JUVENILE COURT HEALTH SERVICES
MEDICAL RECORDS PROCEDURES

Subject: **ENTERING REQUEST INFORMATION INTO THE REQUEST MANAGER**	Original Issue Date: 9/20/2011	Procedures # **021**
	Supersedes:	Effective Date: 6/11/2018

Departments Consulted: HIM Department	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By: (Signature on File) David Oh, MD Medical Director

PURPOSE

To track all incoming and outgoing requests including, but not limited to, subpoenas, disability and request for health information legal authorizations, etc., and for all discharge summaries and letters, including, abnormal lab letters and outside appointment letters in order to maintain continuity of care.

PROCEDURE

In the PEMRS applications Main Menu screen, select the ACCESSHIM P176 icon.
- Click on the VIEW menu tab located on the upper left corner of the screen
- On the dropdown menu, select OPEN PERSPECTIVE and then select REQUEST MANAGEMENT.
- The REQUEST tab will now be open
- Click on the BLUE PLUS SYMBOL (+) to begin a new entry.
- In the REQUEST TYPE window select ROI
- In the FACILITY window select JH – (and the facility you are adding the request to)
- For REQUESTOR, make the appropriate selection
-     1) Doctor's name for Abnormal Labs
-     2) Medical Records – other authorized party for a medical discharge summary
-     3) Medical Records, outside request – Health care Institution for outside records
-        Request etc.
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- A profile Requestor database toll window will pop up
-     Verify information of selected request is correct and choose the SELECT button to return to the main window.
- Type in PDJ or name and date of birth and select the correct patient
- Select the correct DELIVERY METHOD from the dropdown menu
- Select the ACCOUNTING OF DISCLOSURE box (AOD)
- Select the appropriate REQUEST STATUS from the dropdown menu
- Enter the reason for the request in the PURPOSE box
- Ener a description of what is being released, to whom and by who with any pertinent information into the DESCRIPTION box.
- Select the SAVE icon (blue floppy disc) on the top of the form to save completed entry into the Request Manager database.
- Repeat steps until all requests have been entered.

DISTRIBUTION: Juvenile Court Health Services Medical Records Procedures Manual

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	Health Services Administrator's Initials:	

REFERENCE

JCHS Policy #E-101, Availability and Use of EMR Health Record
JCHS Policy #E-102, Medical Records Confidentiality