

Documenting Confidential Data

Charting confidential information is important to protect patient privacy.

See below for steps on how to document confidential data.

- Information that is confidential should be documented in the appropriate way, as described below, and not directly into the note.
- Confidential items remain confidential from encounter to encounter. This ensures that confidential documentation is viewable in the patient's chart and remains confidential for future documentation.
- This process protects confidential data from pulling into other notes or from being released in the portal.

Prescriptions

When reviewing orders, any confidential prescriptions will display **CONFIDENTIAL** preceding the order info.

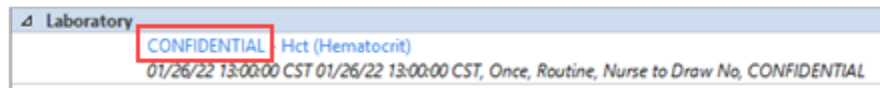


When entering an order, use the order detail labeled **Confidential Medication**. Select **Yes** to mark a medication confidential.



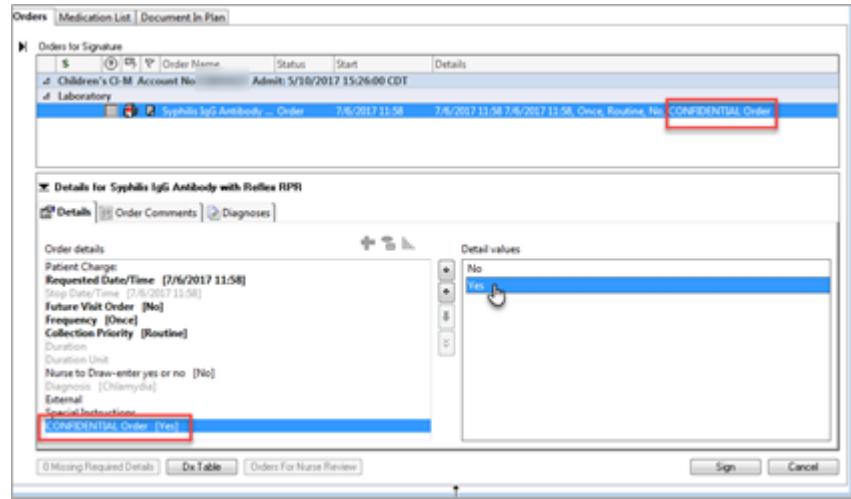
Orders (Labs and Medication given in house)

When reviewing lab or medication orders, any marked confidential will display **CONFIDENTIAL** preceding the order info.



When entering an order, select **CONFIDENTIAL** and click **Yes**. **Note:** You may need to scroll to bottom of order details to view.

Note: All labs related to Minor Consent are automatically defaulted to **Confidential**. Ordered Minor Consent labs will only display in confidential Dynamic Documentation notes.



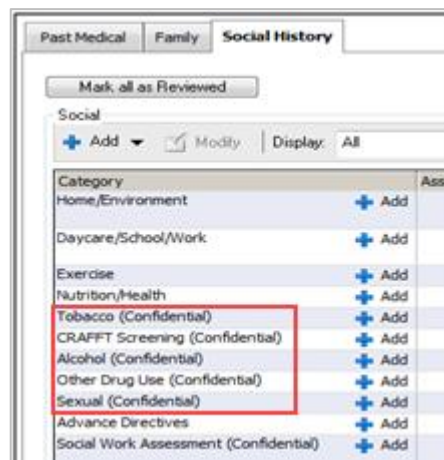
Social History

Categories containing confidential information will be labeled **(Confidential)** following the Category name.

Document confidential information in the categories labeled as confidential.

Note: Never document sensitive information that could be confidential in a category without the **(Confidential)** label.

Click **Add** to document new, right-click and **Modify** to update existing information.



Problem List: This Visit Diagnoses and Chronic Problems

Confidential will display in the Classification column

Set **Classification** to **All**.

To mark a Problem/Dx confidential, select **Modify**, and set the ***Classification** field to Confidential, Ok

Priority	Problem Name	Code	Onset	Classification	Actions
1	Benign and innocent cardiac murmurs	R01.0 (ICD-10-CM)	--	Medical	✓ This Visit <input type="checkbox"/> Chronic
2	Depressed state	F32.A (ICD-10-CM)	--	Confidential	✓ This Visit <input type="checkbox"/> Chronic
3	Sexually active child	Z72.51 (ICD-10-CM)	--	Confidential	✓ This Visit <input checked="" type="checkbox"/> Chronic <input type="button" value="Resolve"/>

Note: If there is a new confidential problem that is both Chronic and This Visit, add it as Chronic first, mark confidential, then click This Visit and mark confidential. Prioritize all non-confidential problems first followed by any confidential problems.

To view a demo of the Problem List, click here: [Avoiding Problems with the Problem List](#)

Patient Education

Any selected education content will be viewable through the portal and become part of the clinic visit summary.

Note: ED patient education content is not viewable in the portal.

Follow these steps to give confidential education materials to the patient and prevent them from being viewable in the portal:

1. Select education to add.
2. Click **Print**.
3. Click **Remove** which prevents the education from being released to the portal or through HIM.

Added Education

Education Name	Language	Actions
Well Child Visit, Age 6 months	English	Modify <input type="button" value="Print"/> <input type="button" value="Remove"/> <input type="checkbox"/>
Think Small ParentPowered Texts	English	Modify <input type="button" value="Print"/> <input type="button" value="Remove"/> <input type="checkbox"/>