

Tip Sheet Category

Click the text and a dropdown will appear.

Select a category from the dropdown.

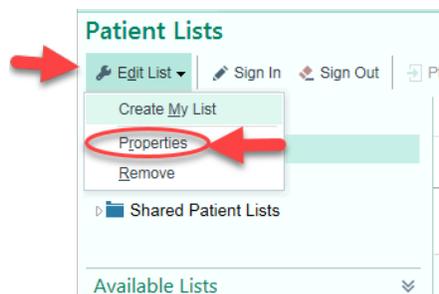
All Clinical Staff

HIP TIP

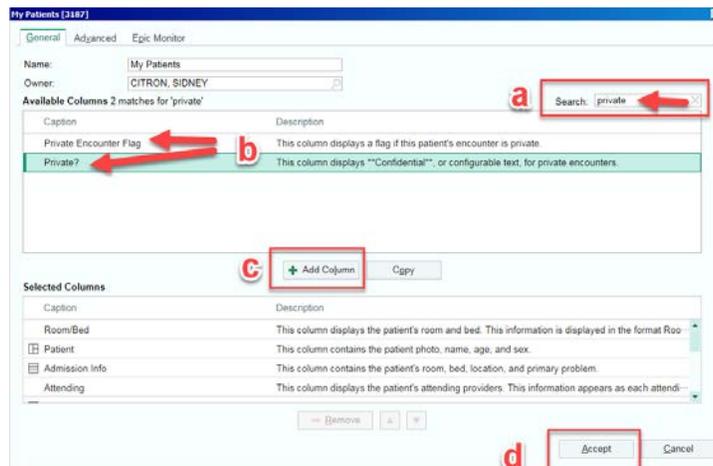
Private Encounter or Confidential Status

Confidential Status

A patient's confidential status is entered in Soarian and interfaced to Epic. If a patient has been identified as a Victim of Violence this information will show in epic as a Private Encounter flag. To see this flag you will need to add the appropriate column to your **My Patients List**



- Select the column that you want to add
- Click **Add Column**
- Click **Accept** to save the changes



Break The Glass

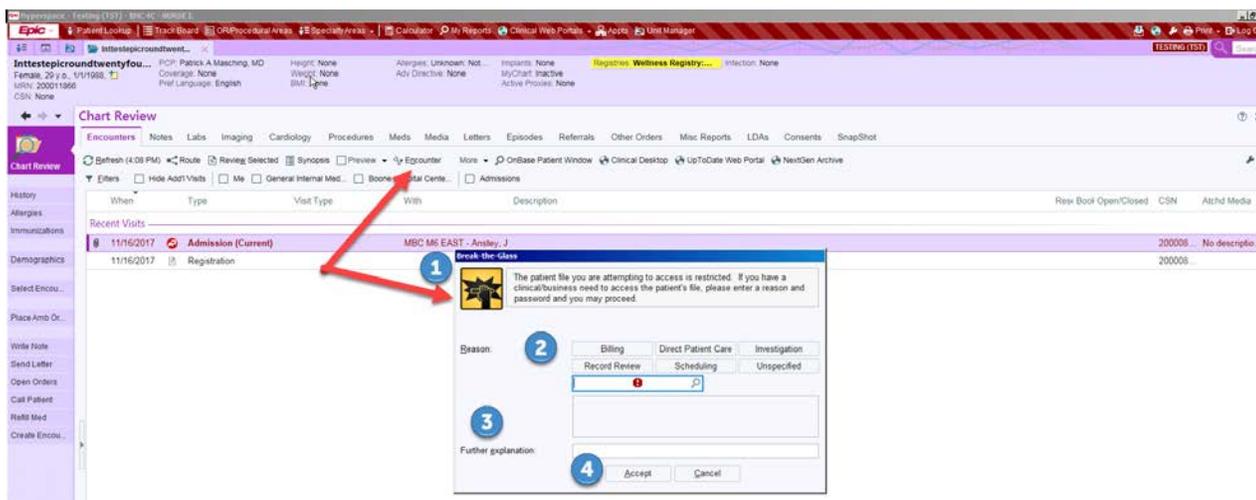
A recent decision was made regarding how BJC HealthCare and Washington University School of Medicine will handle the marking of an entire patient's chart in Epic as confidential.

If a patient requests their entire chart to be marked as confidential, or Break the Glass (BTG), this request should be emailed directly to your HIM Manager or Privacy Officer for consideration. Patients should be informed that marking their chart as confidential will not exclude specific users from their chart, it will only track access and allow for auditing of inappropriate access.

If the patient's request for BTG is approved, the Sensitive Chart flag will be placed by the appropriate HIM Manager or Privacy Officer. The Sensitive Chart flag will trigger Break the Glass for anyone who is not on the patient's care team. If users are part of the care team they should be added as such in Epic to minimize inappropriate triggering of BTG. Users who are not part of the care team will need to identify the reason for accessing the chart and authenticate access with their password. This access will be in effect for 24 hours for that user; after 24 hours, they will have to repeat the BTG process. Break the Glass is tracked by reports in Epic that are available to the designated HIM or Privacy user.

The reason for the Private encounter will also display on a patient list column.

1. When you attempt to access the patient's chart the user will receive a Break-the-Glass window
2. Select the reason for accessing the chart
3. If needed type an explanation
4. Click Accept



5. After you click accept you will enter your password and click okay

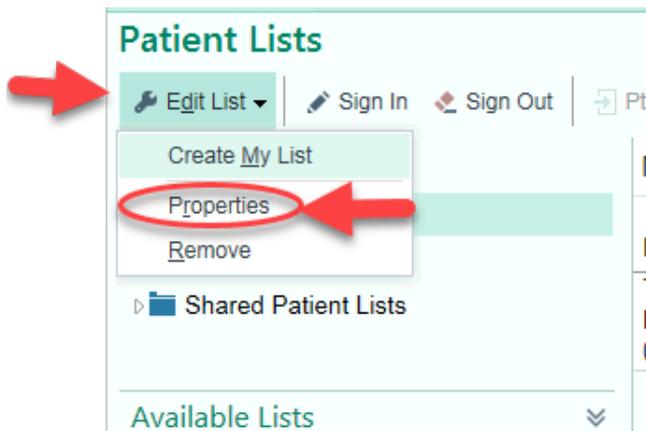


Patient List Column

If a patient is marked as a private encounter you can have this to display on your patient list.

To add the private encounter column:

2. Highlight the My list that you want it added to
3. Click on Edit list and select properties



- a. In the search field type 'private'
- b. Select the column that you want to add
- c. Click **Add Column**

d. Click **Accept** to save the changes

The screenshot shows the 'My Patients [3187]' configuration window with the following elements:

- Search:** A search box containing 'private' with a red box and arrow labeled 'a' pointing to it.
- Available Columns:** A table with two columns: 'Caption' and 'Description'. The 'Private?' row is highlighted in green, with a red box and arrow labeled 'b' pointing to it.
- Buttons:** A red box and arrow labeled 'c' points to the '+ Add Column' button.
- Selected Columns:** A list of columns including 'Room/Bed', 'Patient', 'Admission Info', and 'Attending'.
- Bottom Buttons:** A red box and arrow labeled 'd' points to the 'Accept' button.