

# Managing Patient Consent on the eCHN Portal

**User Guide/Manual** 

Date: September 30, 2016 Version: 1.2 eCHN Document Number: PSO - 312



## **Table of Contents**

1.	What is eCHN?	2
2.	Patient Consent	3
2.1.	What is Implied Consent?	3
2.2.	What is Express Consent?	3
2.3.	Emergency Situations and Consent	3
2.4.	Consent Management at eCHN	1
3.	Using the Consent Management Application	5
3.1	Logging Onto to eCHN	5
3.2	Conducting a Patient Search in the Consent Management Tool	7
3.3	Applying an Access Restriction to a Patient Chart1	3
3.4	Applying an Access Restriction to a Patient Record(s) within a Chart – "Lockbox"	3
3.5	Emergency Override of an Access Restriction	3
3.6	Applying a Transactional Consent Restriction through the Consent Management Application	5
3.7	Reinstatement of Access and/or Transmission of Patient Data to eCHN	3
3.7.1	. Reinstating Chart Access Consent	3
3.7.2	2. Reinstating Document Access (Lockbox) Consent	5



#### 1. What is eCHN?

The electronic Child Health Network (eCHN) is a non-profit government-funded organization which provides electronic services to health information custodian clients such as hospitals, Community Care Access Centres, health care group practices and independent health care practitioners. eCHN provides custodians and their authorized users with access to an electronic health records repository known as WebChart, which facilitates the secure disclosure of personal health information (PHI) between health information custodians in Ontario. Access to the patient information in eCHN is provided solely to support the provision of health care. The data available on eCHN must not be used for research or any secondary purpose.

The information available via the eCHN Portal's WebChart application includes:

- Laboratory Data and Microbiology Reports
- Diagnostic Images and Reports
- Medication Administration Reports
- Admission, Discharge and Transfer Records
- Treatment notes and Alerts
- Cardiology
- Newborn Screening
- Scanned Documents
- Demographics

The data within the eCHN system may not be a complete health record. Information in the eCHN WebChart application is contributed from custodian organizations<sup>1</sup> in Ontario. Contributing clients are not obligated to submit the entire chart for any given patient record.

It is strictly prohibited for authorized users to access the PHI from the WebChart application for research or data mining purposes. eCHN WebChart access may be audited by members of the eCHN Privacy Office or by Privacy Officers from client organizations to ensure appropriate access/use of patient data by users.

<sup>&</sup>lt;sup>1</sup> Health Information Custodians as defined in PHIPA Section 3(1) 1 - 4.



### 2. Patient Consent

The *Personal Health Information Act, 2004* (PHIPA) outlines the requirement that the knowledge and consent of an individual patient is required for the collection, use or disclosure of PHI, notwithstanding any exceptions in the statute. If a patient has not yet reached the age of majority within their province, or is not considered a mature minor, then consent may be granted/revoked by the patient's parent(s), guardian or substitute decision maker (SDM).

Consent for the transfer of patient data to eCHN is managed by each contributing client in accordance with their policies and procedures. Client organizations that submit PHI to eCHN must ensure that they have followed the consent requirements of PHIPA prior to releasing the data. Additionally, authorized eCHN users must ensure they are operating in compliance with PHIPA and their organization's consent protocols, as they pertain to the viewing of patient charts/records for the provision of care.

A patient who has provided their consent to a contributing eCHN client for the transfer of their PHI to eCHN may, at any time, withdraw that consent. Requests for changes to consent directives from a patient must be made by the patient to the contributing eCHN client organization.

#### 2.1. What is Implied Consent?

Implied consent is not expressly granted by an individual, but rather a consent which can be inferred from the individual's actions, or in some cases their inaction/silence in a particular situation.

For example when a patient visits a health care provider, that patient is expected to supply relevant information to the provider in order to receive the appropriate care. This is an example of "implied consent" where the patient doesn't necessarily need to be asked "do you consent to provide your health information in order to receive treatment?" The actions of the patient imply that consent is granted for the collection of relevant patient health information.

#### 2.2. What is Express Consent?

Express consent is a clear and voluntary preference or choice which is freely given in circumstances where the individual has been advised of the available options and the consequences of their decision. Express consent in a health care setting is often documented through the use of a consent form, waiver, or by other means of recording an individual's affirmation.

PHIPA requires that the express consent of a patient be gained in situations where:

- a. a health information custodian is going to disclose data to a person that is not a HIC, or
- b. where a HIC makes a disclosure of PHI to another health information custodian for purposes other than the provision of care. <sup>2</sup>

#### 2.3. Emergency Situations and Consent

PHIPA also outlines situations under which a custodian may disclose PHI to other health information custodian(s) in order to reduce the significant risk of serious bodily harm to an individual. In such situations

<sup>&</sup>lt;sup>2</sup> PHIPA, section 18(3)



of potential serious bodily harm, the disclosure of PHI maybe made without the consent of the individual to whom the information relates. One such exception to consent occurs when it is impossible or impractical to obtain consent, such as with emergency medical situations.

Additional information emergency overrides can be found in section 3.5 of this guide.

#### 2.4. Consent Management at eCHN

eCHN has developed consent management tools to assist clients with the application of patient consent directives related to eCHN. Various methods are employed by eCHN to manage both access consent to a patient's PHI and transactional consent for the receipt and posting of a patient's PHI.

At eCHN, an **"Access"** consent restriction is when a patient blocks access to their PHI which exists in the eCHN system. An access consent restriction maybe requested by a client to block access to a patients' full chart or to specific records found within that chart. It is up to each Client to determine which access restriction option best aligns with their organization's consent policy rules.

A **"Transactional"** consent restriction is when a patient withdraws their consent for the transmission of their PHI from a contributing client site to eCHN and/or posting of their patient data to WebChart. Once transactional consent blocks are put in place, data transmission/posting stops from that point in time forward, not retroactively.



# 3. Using the Consent Management Application

#### 3.1 Logging Onto to eCHN

3.1.1 To access the eCHN Consent Management application, navigate to the eCHN Portal login page at <u>https://hinet.echn.ca</u>.

<u>Note</u>: The eCHN Portal is only available to authorized users. In order to become an authorized user please request an eCHN Portal Access Application Form from the eCHN Helpdesk at 416-813-7998 or by email at <u>helpdesk@echn.ca</u>.

Login Video Tutorial	C The Paediatric Health Record of Ontario					
System Messages: St. Joseph's Health Centre (SJHC) Sectral NEON Infrastructure Updrade - Temporary	System Messages:  St. Joseph's Health Centre (SJHC) Sectra DI reports are online, NEON Infrastructure Upgrade - Temporary Data Interruption					
eCHN Portal Login: Username Password Login Clear Forgot your password?	CHN Portal CHN Portal is a secure system in which paediatric medical records are available electronically to health care providers when and where they are required. This information includes laboratory results, transcribed documents, electronic reports, diagnostic imaging reports and associated images, scanned documents, visit information and personal information such as age, address and phone number CHN Portal conforms to the latest provincial and federal electronic Health Records (eHR) architectural standards and allows controlled access to accurate and current patient information that has been collected from a variety of geographically-dispersed sources within the Province of Ontario.					
Contact Us           Phone:         416-813-7998           FAX:         416-813-8294           Free:         1-877-252-9900           Address:         180 Dundas Street W., Swith 2405	eCHN Portal is available only to pre-authorized health care providers. The information containing Personal Health Information (PHI) is presented in the one standard uniform view, no matter where it originated.           Renefits of eCHN Portal           Health care professionals have instant access to the most current patient information.					
Suite 2405 Toronto, Ontario, M5G 128 Email: Help desk: helpdeskightnica General Info: echnmali@echn.ca 						

3.1.2 Enter your username and password in the <u>eCHN Portal Login</u> box. Select the yellow *Login* button to continue.

	C The Paediatric Health Record of Ontario
Login Video Tutorial	
System Messages: • St. Joseph's Health Centre (SJHC) Sectra • NEON Infrastructure Upgrade - Temporar	DI reports are online. / Data Interruption
eCHN Portal Login: Username shireena Password Login Clear	eCHN Portal is a secure system in which paediatric medical records are available electronically to heath care providers when and where they are required. This information includes laboratory results, transcribed documents, electronic reports, diagnostic imaging reports and associated images, scanned documents, visit information and personal information such as age, address and phone number eCHN Portal conforms to the latest provincial and federal electronic Health Records (eHR)
Forgot your password?	architectural standards and allows controlled access to accurate and current patient information that has been collected from a variety of geographically-dispersed sources within the Province of



3.1.3 Enter the answer to your Account Verification Question and select the yellow *Continue* button.

e C 🔆	electroni CHILD HEALTH NETWO	C The Paediatric Health Record of Ontario
Login	Video Tutorial	
Enhanced	Secure Login to eCHN Pe	ortal - Account Verification Question
To access you Note: You car eCHN Portal.	ur account, please read and answ n change your Account Verification	er your Account Verification Question below. I Questions at any time by clicking on the [Preferences] option which is located in the top menu bar of
lf you experie You can also	nce difficulties, please contact the email us at <u>helpdesk@echn.ca</u>	eCHN help desk at 416-813-7998 or 1-877-252-9900.
		Attempt 1 of 3
	Question:	What is the first name of the maid of honour at your wedding?
	Answer:	•••••
	🗹 Remem	ber me at this computer for the next 6 hours.
		Continue

3.1.4 Verify your Facility and User Role as displayed within the <u>eCHN Portal – Facility & Role</u> box.

<u>Note</u>: If the facility/user role displayed is not accurate please contact the eCHN Helpdesk at 416-813-7998 or <u>helpdesk@echn.ca</u> for assistance. If you are authorized for more than one role/facility you must select the appropriate role/facility for the task being performed and select the yellow *Continue* button.





