

Documenting Confidential Data

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.

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Medication	*	Resp	
CONFIDENTIAL -ethinyl e.	stradiol-norgestimate (Sprintec 0.25 mg-35 mcg , QDay, 84 TABLET, 3 Refill(s)	Zzz	
template non-formulary med (little blue pill) 0 Refill(s)			

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	Medication										

1 Informatics Education Updated October 2023

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EMR Education

Documenting Confidential Data

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. △ Laboratory CONFIDENTIAL Hct (Hematocrit) 01/26/22 13:00:00 CST 01/26/22 13:00:00 CST, Once, Routine, Nurse to Draw No, CONFIDENTIAL

\$ (9) 15 17 Order Name	Status	Start	Details	
		17 15:26:00 CDT		
d Laboratory				_
🔲 📵 🛛 Syphilis 195 Antibod	v Order	7/6/2017 11:58	7/6/2017 11:58 7/6/2017 11:58, Once, Routine, No. CONFIDENTIAL	Order
▼ Details for Syphilis IgG Antibody with Re	des RPR			
🚰 Detalls 🔠 Order Comments 🔂 Diagno:	ses			
		+ % 5.		
Ovder details		1 0	Detail values	
Patient Charge:			 No 	
Requested Date/Time [7/6/2017 11:58]			• <u>*</u>	
Stop Dute/Time [7/6/2017 11:58]				
Future Visit Order [No]			1	
Frequency [Once]			*	
Collection Priority [Routine]				
Duration			P	
Duration Unit				
Nurse to Draw-enter yes or no [No]				
Diagnosis (Chlamydia)				
External				
Eparial Instantions				
CONFIDENTIAL Order [Yes]				

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.

ast Medical	ast Medical Family Social History						
Mark all as	Reviewed]						
Social							
💠 Add 👻	Modity Displa	ay: All					
Category		A					
Home/Environm	🕂 Add						
Daycare/Schoo	💠 Add						
Exercise	Add						
Nutrition/Healt	- Add						
Tobacco (Conf	Add						
CRAFFT Scree	📥 Add						
Alcohol (Confic	Add						
Other Drug Us	Add						
Sexual (Confid	Add						
Advance Direc	tives	- Add					
Social Work As	0 📥 Add						



Documenting Confidential Data

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

Classification	All	Add as This Visi	t 🗸	Add problem	
Priority	Problem Name	Code	Onset	Classification	Actions
1 🕶	Benign and innocent cardiac mu	rmurs R01.0 (ICD-10-CM)		Medical	V This Visit Chronic
2 🗸	① Depressed state	F32.A (ICD-10-CM)		Confidential	V This Visit Chronic
3 🛩					

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.

						-
 Quick Suggestions 					Favorites Custom Q, More Optio	16
All This Visit Problems	Suggestions based on all This Visit Problems					
1:Encounter for immunization 2:Patient is scheduled for surgical procedure 3:Status post device dosume of ASD Bengin and encount cardiac murmurs WCC (well child check)	Nexplanon (CUSTON)		Coarctation Repair: Resection with Extended End to End Aniastomesis (CUSTON)		Immunizations: Care at home (CUSTOH)	
	Aerobic evendoe (CUSTON)	ŵ	Cytochrome P450 2C19 (CYP2C19) Normal Metabolizer (CUSTOM)	\$	Pre-op Worksheet (NT, Facial Plastic Surgery (CUSTOM)	
	Abrail Septal Defect (ASD) Repair (CUSTOH)		Desmopressin (DDAVP) for bedwetting (CUSTOM)	Ŷ	Tetralogy of Fallot Repair (CUSTON)	
	Abrioverbroalar Septal Defect (AVSD) Repair (CUSTOH)		Developmental milestones 12 to 18 months (CUSTOM)		Think Small ParentPowered Texts (OUSTOM)	
	Bilateral coordination (CUSTOM)	Ŷ	Developmental milestones 3 to 5 years (CUSTOM)		Ventricular Septal Defect (VSD) Repair (CUSTON)	
	BHD: Tips for healthier living (CUSTOM)	Ω	Developmental milestones 6 to 12 months (CUSTOM)		☆ Well Child Visit, Adolescent Alone Time (CUSTON)	
	Central Line Associated Bloodstream Infection (CLABSI) Prevention (CLISTOH)	Ŷ	Developmental mileitones birth to 6 months (CUSTON)		Well Child Visit, For Teen, Age 15 yrs (CUSTOR)	
	Counctation Repair: Resection with End to End Anastamoos (CUSTOM) Feeding children ages 1 to 3 (CUSTOM)				66 More Suggestions	
Education Language: English	×			io i		
ddad Education						
dded Education	Language		Actions	-		
Education (2)		_		2	3	1
Well Child Visit, Age 6 months	English		Modify	Print	Remove	
Think Small ParentPowered Texts	English		Modify	Print	Remove	
Medication Leaflets (1)			Variation of Contraction of Contract		Commentation of the second sec	