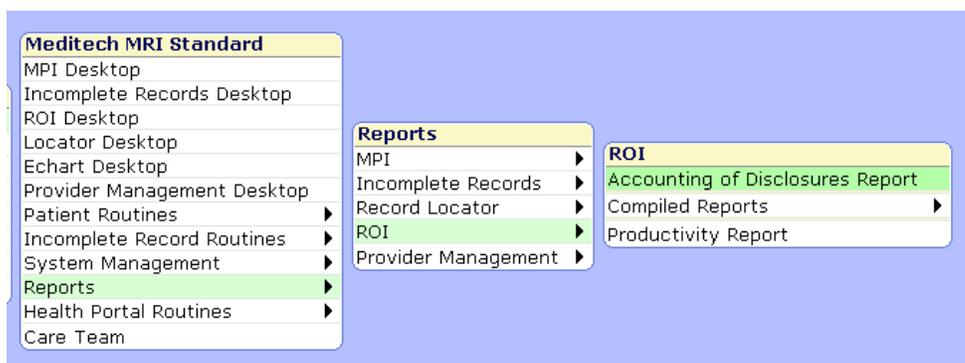
**Accounting of Disclosures Report** – not used.

**Productivity Report** – Use this report to list the total number of times a user filed activity within the ROI feature. This report can help HIM managers track user activity.



## Reports ROI Menu

ROI Reports can also be accessed via Reports>ROI.





**Purge Reports** - The Purge Report Routine allows you to:

- purge a report's data
- purge a report's data and it's specifications

Report	PD TST RPT	
Status	COMPILED	
Started Date/Time	10/25/05	1348
Stopped Date/Time	10/25/05	1348
Count	1	
Title	PRD TEST REPORT WWWWWW...WWW...WWW...	
Sort 1	PATIENT	
Sort 2		
Sort 3		
Selection		

**Halt Reports** - Use this routine to stop the system from compiling a report.

### Disclosure Information Customer Defined Screen (CDS)

The CDS completed by staff in CHR, DTH and ECH in 5.57, will not be available in the 5.67 version of Meditech. Please contact your HIM Records Management or Access and Disclosure Supervisor for more information.

### MRI Custom Reports

Custom reports (aka NPR reports) can be found in the MRI BSS Custom Reports menu. This menu is currently organized by HCIS. Before Go Live, we hope to have this menu organized by each MRI Feature – MPI/Demo Recall, DIU, ICR, ROI, Locator, Public Health and Misc.

<b>Applications</b> ABS *David Thompson Health TEST 5.67* ▶ ADM *David Thompson Health TEST 5.67* ▶ EDM *David Thompson Health TEST 5.67* ▶ ITS *David Thompson Health TEST 5.67* ▶ MIS *David Thompson Health TEST 5.67* ▶ MRI *David Thompson Health TEST 5.67* ▶	<b>MRI Desktop</b> Meditech MRI Standard ▶ Change your Password/PIN ▶ MRI BSS Custom Reports ▶	<b>MRI BSS Custom Reports</b> ARH ▶ CHR ▶ DTH ▶ ECH ▶ NLH ▶ PCH ▶ PHR ▶ All HCIS's ▶
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