#### 3.2 <u>Conducting a Patient Search in the Consent Management Tool</u>

3.2.1 From the eCHN Portal Menu click on the blue highlighted and underlined *Consent Management* link.

Main Menu	News	Video Tutorial	Preferences	Logout			
eCHN Por User: S Facility: H Role: P	tal Login Inform hireena Nazamo lospital for Sick C rivacy & Security	nation deen hildren Officer		ortal I	<b>1</b> enu		
Logout	Switch role	Ā	pplications and Service	s			
		\	NebChart				
Contact Us	5	) i	adont chart viewer.				
Phone:	416-813-79	98	eCHN Audit Reporter Tool for site auditors and p	privacy office	rs to review	eCHN user activities.	
FAX: Free:	416-813-8294 1-877-252-9900		POGO				
Address:	180 Dundas Stre Suite 2405 Toronto, Ontario M5G 128	et W.,	Electronic Shuttle Sheet fo Diabetes Care Tracking Real-time Diabetes Tracki	r the Pediatr ng.	ic Oncology	y Group of Ontario.	
Email:	Help desk: helpdesk@echn General info: echnmail@echn		Ambulatory e-Referral Electronic Ambulatory Ref	errals			
	centinangeenti	/	Ambulatory e-Referral eReferral in java	/	1	Select "Consent	
		<u>c</u>	Consent Management Consent Management			Management"	

3.2.2 Search for the patient requesting consent revocation or reinstatement. By entering the patient details into the <u>Patient Search</u> fields. For an optimal search, best practice is to enter information into one of three data fields: Full Name, Health Card # or MRN.

Consent M	lanagement	User: Shireena Nazamodeen Facility: Hospital for Sick Children
Patient Search Lo	gout	
Patient Search		
Patient Search	Date of Birth:	Number Search
HealthCard #:	UPI:	MRN:
Phone:	Age: to	Encounter #:
Mother: Search	Father:	Search Reset

• When entering information into the "Full Name" field, enter the patient's name using the following format: lastname, firstname (e.g Smith, John).





Conse	Consent Management User: Shireena Nazamodeen Facility: Hospital for Sick Children							
Patient Search	Logout							
Patient Searc	Patient Search							
Pat Format: Last N Full Name: HealthCard #: Phone: Mother: S	ame, First Name	Date of Birth: UPI:	Number So       Facility:       MRN:       Encounter	earch Hospital For Sick Chil  #: Search Reset				

• In the "HealthCard #" field, please enter the patient's Ontario Health Insurance Plan (OHIP) card number without the version code.

Consent Management User: Shireena Nazamodeer Facility: Hospital for Sick Children				
Patient Search	Logout			
atient Searc	h			
Patient Search	alth Card Number	Date of Birth: UPI: Age: to	Number Search       Facility:     Hospital For Sick Chil •       MRN:	
Mother:	Search Reset	Father:	Search Reset	

• Should you opt to search by phone number, , avoid using dashes (-) in the "Phone" field. Example: 4168137998.

Consent Managem	User: Shireena Nazamodeen Facility: Hospital for Sick Children	
Patient Search Logout		
Patient Search		
Patient Search		Number Search
Full Name:	Date of Birth:	Facility: Hospital For Sick Chil V
HealthCard Format: 000 000 0000 or 0000000000	UPI:	MRN:
Phone:	Age: to	Encounter #:
Mother:	Father:	Samb Daget
Search Reset		Sealui Resel

• If conducting a search using the names of the patient's mother or father, use the following format to enter the names: lastname, firstname.



Consent Management Eacility: Hospital for Sick Chi				
Patient Search Logout				
Patient Search				
Patient Search       Full Name:       HealthCard       #:       Pt[Format: Last Name, First Name]       Mother:       Search       Reset	Date of Birth: UPI: Age: to Tather:	Number Search       Facility:     Hospital For Sick Chil ▼       MRN:		

• In the "Date of Birth" field, enter the numbers as year-month-day. Example: for January 31, 2010, enter 2010-01-31.

Patient Search Logout		
tient Search		
Patient Search	Format: YYYY-MM-DD	Number Search
Full Name:	Date of Birth:	Facility: Hospital For Sick Chil V
HealthCard	UPI:	MRN:
#:		Encounter #:
Phone.	Age. to	

• The "Facility" field will default to the facility you selected/verified in step 3.1.4.

Conser	nt Manageme	ent	Faci	User: Shireena Nazamodeen lity: Hospital for Sick Children
Patient Search	Logout			
Patient Search	1			
Patient Search       Full Name:       HealthCard       #:       Phone:       Mother:		Date of Birth:	Number Search Facility: H MRN: Encounter #:	lospital For Sick Chil V

• If searching by "MRN", please enter the medical record number associated with the patient at your facility.





Conse	ent Manage	ment	User: Shireena Nazamo Facility: Hospital for Sick Ch
Patient Search	Logout		
tient Searc	ch		
Patient Search			Number Search
Full Name:		Date of Birth:	Fac Enter Medical Record Number k Chil
HealthCard #:		UPI:	MRN:
Phone:		Age: to	Encounter #:
Mother:		Father:	
Mother:	Search Reset	Father:	Search Reset

• The "Encounter #" is a unique identifier assigned by a hospital to a patient and represents a specific hospital visit.

Patient Search Logout		
ntient Search		
Patient Search		Number Search
Full Name:	Date of Birth:	Facility: Hospital For Sick Chil V
HealthCard	UPI:	MR Enter encounter number or PAN
#:		Encounter #:
Phone.	Age. to	

3.2.3 Once you have entered data into the <u>Patient Search</u> fields, select the *Search* button. The results will be displayed based on the information entered.

<u>Note</u>: You will only be provided with a list of patients from your facility.



Patient Search	Logout					
tient Sear	ch					
Patient Search				Numbe	er Search	
Full Name:	echnphr	Date of Birth:		Facility	: Hospital For Si	ck Chil 🔻
HealthCard				MRN		
#:		UPI:				
Phone:		Age:	to	Encour	iter #:	
Mother:		Father:			Soomh Dee	
	Search Reset				Search	51
arch Resu Patients found, d	Its splaying 15 patients, from 1	to 15. Page 1 / 2				
arch Resu Patients found, d ast Name †	Its splaying 15 patients, from 1 First Name	to 15. Page 1/2 Middle Name	Gender	Birth Date	Heath Card #	Prov
arch Resu Patients found, d ast Name † CHNPHR09801	Its splaying 15 patients, from 1 First Name ECHNPHR09801	to 15. Page 1/2 Middle Name	Gender ර්	Birth Date	Heath Card # ECHNPHR09801	Prov
arch Resu Patients found, d ast Name † CHNPHR09801 CHNPHR10	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10	to 15. Page 1 / 2 Middle Name	Gender රී රී	Birth Date 1997-04-13 2009-07-21	Heath Card # ECHNPHR09801 5901114504	Prov
arch Resul Patients found, d ast Name † CHNPHR09801 CHNPHR10 CHNPHR11	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11	to 15. Page 1/2 Middle Name	Gender රී රී	Birth Date 1997-04-13 2009-07-21 2009-07-22	Heath Card # ECHNPHR09801 5901114504 5901114505	Prov
arch Resul Patients found, d ast Name † <u>CHNPHR09801</u> <u>CHNPHR10</u> <u>CHNPHR11</u> <u>CHNPHR12</u>	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12	to 15. Page 1 / 2 Middle Name	Gender ਨੇ ਨੇ ਨੇ ਨੇ ਨੇ	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506	Prov
arch Resul Patients found, d ast Name † CHNPHR0 CHNPHR10 CHNPHR11 CHNPHR12 CHNPHR1301	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD10 CHILD11 CHILD12 ECHNPHR1301	to 15. Page 1 / 2 Middle Name	Gender රී රී රී රී රී	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506 ECHNPHR1301	Prov
arch Resu Patients found, d ast Name † CHNPHR09801 CHNPHR10 CHNPHR11 CHNPHR12 CHNPHR1301 CHNPHR14	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12 ECHNPHR1301 CHILD14	to 15. Page 1 / 2 Middle Name	Gender c c c c c c c c c c c c c	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506 ECHNPHR1301 5901114508	Prov
arch Resu atients found, d ast Name f CHNPHR09801 CHNPHR10 CHNPHR11 CHNPHR12 CHNPHR1301 CHNPHR14 CHNPHR15	Its splaying 15 patients, from 1 First Name CHNPHR09801 CHILD10 CHILD10 CHILD12 CHILD12 CHILD13 CHILD14 CHILD15	to 15. Page 1/2 Middle Name	Gender ð ð ð ð ð ð	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-26	Heath Card # ECHNPHR09801 590114504 590114505 590114506 ECHNPHR1301 590114508 590114509	Prov
arch Resu atients found, d ast Name f CHNPHR09801 CHNPHR10 CHNPHR11 CHNPHR12 CHNPHR1301 CHNPHR14 CHNPHR15 CHNPHR16	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12 ECHNPHR1301 CHILD14 CHILD15 CHILD16	to 15. Page 1/2 Middle Name	Gender රී රී රී රී රී රී රී රී රී රී රී රී	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-26 1997-07-26	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506 ECHNPHR1301 5901114508 5901114509 5901335509	Prov
arch Result atients found, d ast Name † CHNPHR09801 CHNPHR10 CHNPHR12 CHNPHR1301 CHNPHR1301 CHNPHR15 CHNPHR15 CHNPHR16 CHNPHR2	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12 ECHNPHR1301 CHILD14 CHILD14 CHILD14 CHILD15 CHILD16 CHILD2	to 15. Page 1/2 Middle Name	Gender ♂ ♂ ♂ ♂ ♂ ♂ ♂ ♂ ♂ ♂ ? ?	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-26 1997-07-26 1999-07-24	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506 ECHNPHR1301 5901114508 5901114508 590333509 590333509	Prov
arch Resu Patients found, d ast Name † CHNPHR109001 CHNPHR10 CHNPHR11 CHNPHR1301 CHNPHR1301 CHNPHR14 CHNPHR15 CHNPHR16 CHNPHR2 CHNPHR3	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12 ECHNPHR1301 CHILD14 CHILD15 CHILD15 CHILD16 CHILD2 CHILD2	to 15. Page 1/2 Middle Name	Gender ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-26 1997-07-26 1999-07-14 2009-07-14	Heath Card # ECHNPHR09801 590114504 590114505 590114505 ECHNPHR1301 590114508 590114509 590333509 590114496 5901114497	Prov
arch Resu Patients found, d ast Name † CHNPHR09801 CHNPHR10 CHNPHR11 CHNPHR12 CHNPHR1301 CHNPHR14 CHNPHR15 CHNPHR15 CHNPHR2 CHNPHR3 CHNPHR4	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD12 CHILD12 ECHNPHR1301 CHILD12 CHILD14 CHILD15 CHILD15 CHILD16 CHILD2 CHILD3 CHILD3 CHILD3	to 15. Page 1 / 2 Middle Name	Gender ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-26 1997-07-26 1997-07-26 1999-07-14 2009-07-14	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506 ECHNPHR1301 5901114509 590333509 5901114496 5901114497	Prov
arch Resu vatients found, d ast Name ( CHNPHR09801 CHNPHR10 CHNPHR10 CHNPHR12 CHNPHR1301 CHNPHR14 CHNPHR16 CHNPHR2 CHNPHR2 CHNPHR3 CHNPHR3 CHNPHR4 CHNPHR5	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD10 CHILD12 CHILD12 CHILD12 CHILD13 CHILD15 CHILD15 CHILD15 CHILD2 CHILD2 CHILD2 CHILD2 CHILD2	to 15. Page 1/2 Middle Name	Gender ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ ਨ	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-25 2009-07-26 1997-07-26 1999-07-14 2009-07-15 2009-07-15 2009-07-15	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506 ECHNPHR1301 5901114509 590333509 5901114509 5901114496 5901114498	Prov
arch Resul Patients found, d ast Name † CHNPHR09801 CHNPHR10 CHNPHR12 CHNPHR1301 CHNPHR1301 CHNPHR15 CHNPHR15 CHNPHR3 CHNPHR3 CHNPHR3 CHNPHR4 CHNPHR5 CHNPHR5	Its splaying 15 patients, from 1 First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12 ECHNPHR1301 CHILD14 CHILD14 CHILD14 CHILD16 CHILD16 CHILD2 CHILD2 CHILD2 CHILD5 CHILD5 CHILD5	to 15. Page 1/2 Middle Name	Gender ♂ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13 2009-07-25 2009-07-26 1997-07-26 1999-07-14 2009-07-14 2009-07-16 2009-07-17	Heath Card # ECHNPHR09801 5901114504 5901114505 590114505 ECHNPHR1301 5901114508 590333509 5901114509 5901114499 5901114499 5901114499	Prov

3.2.4 Select the correct patient from the search results by clicking on the blue highlighted and underlined patient name.

Conse	nt Managem	ent			User: Shireen: Facility: Hospital fo	a Nazamod r Sick Child
Patient Search	Logout					
atient Searc	h					
Patient Search				Numbe	r Search	
Full Name: ec	hnphr	Date of Birth:		Facility	: Hospital For Si	ck Chil 🔻
HealthCard #:		UPI:		MRN:		
Phone:		Age:	to	Encour	nter #:	
Mother:		Father:				
earch Result	earch Reset	to 15. Page 1 / 2				
.ast Name †	First Name	Middle Name	Gender	Birth Date	Heath Card #	Prov
CHNPHR09801	First Name ECHNPHR09801	Middle Name	Gender ਨੈ	Birth Date 1997-04-13	Heath Card # ECHNPHR09801	Prov
Last Name † CHNPHR09801 CHNPHR10	First Name ECHNPHR09801 CHILD10	Middle Name	Gender රී රී	Birth Date 1997-04-13 2009-07-21	Heath Card # ECHNPHR09801 5901114504	Prov.
CHNPHR09801 CHNPHR10 CHNPHR10 CHNPHR11	First Name ECHNPHR09801 CHILD10 CHILD11	Middle Name	Gender රී රී රී	Birth Date 1997-04-13 2009-07-21 2009-07-22	Heath Card # ECHNPHR09801 5901114504 5901114505	Prov
CHNPHR09801 CHNPHR10 CHNPHR11 CHNPHR11	First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12	Middle Name	Gender රී රී රී රී	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23	Heath Card # ECHNPHR09801 5901114504 5901114505 5901114506	Prov
CHNPHR09801 CHNPHR10 CHNPHR11 CHNPHR11 CHNPHR12 CHNPHR1301	First Name ECHNPHR09801 CHILD10 CHILD11 CHILD12 ECHNPHR1301	Middle Name	Gender රී රී රී රී රී	Birth Date 1997-04-13 2009-07-21 2009-07-22 2009-07-23 1997-04-13	Heath Card #           ECHNPHR09801           5901114504           5901114505           5901114506           ECHNPHR1301	Prov

3.2.5 The <u>Consent Summary</u> for the selected patient will be displayed. Verify the patient's demographic information before proceeding with consent revocation or reinstatement. If this is not the correct patient, go back to the search results by clicking on the yellow *Back To Search Results* button.





Consei	nt Management	t	User: Shireena Nazamod Facility: Hospital for Sick Child	een ren	"Back to
Patient Search	Logout				
Consent Sum	mary - ECHNPHR10	), CHILD10	Back To Search Resul	IS	Search
Patient Informat	ion				Results
First Name:	CHILD10	Date of Birth:	2009/07/21	N	
Middle Name:		Gender:	Male		
Last Name:	ECHNPHR10	HCN:	5901114504		
Access Conse	ent		* Hover your mouse over the table items for more informati	on	
Chart Access Cons Status: Permitted	i 1		Revoke Consen		
Document Access	(Lockbox) Consent				
Request Summary	Count (no completed or pend	ding requests)	Request Form		
Transactiona	l Consent				
1 Unique MRNs (n	o revoked or pending requests	))	Request Form		



#### 3.3 Applying an Access Restriction to a Patient Chart

#### Access Consent at eCHN

An "Access" consent restriction is when a patient blocks access to their PHI which exists in the eCHN system. Access consent blocks are communicated from the patient to the contributing client. Each client must notify eCHN of the access consent restrictions requested by the patient. eCHN will promptly process all consent directives upon notification by the client.

The functionality exists in eCHN to apply access restrictions to a patient's full chart or to specific records found within a patient chart. Chart level access restrictions may be applied to an entire patient chart by any client that contributed data to eCHN for the relevant patient. It is up the client to determine if they will apply a chart level or document-specific access restriction to a patient chart.

3.3.1 To apply an access consent restriction to a patient chart, first you must search and select the relevant patient. Please follow the instructions in section 3.1 and 3.2 of this guide to learn how to login to the eCHN Portal, enter the Consent Management tool and select a patient.

After a patient has been selected, request a <u>Chart Access Consent</u> revocation by choosing the yellow *Revoke Consent* button.

Patient Search	Logout	: 	User: Shireena Nazamodeen Facility: Hospital for Sick Children Back To Search Results
Patient Informat First Name: Middle Name: Last Name:	ion CHILD10 ECHNPHR10	Date of Birth: Gender: HCN:	2009/07/21 Male 5901114504
Access Conse Chart Access Cons Status: Permitted	ent ient		* Hover your mouse over the table items for more information Revoke Consent Consent
Document Access Request Summary Transactiona 1 Unique MRNs (no	(Lockbox) Consent Count (no completed or pendi Consent o revoked or pending requests)	ing requests)	Request Form



3.3.2 The <u>Manage Consent</u> page will be displayed. All blank fields are mandatory and must be completed in order to submit the request.

Consen	t Management		User: Shireena N Facility: Hospital for S	Nazamode Bick Childr
Patient Search	Logout			
Manage Conse	nt - ECHNPHR10, CH	ILD10	-	Cancel
Patient Informatio	on			
First Name:	CHILD10	Date of Birth:	2009/07/21	
Middle Name:		Gender:	Male	
Last Name:	ECHNPHR10	HCN:	5901114504	
User Informat	tion			
Name:	Shireena Nazamodeen			
Role:	Privacy & Security Officer			
Facility:	Hospital for Sick Children			
Phone Number:				
Requestor Name: Relationship:	- Select Relationship - V			
Requestor Ins Request Date: 2010 Revoke Chart Ac Do not allow view	structions 5/01/12 ccess Consent ing of all existing PHI for CHILD1	0 ECHNPHR10 (if availa	ble) on eCHN.	
Disclaimer				
The person or person The person or person decision to revoke c Chart access conse records on that pers Transactional conse records to eCHN, th	on's representative can choose to r on's representative has been advis onsent and by revoking consent is in trevocation is global within the e on are not accessible, ent revocation is specific to this Me e person or person's representativ	einstate consent at any t ed to consult a health ca willing to accept those n CHN Portal application." mber Site only. In other v e must contact each Mer	me. re provider regarding the potential risks associated w sks. The person or person's representative understands th rords, in order to stop other Member Site from sendin nber Site they visit and advise them to revoke conser	vith the nat all PHI Ig PHI nt.

• The <u>User Information</u> section confirms the details of the authorized user (you) performing the requested consent directive. The "Phone Number" is required so eCHN may follow-up on any questions regarding the request.

ser Informa	ation
Name:	Shireena Nazamodeen
Role:	Privacy & Security Officer
Facility:	Hospital for Sick Children
Phone Number:	



• The <u>Requestor Information</u> section prompts the user to select details about the individual making the request for revocation/reinstatement of consent. Use the dropdown menu to choose the requestor's relationship to the patient.

<b>Requestor Info</b>	rmation	
Requestor Name:		
Relationship:	- Select Relationship - V - Select Relationship -	
Requestor Instr Request Date: 2016/0	Self Mother Father	
Revoke Chart Acce Do not allow viewing	Grandparent Sister Brother	010 ECHNPHR10 (if available) on eCHN.
Disclaimer • The person or person's decision to revoke con • Chart access consent r records on that person • Transactional consent records to eCHN, the p	Aunt Uncle Stepmother Stepfather Fosterparent Guardian Legal Ward Children's Aid Other	o reinstate consent at any time. vised to consult a health care provider regarding the potential risks associated with the tis willing to accept those risks. ♦ eCHN Portal application. The person or person's representative understands that all PHI Member Site only. In other words, in order to stop other Member Site from sending PHI tive must contact each Member Site they visit and advise them to revoke consent.

• The <u>Requestor Instructions</u> section requires the user to click in the checkbox to confirm revocation or reinstatement of consent for the specific patient.



• The <u>Disclaimer</u> provides general information on the results of consent withdrawal for patient data that is in the eCHN system.





"Sul

3.3.3 Once all the required information has been entered, select the yellow *Submit* button at the bottom of the page.

	Pauent Search	Logout		
	Manage Conse	nt - ECHNPHR10, CH	ILD10	Cancel
	Patient Informatio	n		
	First Name:	CHILD10	Date of Birth:	2009/07/21
	Middle Name:		Gender:	Male
	Last Name:	ECHNPHR10	HCN:	5901114504
	User Informat	ion		
	Name:	Shireena Nazamodeen		
	Role:	Privacy & Security Officer		
	Facility:	Hospital for Sick Children		
	Phone Number:			
	Relationship:	- Select Relationship - 🔻		
	Requestor Ins	tructions		
	Request Date: 2010	ccess Consent		
	Do not allow view	ing of all existing PHI for CHILD1	0 ECHNPHR10 (if availa	ble) on eCHN.
	Disclaimer			
_	The person or person	n's representative can choose to i	einstate consent at any f	ime.
	<ul> <li>The person or person decision to revoke c</li> </ul>	n's representative has been advis onsent and by revoking consent is	ed to consult a health ca willing to accept those r	re provider regarding the potential risks associated with the isks.
	<ul> <li>Chart access conse records on that pers</li> </ul>	nt revocation is global within the e on are not accessible.	CHN Portal application.	The person or person's representative understands that all PHI
	<ul> <li>Transactional conserversion of the con</li></ul>	nt revocation is specific to this Me	mber Site only. In other v	vords, in order to stop other Member Site from sending PHI
"				

3.3.4 Once submitted, the Status (highlighted in green) will change to "Permitted, Pending Revocation", for this specific patient's Chart Access Consent.

<u>Note:</u> An ECR Code is assigned to each consent change request, along with the date the request was submitted, the authorized eCHN user who entered the request, the name of the requestor, the type of request made (revoke or reinstate), and the status of the request.



Consent	t Management			User: Shiree Facility: Hospital	ena Nazamodeen for Sick Children
Patient Search	Logout				
Consent Summ	ary - ECHNPHR10, (	CHILD10		Back To S	Search Results
Patient Information	n				
First Name:	CHILD10	Date of Birth:	2009/07/21		
Middle Name:		Gender:	Male		
Last Name:	ECHNPHR10	HCN:	5901114504		
Access Consen Chart Access Consen Status: Permitted, F	t at ending Revocation		* Hover your mouse over the	e table items for n	nore information
ECR Code	Submitted On	Submitted By*	Requestor*	Request	Status
CM20160112112463	2016/01/12	Shireena Nazamodeen	Mommy Echn	Revoke	Pending

3.3.5 To view the details of the submitted consent request, you may select the ECR code link. The request status and general information will be available for viewing by the user.

Consen	t Management			User: Shireena Nazamode Facility: Hospital for Sick Child
Patient Search	Logout			
onsent Reque	est - CM2016011211	2463		Return
Patient Informatio	on			
First Name:	CHILD10	Date of Birth:	2009/07/21	
Middle Name:		Gender:	Male	
Last Name:	ECHNPHR10	HCN:	5901114504	
Approval Date:	Pending			
Requested Date:	2016/01/12			
Action:	Revoke Chart Access Consen	t		
ser Informat	tion			
Name:	Shireena Nazamodeen			
Role:	Privacy & Security Officer			
	Hospital for Sick Children			
Facility:	riospitarior sick cililuren			
Facility: Phone Number:	(416) 813-7998			
Facility: Phone Number: <b>Cequestor Inf</b>	(416) 813-7998			
Facility: Phone Number: <b>Cequestor Inf</b> Requestor Name:	(416) 813-7998 formation Mommy Echn			

3.3.6 Once a consent request is processed by the eCHN Privacy Office you will see the Status (highlighted in red) change to Revoked.

Access Consent	* Hover your mouse over the table items for more information
Chart Access Consent	
Status: Revoked	Reinstate Consent.



#### 3.4 Applying an Access Restriction to a Patient Record(s) within a Chart – "Lockbox"

3.4.1 To apply an access consent restriction to a patient record(s), first you must search and select the relevant patient. Please follow the instructions in section 3.1 and 3.2 of this guide to learn how to login to the eCHN Portal, enter the Consent Management tool and select a patient.

After a patient has been selected, request a <u>Document Access (Lockbox) Consent</u> revocation by choosing the yellow *Request Form* button.

Patient Search	nt Managemen				
Consent Sum	mary - ECHNPHR1(	0, CHILD10	Back To Search Results		
Patient Informat First Name: Middle Name: Last Name:	CHILD10 ECHNPHR10	Date of Birth: Gender: HCN:	2009/07/21 Male 5901114504		
Access Conse Chart Access Conse Status: Permitted	ent sent		* Hover your mouse over the table items for more information Revoke Consent	Selec	ct
Request Summary Count (no completed or pending requests)			Request Form	<pre></pre>	est 1"
Transactiona 1 Unique MRNs (n	I Consent	3)	Request Form		

3.4.2 The <u>Manage Consent</u> page will be displayed. All blank fields are mandatory and must be completed in order to submit the request.

Patient Search	Logout					
anage Docum	ent Consent - ECHN	IPHR10, CHILD10				Cance
Patient Informatio	n					
First Name:	CHILD10	Date of Birth:	2009/07/21			
Middle Name:		Gender:	Male			
Last Name:	ECHNPHR10	HCN:	5901114504			
Jser Informat	ion					
Name:	Shireena Nazamodeen					
Role:	Privacy & Security Officer					
Facility:	Hospital for Sick Children					
Phone Number:						
Requestor Info	ormation					
Requestor Name:						
Relationship:	- Select Relationship - 🔻					
CHN Docume	nts	Note: You can	only modify consent for a	locuments ov	vned by y	our faci
Request Date: 2016	/01/12			LOCK All   Uni	OCK All 1	Select No
Created On	Document Name		Category	Facility	Lock	Unloc
2012/10/23 10:31:0	0 Plasma heparin low mol	lecular weight (LMW)	Laboratory	HSC		
2012/10/23 10:17:0	0 Plasma heparin low mol	lecular weight (LMW)	Laboratory	HSC		
2012/10/23 09:20:0	0 Serum/plasma mycophe	enolate, MS/MS	Laboratory	HSC		
		1				





• The <u>User Information</u> section confirms the details of the authorized user (you) performing the requested consent directive. The "Phone Number" is required so eCHN may follow-up on any questions regarding the request.

lser Informa	ion
Name:	Shireena Nazamodeen
Role:	Privacy & Security Officer
Facility:	Hospital for Sick Children
Phone Number:	

• The <u>Requestor Information</u> section prompts the user to select details about the individual making the request for revocation/reinstatement of consent. Use the dropdown menu to choose the requestor's relationship to the patient.

<b>Requestor Info</b>	rmation	
Requestor Name:		
Relationship:	- Select Relationship - 🔻	
	- Select Relationship -	
<b>Requestor Instr</b>	Self Mother	
Request Date: 2016/0	Father	
Revoke Chart Acce	Grandparent	
Do not allow viewing	Brother	D10 ECHNPHR10 (if available) on eCHN.
Disclaimer	Aunt Uncle	
The person or person's	Stepmother	o reinstate consent at any time.
<ul> <li>The person or person's decision to revoke con:</li> </ul>	Eosternarent	vised to consult a health care provider regarding the potential risks associated with the t is willing to accept those risks.
Chart access consent r	Guardian	eCHN Portal application. The person or person's representative understands that all PHI
<ul> <li>Transactional consent</li> </ul>	Legal Ward	Vember Site only. In other words, in order to stop other Member Site from sending PHI
records to eCHN, the p	Children's Aid Other	tive must contact each Member Site they visit and advise them to revoke consent.

• The <u>eCHN Documents</u> section shows a list of records in eCHN associated with the selected patient. If no records are available in eCHN for the patient, a message will be shown to the user as follows:

Message fr	rom webpage
<u> </u>	No documents were found in eCHN from your facility for this patient.
	ОК



If there are records in eCHN for the selected patient, a request to lock or unlock one or more records can be submitted. Select the appropriate record(s) by clicking on the checkbox next to the record. To "Lock" a record, select the checkbox in the "Lock" column.

eCHN Documents Request Date: 2016/01/	Note: You can only mo	dify consent for do	cuments ov .ock All   Uni	vned by ) ock All   {	your facili Select Nor
Created On	Document Name	Category	Facility	Lock	Unlock
2012/10/23 10:31:00	Plasma heparin low molecular weight (LMW)	Laboratory	HSC		
2012/10/23 10:17:00	Plasma heparin low molecular weight (LMW)	Laboratory	HSC		
2012/10/23 09:20:00	Serum/plasma mycophenolate, MS/MS	Laboratory	HSC		
2012/10/23 06:50:00	Blood cell count (CBC), differential, morphology panel	Laboratory	HSC		
2012/10/23 05:15:00	Plasma D-dimer, FEU	Laboratory	HSC		
2012/10/23 05:00:00	Blood erythrocyte sedimentation rate (ESR)	Laboratory	HSC		
2012/10/23 02:00:00	Blood cell count (CBC) panel	Laboratory	HSC		
2012/10/23 01:35:00	Plasma fibrinogen	Laboratory	HSC		
2012/10/22 23:15:00	Plasma heparin activity	Laboratory	HSC		
2012/10/22 22:55:00	Blood cell differential panel	Laboratory	HSC		
2012/10/22 10:45:00	Blood cyclosporine	Laboratory	HSC		
2012/10/22 10:34:00	Blood tacrolimus (FK-506)	Laboratory	HSC		
2012/10/17 12:14:00	Serum/plasma alpha-1-fetoprotein	Laboratory	HEC		

<u>Note</u>: You will only be provided with a list of records from your facility.

• The <u>Disclaimer</u> provides general information on the results of consent withdrawal for patient data that is in the eCHN system.

Disclai	mer
<ul> <li>The per- decision</li> <li>Chart ac records</li> <li>Transac records</li> </ul>	son or person's representative can choose to reinstate consent at any time. son or person's representative has been advised to consult health care provider regarding the potential risks associated with the to revoke consent revocation is global within the eCHN Portal application. The person or person's representative understands that all PHI or that person are not accessible to this Member Site only. In other words, in order to stop other Member Site from sending PHI to eCHN, the person or person is epresentative must contact each Member Site they visit and advise them to revoke consent.

3.4.3 Once all the information has been entered and the records to be locked are selected, submit the request using the yellow *Submit* button at the bottom of the page.



	Privacy & Security Officer				
Facility:	Hospital for Sick Children				
Phone Number:	416 813 7998				
Requestor Info	ormation				
Requestor Name:	Mommy Echn				
Relationship:	Mother •				
eCHN Documer	nts Note: You can only m	nodify consent for do	ocuments ov	wned by y	your facility
Created On	Decument Name	Catagory	Encility	Lock	Unlock
Created On	Document Name	Category	Hacility	LUCK	OINOCK
2012/10/23 10:31:00	Plasma neparin low molecular weight (LMW)	Laboratory	HSC		
2012/10/23 10:17:00	Plasma neparin low molecular weight (LMW)	Laboratory	HSC		
2012/10/23 09:20:00	Security pasma mycophenolate, MS/MS	Laboratory	HEC		
2012/10/23 06:50:00	Blood cell count (CBC), differential, morphology panel	Laboratory	HEC		
2012/10/23 05:15:00	Plasma D-uimer, FEU	Laboratory	HEC	-	
2012/10/23 03:00:00	Blood erythrocyte sedmentation rate (ESK)	Laboratory	HSC	-	
2012/10/23 01:35:00	Plasma fibringen	Laboratory	HSC		
2012/10/22 22:15:00	Plasma henarin activity	Laboratory	HSC		
2012/10/22 23:15:00	Blood cell differential panel	Laboratory	нас	•	
2012/10/22 22:33:00	Blood cyclosporine	Laboratory	HSC		
2012/10/22 10:43:00	Blood taccolimus (EK-506)	Laboratory	нас	-	
2012/10/17 12:14:00	) Serum/plasma alpha-1-fetoprotein	Laboratory	HSC		
2012/10/17 12:14:00	Serum/plasma alpha-1-fetoprotein	Laboratory	HSC	_	
2012/10/15 08:40:00	Urine homovanillate (HVA)	Laboratory	нас	_	
2012/10/11 15:50:00	Urine vanily/mandelate (VMA) snot test	Laboratory	HSC		
2012/10/10 08:00:00	) Urine vanillylmandelate, 24 hour	Laboratory	HSC		
	onne vennymendelete, 24 nour	Laboratory	ock All LUp	lock All L	Select Non

3.4.4 The <u>Request Summary Count</u> now displays (1 pending and 0 completed requests) for the patient's <u>Document Access (Lockbox) Consent</u>. This signifies that there is 1 request submitted by the user for processing by eCHN.

<u>Note:</u> An ECR Code is assigned to each consent change request, along with the date the request was submitted, the authorized eCHN user who entered the request, the name of the requestor, the type of request made (revoke or reinstate), and the status of the request.



Consent	Managemer	User: Shireena Nazamode Facility: Hospital for Sick Child				
Patient Search	Logout					
Consent Summa	ary - ECHNPHR1	0, CHILD10			Back To Sea	arch Results
Patient Information	L					
First Name:	CHILD10	Date of Birth:	2009/07/21			
Middle Name:		Gender:	Male			
Last Name:	ECHNPHR10	HCN:	5901114504			
Access Consen	t		* Hover your m	ouse over the tabl	e items for mor	re information
Chart Access Consen	t					
Status: Permitted					Revol	e Consent
Document Access (Lo	ockbox) Consent					
Request Summary Co	ount (1 pending and 0 co	mpleted requests)			Req	uest Form
ECR Code	Submitted On	Submitted By*	Requestor*	# of Docs.*	Request	Status
CM201601121143773	2016/01/12	Shireena Nazamodeen	Mommy Echn	4	Revoke	Pending

3.4.5 To view the details of the submitted consent request, you may select the ECR code link. The request status and general information will be available for viewing by the user.

onsent Reque	st - CM20160112	1143773			Return
Patient Informatic	n				
First Name:	CHILD10	Date of Birth:	2009/07/21		
Middle Name:		Gender:	Male		
Last Name:	ECHNPHR10	HCN:	5901114504		
lequest Infor	mation				
Status:	Pending				
Requested Date:	2016/01/12				
Approval Date:	Pending				
Action:	Revoke Consent for Docur	ments			
lser Informat	tion				
Name:	Shireena Nazamodeen				
Role:	Privacy & Security Officer				
Facility:	Hospital for Sick Children				
Phone Number:	(416) 813-7998				
lequestor Inf	ormation				
Requestor Name:	Mommy Echn				
Relationship:	Mother				
Documents					
Created On	Document	Name	c	Category	Facility
2012/10/23 10:31:0	00 Plasma hepa	arin low molecular weight (LM	W) L	.aboratory	HSC
2012/10/23 10:17:0	00 Plasma hepa	arin low molecular weight (LM	W) L	aboratory	HSC

3.4.6 Once the request is processed by the eCHN Privacy Office you will see the <u>Request Summary Count</u> change to (0 pending and 1 completed request).





#### 3.5 Emergency Override of an Access Restriction

In rare circumstances a physician treating a patient may need emergency access to locked data in a chart. In these cases, the patient may provide their consent to override the lock previously applied to their chart or record.

In emergency situations where the patient is not able to provide consent for viewing locked data, the WebChart application allows for an "EMERGENCY REQUEST OVERRIDE" of the consent lock on the chart or records. This override is only available to authorized eCHN users that are registered with a "Physician" role.

Once a chart or records have been locked, any eCHN user attempting to access the patient's locked data in WebChart will be presented with an alert, advising the user that the patient has revoked consent to the patient data being requested.

3.5.1. Patient search results will identify a locked patient chart by showing a padlock beside the name of the patient. For specific records within a patient chart, a padlock will appear next to the locked record.





3.5.2. If the locked chart or record is selected by a user, the following "PRIVACY ALERT" will be displayed.

#### **Privacy Alert !**

	Access to health record has been revoked.		
	Person Name:     ECHN, DEMO500       Revoked Date:     Feb 13, 2012       Member Site:     Hospital For Sick Children       Requestor Name:     QA - isabella       Relationship to Patient:     Other       Reference Number:     CM201202131201965		
	Emergency Request may be submitted by authorized physicians only.		
"Emergency	Please contact the eCHN HelpDesk at 416-813-7998 or toll free at 1-877-252-9900 if you require more information.		
Request"	Emergency Request Cancel		

3.5.3. If the user is registered as a physician in the eCHN Portal, they may select the *Emergency Request* button as shown on the screen above.

#### **Privacy Alert !**

	Privacy Alert I Access to the health record has been revoked.
	The patient record you are about to view may not be complete.
	Warning ! By confirming the emergency request to override the consent revocation, you agree to the following:
	<ol> <li>A mandatory audit of the emergency override will occur. You may be asked to provide further information at the request of the Privacy Office.</li> </ol>
	2. You confirm that you are the patient's attending physician.
Select	3. You are making the request because "you believe on reasonable grounds that a disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons." - PHIPA Section 40(1).
Emergency	
or Patient	Clinical/Emergency Requirement
Consent; then confirm.	<ul> <li>Access granted directly by patient</li> <li>Confirm Request</li> <li>Cancel</li> </ul>



3.5.4. The physician must indicate if their access override is to support a clinical emergency, or if the access override has been granted directly by the patient (express consent). The user may then select the *Confirm Request* button to view the chart.

All other authorized eCHN users will receive the following Privacy Alert when they select a locked patient's chart.

## **Privacy Alert !**



A consent override by any physician will trigger an immediate notification to the eCHN Privacy and Security Office and a subsequent audit will be initiated to review the circumstances for the override. Emergency override audits will be conducted in cooperation with the Privacy Officer from the site where the event occurred.



# **3.6** Applying a Transactional Consent Restriction through the Consent Management Application

#### Transactional Consent at eCHN

A "Transactional" consent restriction is when a patient withdraws their consent for the transmission of their PHI from a contributing client to eCHN and/or the posting of their patient data to WebChart. Once transactional consent blocks are put in place they take effect from that point-in-time forward, not retroactively. Data previously sent to eCHN for the relevant patient will still remain in eCHN. To block the patient data which was previously posted in eCHN, please follow instructions for access restrictions in sections 3.3 and/or 3.4 of this guide.

Many eCHN client organizations block the transmission of patient data themselves for those individuals that have withdrawn consent for its transfer to eCHN. In such cases, eCHN is not notified of the transactional consent restrictions applied at the client site. However, if transactional consent is managed by eCHN, the patient data for which consent is withdrawn/denied will be filtered by eCHN for the relevant patient. All filtered data is deleted by eCHN.

3.6.1 To apply a transactional consent restriction through the eCHN Consent Management application, first you must search and select the relevant patient. Please follow the instructions in sections 3.1 and 3.2 of this guide to learn how to login to the eCHN Portal, enter the Consent Management tool and select a patient.

To	nrococc a transactional	concont rovocation	roquort	coloct they	Indiana Day	auget Form	hutton
TO.	0100855 a transactional	CONSELLTEVOLATION	request.	select the v	illow rea	uuest ronn	DULLON.

Conser	nt Managemen	t		User: Shireena Nazamodeen Facility: Hospital for Sick Children	
Patient Search	Logout				
onsent Sumr	nary - ECHNPHR1(	), CHILD10		Back To Search Results	
Patient Informat	ion				
First Name:	CHILD10	Date of Birth:	2009/07/21		
Middle Name:		Gender:	Male		
Last Name:	ECHNPHR10	HCN:	5901114504		
CCASE CODE	ont		* Hover your moure over	the table items for more information	
CCESS CONSE	ent		* Hover your mouse over	the table items for more information	
Status: Permitted				Revoke Consent	
Document Access	(Lockbox) Consent				
Request Summary	Count (no completed or pend	ding requests)		Request Form	Select
ransactiona	l Consent				"Request
1 Unique MRNs (no	o revoked or pending requests	5)		Request Form	- "
					Form"



3.6.2 The <u>Manage Transactional Consent</u> page will be displayed. All blank fields are mandatory and must be completed in order to submit the request.

Consen	t Management			Facility: W	User: Shireena Sew illiam Osler Health C
Patient Search	Logout				
lanage Transa	nctional Consent - EC	CHN, FOUR			Cancel
Patient Informatio	n				
First Name:	FOUR	Date of Birth:	2002/09/01		
Middle Name:		Gender:	Male		
Last Name:	ECHN	HCN:	99999999999		
Jser Informat	ion				
Name:	Shireena Seward				
Role:	Privacy & Security Officer				
Facility:	William Osler Health Care				
Phone Number:					
Requestor Name: Relationship:	- Select Relationship - ▼				
Requestor Ins	tructions	Note	: You can only modify c	onsent for MRNs	owned by your facil
Request Date: 2010	0/02/01	MDN	Status	Grant	Bauaka
William Onlas Health	Cantra	N000600128	Dormittod	Grant	Revoke
william Osler fieatu	Centre	1000000138	Ferniceu	Grant All I Re	evoke All I Select No

• The <u>User Information</u> section confirms the details of the authorized user (you) performing the requested consent directive. The "Phone Number" is required so eCHN may follow-up on any questions regarding the request.

lser Informa	tion
Name:	Shireena Nazamodeen
Role:	Privacy & Security Officer
Facility:	Hospital for Sick Children
Phone Number:	

• The <u>Requestor Information</u> section allows the user to select details about the individual making the request for revocation/reinstatement of consent. Use the dropdown menu to choose the requestor's relationship to the patient.





Requestor Info	rmation	
Requestor Name:		
Relationship:	- Select Relationship - 🔻	
	- Select Relationship -	
Requestor Instr Request Date: 2016/0 Revoke Chart Acce Do not allow viewing	Self Mother Father Grandparent Sister Brother	010 ECHNPHR10 (if available) on eCHN.
Disclaimer • The person or person's • The person or person's decision to revoke con • Chart access consent records on that person • Transactional consent records to eCHN, the p	Aunt Uncle Stepmother Stepfather Fosterparent Guardian Legal Ward Children's Aid Other	o reinstate consent at any time. vised to consult a health care provider regarding the potential risks associated with the tis willing to accept those risks. • eCHN Portal application. The person or person's representative understands that all PHI Alember Site only. In other words, in order to stop other Member Site from sending PHI tive must contact each Member Site they visit and advise them to revoke consent.

• The <u>Requestor Instructions</u> require the user to Grant or Revoke consent for the patient MRNs which belong to only your facility. The "Revoke" button is disabled for MRNs that do not belong to the user's facility. The user must click the relevant checkbox.

Requestor Instructions Request Date: 2016/02/01	onsent for MRNs owned by your facili Grant All   Revoke All   Select Nor			
Facility	MRN	Status	Grant	Revoke
William Osler Health Centre	N000600138	Permitted		
			Grant All   Re	voke All   Select Nor

• The <u>Disclaimer</u> provides general information on the results of consent withdrawal for the transmission of patient data to eCHN.

# Disclaimer The person or person's representative can choose to reinstate consent at any time. The person or person's representative has been advised to consult a health care provider regarding the potential risks associated with the decision to revoke consent and by revoking consent is willing to accept those risks. Chart access consent revocation is global within the eCHN Portal application. The person or person's representative understands that all PHI records on that person are not accessible. Transactional consent revocation is global within the eCHN Portal application. The person or person's representative understands that all PHI records to eCHN, the person or person's representative understands that all PHI records to eCHN, the person or person's representative must contact each Member Site they visit and advise them to revoke consent.



<u>Note</u>: For clients that manage transactional consent at their own facility, there will be no "Revoke" consent option and the Yellow *Submi*t button will be disabled.

	Consent Man	agement			User: Shiree Facility: Hospital	na Nazamodeen for Sick Children			
	Patient Search Logout								
	Manage Transactional	Consent - EC	HNPHR10, CH	[LD10		Cancel			
	Patient Information								
	First Name: CHILD1	)	Date of Birth:	2009/07/21					
	Middle Name:		Gender:	Male					
	Last Name: ECHNP	IR10	HCN:	5901114504					
	User Information								
	Name: Shireena	Nazamodeen							
	Role: Privacy 8	Security Officer							
	Facility: Hospital	or Sick Children							
	Phone Number:								
	Requestor Information	on							
	Requestor Name:								
	Relationship: - Select	Relationship - <b>•</b>							
	Requestor Instructio	าร	Note:	You can only modify consent f	for MRNs owned	by your facility			
	Request Date: 2016/01/12			Gr	ant All   Revoke A	All   Select None		"Revoke"	
	Facility	MRN	Status		Grant	Revoke		option not	
	Hospital For Sick Children	PHRMRN10	Consent is manag	ged offline by facility	ant All I Revoke /	ULI Select None	$\langle$		
				<u>Gi</u>	ant/hit   iterate /	I Delectivolle		available	
	Disclaimer								
	<ul> <li>The person or person's represent</li> <li>The person or person's represent</li> </ul>	ntative can choose to r Intative has been advis	reinstate consent at any i red to consult a health ca	time. are provider regarding the poten	tial risks associat	ed with the			
	<ul> <li>decision to revoke consent and</li> <li>Chart access consent revocation</li> </ul>	by revoking consent is is global within the e	willing to accept those in CHN Portal application.	risks. The person or person's represe	ntative understar	ds that all PHI			
"Submit"	<ul> <li>records on that person are not a</li> <li>Transactional consent revocatio records to eCHN, the person or</li> </ul>	ccessible. n is specific to this Me person's representativ	mber Site only. In other v e must contact each Me	words, in order to stop other Mer mber Site they visit and advise t	mber Site from se hem to revoke co	nding PHI nsent.			
disabled	Submit Cancel								
							J		



3.6.3 Once all the information has been entered and confirmed, select the yellow *Submit* button at the bottom of the page.

	Manage Transa	ictional Consent - E0	CHN, FOUR			Canc
	Patient Informatio	n				
	First Name:	FOUR	Date of Birth:	2002/09/01		
	Middle Name:		Gender:	Male		
	Last Name:	ECHN	HCN:	99999999999		
	User Informat	ion				
	Name:	Shireena Seward				
	Role:	Privacy & Security Officer				
	Facility:	William Osler Health Care				
	Phone Number:	416 813 7998				
	Requestor Inf	ormation				
	Requestor Name:	Daddy Echn				
	Relationship:	Father <b>v</b>				
	Requestor Ins Request Date: 2010	5/02/01	Note: Y	You can only modify c	onsent for MRNs ( Grant All   Re	wned by your fac
	William Oslar Health	Centre	N000600138	Permitted	Grant	Revoke
	William Osler Heald	i centre	100000135	Permitted	Grant All   Re	voke All   Select N
	Disclaimer					
omit"	Disclaimer • The person or perso decision to revoke c • Chart access conser records on that perso Transactional conse records to eCHN, the	n's representative can choose to n's representative has been advi- nosent and by revoking consent in t revocation is global within the i on are not accessible. Int revocation is specific to this Me a person or person's representati	reinstate consent at any ti sed to consuit a health car s willing to accept those ri CHN Portal application. T ember Site only. In other w ve must contact each Men	me. e provider regarding t sks. The person or person's rhe person or person's ords, in order to stop o ober Site they visit and	he potential risks a representative und other Member Site f advise them to rev	ssociated with the lerstands that all F rom sending PHI oke consent.



3.6.4 The <u>1 Unique MRNs</u> now displays 0 revoked and 1 pending requests for the patient's Transactional Consent. This signifies that there is 1 request submitted by the user for processing by eCHN.

<u>Note:</u> An ECR Code is assigned to each consent change request, along with the date the request was submitted, the authorized eCHN user who entered the request, the name of the requestor, the type of request made (revoke or reinstate), and the status of the request.

nsent Summa	ry - ECHN, FOL	JR			Back To Se	arch Resu
Patient Information						
First Name:	FOUR	Date of Birth:	2002/09/01			
Middle Name:		Gender:	Male			
Last Name:	ECHN	HCN:	99999999999			
itatus: Permitted					Revo	ke Conser
status: Permitted	ckbox) Consent				Revo	ke Conser
tatus: Permitted ocument Access (Lo tequest Summary Co	ckbox) Consent unt (no completed or pe	nding requests)			Revo	ke Conser quest Form
status: Permitted ocument Access (Lo Request Summary Co ransactional C	ckbox) Consent unt (no completed or pe consent	nding requests)			Revo	ke Conser quest Form
status: Permitted cocument Access (Lo Request Summary Co ransactional C Unique MRNs (0 revo	ckbox) Consent unt (no completed or pe consent oked and 1 pending requ	nding requests)			Revo	ke Conser quest Form quest Form
Status: Permitted Document Access (Lo Request Summary Cor ransactional C I Unique MRNs (0 revo ECR Code	ckbox) Consent unt (no completed or pe consent oked and 1 pending requ MRN	nding requests) rests) Submitted On Subm	itted By* R	equestor*	Revo	ke Conser quest Form quest Form Status

3.6.5 To view the details of the submitted consent request, select the ECR code link. The request status and general information will be available for viewing by the user.

Patient Search	Logout			
ancont Roque	ct CM2016020	11509672		Ret
onsent keque	St - CM2010020	11308073		
Patient Informatio	on			
First Name:	FOUR	Date of Birth:	2002/09/01	
Middle Name:		Gender:	Male	
Last Name:	ECHN	HCN:	9999999999	
cequest Infor	mation			
Status:	Pending			
Requested Date:	2016/02/01			
Approval Date:	Pending			
Action:	Revoke Transactional C	onsent for MRN 'N000600138'		
Jser Informat	tion			
Name:	Shireena Seward			
Role:	Privacy & Security Office	r		
Facility:	William Osler Health Ca	e		
Phone Number:	(416) 813-7998			
Requestor Inf	ormation			
Requestor Name:	Daddy Echn			



3.6.6 Once the request is processed by eCHN you will see <u>1 Unique MRNs</u> change to 1 revoked and 0 pending requests. The status will be updated to Completed.

1 Unique MRNs (1 revoke	1 Unique MRNs (1 revoked and 0 pending requests)						
ECR Code	MRN	Submitted On	Submitted By*	Requestor*	Request	Status	
CM201602011508673	N000600138	2016/02/01	Shireena Seward	Daddy Echn	Revoke	Completed	



#### 3.7 Reinstatement of Access and/or Transmission of Patient Data to eCHN

Patients may at any time reinstate "Access" or "Transactional" consent restrictions. The functionality exists in eCHN to reverse any previously applied access restrictions to a patients' full chart, or to specific records found within a patient chart, and to any transactional consent blocks of their PHI.

To apply an access consent reinstatement to a patient chart, first you must search and select the relevant patient. Please follow the instructions in sections 3.1 and 3.2 of this guide to learn how to login to the eCHN Portal, enter the Consent Management tool and select a patient.

#### 3.7.1. Reinstating Chart Access Consent

3.7.1.1. After a patient has been selected, request a <u>Chart Access Consent</u> reinstatement by choosing the yellow *Reinstate Consent* button.

Conser	nt Management			User: Facility: H	Shireena Nazamode ospital for Sick Child	een ren	
Patient Search	Admin Manage Offli	ne Facility Logout					
Consent Sum	nary - ECHN, TWIN	тwo		Bac	k To Search Result	ts	
Patient Informat	ion						
First Name:	TWINTWO	Date of Birth:	2014/07/22				
Middle Name:		Gender:	Male				
Last Name:	ECHN	HCN:					
Chart Access Cons Status: Revoked	ent				Reinstate Conser		"Reinstate
ECR Code	Submitted On	Submitted By*	Requestor*	Request	Status		Consent
CM201602170931	7 <u>41</u> 2016/02/17	Shireena Nazamodeen	Mommy Echn	Revoke	Completed	N	
	a dd ac farment						
Document Access	(Lockbox) Consent						
Document Access Request Summary	Count (no completed or pendi	ng requests)			Request Form		
Document Access Request Summary Transactiona	Count (no completed or pendi	ng requests)			Request Form		



3.7.1.2. The Requestor Instructions require the user to click in the checkbox to confirm reinstatement of consent for the specific patient chart.

	Consent	t Management		User: Shireena Nazamodeen Facility: Hospital for Sick Children
	Patient Search	Admin Manage Offline	Facility Logout	
	Manage Consei	nt - ECHN, TWINTW	10	Cancel
	Patient Informatio	n		
	First Name:	TWINTWO	Date of Birth:	2014/07/22
	Middle Name:		Gender:	Male
	Last Name:	ECHN	HCN:	
	User Informat	ion		
	Name:	Shireena Nazamodeen		
	Role:	eCHN Privacy Office		
	Facility:	Hospital for Sick Children		
	Phone Number:	4168137998		
	Requestor Infe Requestor Name: Relationship:	Mommy Echn		
Confirm Reinstatement of Access and Submit	Requestor Ins Request Date: 2016 Reinstate Chart A Allow viewing of a	tructions /02/17 Access Consent II existing PHI for TWINTWO EC	CHN (if available) on eCHN.	
	Disclaimer The person or person decision to revoke c Chart access conser records on that person records to eCHN, the Submit Cance	n's representative can choose to n's representative has been ad nosent and by revoking consent it revocation is global within the na ren ot accessible. In trevocation is specific to this k e person or person's representa	o reinstate consent at any tim vised to consult a health care is willing to accept those ris eCHN Portal application. Tr fember Site only. In other wo tive must contact each Memi	ie. provider regarding the potential risks associated with the ks. he person or person's representative understands that all PHI rrds, in order to stop other Member Site from sending PHI per Site they visit and advise them to revoke consent.

3.7.1.3. Once submitted, the Status (highlighted in red) will change to "Revoked, Pending Re-instatement", for this specific patient's Chart Access Consent.

Consent	Manageme	nt					User: Sh Facility: Hosp	ireena Nazamodeen vital for Sick Children
Patient Search	Admin Manage (	Offline Facility	Logout					
Consent Summa	ry - ECHN, TW	ΙΝΤWΟ					Back T	o Search Results
Patient Information								
First Name:	TWINTWO	D	ate of Birth:		2014/07/22			
Middle Name:		G	iender:		Male			
Last Name:	ECHN	н	ICN:					
Access Consent Chart Access Consent Status: Revoked, Per	nding Re-instatement			*	Hover your	mouse over ti	ne table items f	or more information
ECR Code	Submitted On	Submitted I	Ву*	Req	uestor*	Request	Status	
CM20160217094746	2016/02/17	Shireena Na:	zamodeen	Mom	my Echn	Allow	Pending	Accept Reject
CM201602170931741	2016/02/17	Shireena Na:	zamodeen	Mom	my Echn	Revoke	Completed	





3.7.1.4. Once the consent request is processed by the eCHN Privacy Office, you will see the Status (highlighted in green) change to "Permitted".

Consent	Management				User: Facility: H	Shireena Nazamodeen ospital for Sick Children
Patient Search	Admin Manage Offli	ne Facility	Logout			
Consent Summa	ry - ECHN, TWIN	тwo			Bac	k To Search Results
Patient Information						
First Name:	TWINTWO	Date of	Birth:	2014/07/22		
Middle Name:		Gender:		Male		
Last Name:	ECHN	HCN:				
Access Consent	 [			* Hover your mouse over	er the table iten	ns for more information
Status: Permitted						Revoke Consent
ECR Code	Submitted On	Submitted B	y*	Requestor*	Request	Status
CM20160217094746	2016/02/17	Shireena Naz	amodeen	Mommy Echn	Allow	Completed
CM201602170931741	2016/02/17	Shireena Naz	amodeen	Mommy Echn	Revoke	Completed

#### 3.7.2. Reinstating Document Access (Lockbox) Consent

3.7.2.1. After a patient has been selected, request a <u>Document Access (Lockbox) Consent</u> reinstatement by choosing the yellow *Request Form* button.

No Consen	it Manageme	nt		User: S Facility: Hos	hireena Nazamodeer spital for Sick Childrer	n n	
Patient Search	Admin Manage	Offline Facility Logout					
onsent Sumn	nary - ECHN, TW	/INTWO		Back	To Search Results		
Patient Informati	on						
First Name:	TWINTWO	Date of Birth:	2014/07/22				
Middle Name:		Gender:	Male				
Last Name:	ECHN	HCN:					
Status: Revoked	Submitted 0	n Submitted By*	Requestor*	Request	einstate Consent		
CM2016021709317	41 2016/02/17	Shireena Nazamodee	an Mommy Echn	Revoke	Completed		Select
CM2016021709317	2016/02/17 Lockbox) Consent	Shireena Nazamodee	en Mommy Echn	Revoke	Completed		Select "Request
CM2016021709317 Document Access ( Request Summary	2016/02/17           Lockbox) Consent           Count (0 pending and 1 c	Shireena Nazamodee ompleted requests)	en Mommy Echn	Revoke	Completed Request Form		Select "Request Form"
<u>CM2016021709317</u> Document Access ( Request Summary ECR Code	2016/02/17 Lockbox) Consent Count (0 pending and 1 c Submitted On	Shireena Nazamodee ompleted requests) Submitted By*	en Mommy Echn Requestor* # of Doc	Revoke	Completed Request Form Status		Select "Request Form"
CM2016021709317 Document Access ( Request Summary ECR Code CM2016021709334	2016/02/17           Lockbox) Consent           Count (0 pending and 1 c           Submitted On           46         2016/02/17	Shireena Nazamodee ompleted requests) Submitted By* Shireena Nazamodeen	en Mommy Echn Requestor* # of Doc Mommy Echn 3	Revoke s.* Request Revoke	Completed Request Form Status Completed		Select "Request Form"
CM2016021709317 Document Access ( Request Summary ECR Code CM2016021709334	2016/02/17           Lockbox) Consent           Count (0 pending and 1 c           Submitted On           46           2016/02/17           Consent	Shireena Nazamoder ompleted requests) Submitted By* Shireena Nazamodeen	en Mommy Echn Requestor* # of Doc Mommy Echn 3	Revoke s.* Request Revoke	Completed Request Form Status Completed		Select "Request Form"





3.7.2.2. If there are records in eCHN for the selected patient, a request to unlock one or more records can be submitted by selecting the record (click the associated checkbox). To unlock a record, select the checkbox in the "Unlock" column.

<u>Note</u>: You will only be provided with a list of records from your facility.

Patient Informatio	n		0044107100					
First Name:	TWINTWO	Date of Birth:	2014/07/22					
Middle Name:		Gender:	Male					
Last Name:	ECHN	HCN:						
lser Informat	ion							
Name:	Shireena Nazamodeen							
Role:	eCHN Privacy Office							
Facility:	Hospital for Sick Children							
Phone Number:	4168137998							
equestor Info Requestor Name:	ormation Mommy Echn							
Requestor Info Requestor Name: Relationship: CHN Docume	ormation Mommy Echn Mother	Note: You ca	an only modify consent for d	ocuments own	ied by y	our facility	Se	lect
Requestor Infr Requestor Name: Relationship: CHN Docume Request Date: 2016	ormation Mommy Echn Mother	Note: You ci	an only modify consent for de	ocuments own	ied by y	our facility elect None	Se	lect
Requestor Infr Requestor Name: Relationship: CHN Docume Request Date: 2016 Created On	Mommy Echn Mother V ints j/02/17 Document Name	Note: You ci	an only modify consent for d	ocuments own Lock All   Unloc Facility	ied by y <u>ck All   S</u> Lock	our facility elect None Unlock	Se "Un	lect lock'
Requestor Info Requestor Name: Relationship: CHN Docume Request Date: 2016 Created On 2013/10/17 12:15:0	ormation Mommy Echn Mother	Note: You co	in only modify consent for d Category Laboratory	ocuments own .ock All   Unloc Facility HSC	ed by y ok All   S Lock	our facility elect None Unlock	Se "Un	lect lock'
Requestor Info Requestor Name: Relationship: CHN Docume Request Date: 2016 Created On 2013/10/17 12:15:0 2013/10/17 12:14:0	ormation Momy Echn Mother	Note: You ci etoprotein etoprotein	an only modify consent for do Category Laboratory Laboratory	Facility HSC	ied by y <u>ck All   S</u> Lock	our facility elect None Unlock	Se "Un	lect lock <sup>4</sup>
CHN Docume           Requestor Name:           Relationship:           CHN Docume           Request Date:           2013/10/17           2013/10/17           2013/10/17           2013/10/17           2013/10/17	ormation Mommy Echn Mother	Note: You ci etoprotein etoprotein etoprotein	an only modify consent for de Category Laboratory Laboratory Laboratory	Example of the second s	ed by y	our facility elect None Unlock	Se "Un	lect lock'
CHN Docume           Relationship:           CHN Docume           Request Date: 2016           Created On           2013/10/17 12:15:0           2013/10/17 12:14:0           2013/10/17 12:14:0           2013/04/01 19:20:0	ormation Mommy Echn Mother    Mother	Note: You ca etoprotein etoprotein etoprotein ophoresis	an only modify consent for de Category Laboratory Laboratory Laboratory Laboratory	ecuments own ock All   Unloc Facility HSC HSC HSC	Lock	our facility elect None Unlock	Se "Un	lect lock'

3.7.2.3. Please follow sections 3.4.2 – 3.4.6 of this guide to complete and submit the consent request form.



#### 3.7.3. Reinstating Transactional Consent

3.7.3.1. To process a Transactional Consent reinstatement, select the yellow *Request Form* button.

onsent Sum	nary - ECHN, FO	UR	Back To S	Search Results
Patient Informat	ion			
First Name:	FOUR	Date of Birth:	2002/09/01	
Middle Name:		Gender:	Male	
Last Name:	ECHN	HCN:	9999999999	
Access Conse	nt		* Hover your mouse over the table items for r	nore information
Chart Access Cons	ent			
Status: Permitted			Rey	voke Consent
	•			
Document Access	(Lockbox) Consent			
	Count (no completed or p	ending requests)	R	tequest Form
Request Summary				
Request Summary				Jeicei
Request Summary	Consent			"Beque
Request Summary Fransactiona 1 Unique MRNs (1	I Consent revoked and 0 pending red	quests)	R	lequest Form
Request Summary <b>Fransactiona</b> 1 Unique MRNs (1 ECR Code	I Consent revoked and 0 pending red	quests)	R	equest Form

3.7.3.2. The <u>Requestor Instructions</u> require the user to grant consent for the patient MRN which belongs to only your facility. The *Grant* button is disabled for MRNs that do not belong to the user's facility. The user must click the relevant checkbox.

Patient Informatio	n					
First Name:	FOUR	Date of Birth:	2002/09/01			
Middle Name:		Gender:	Male			
Last Name:	ECHN	HCN:	99999999999			
Jser Informat	ion					
Name:	Shireena Seward					
Role:	Privacy & Security Officer					
Facility:	William Osler Health Care					
Phone Number:	4168137998					
Relationship:	Mother •					
Relationship: Requestor Ins Request Date: 2016	Mother	Note:	: You can only modify c	onsent for MRNs <u>Grant All</u>   R	owned by your facility Revoke All   Select None	
Relationship: Requestor Ins Request Date: 2016 Facility	Mother	Note	: You can only modify c Status	onsent for MRNs <u>Grant All   R</u> Grant	owned by your facility Revoke All   Select None Revoke	
Relationship: Requestor Ins Request Date: 2016 Facility William Osler Health	Mother	Note: MRN N000600138	: You can only modify o Status Revoked	consent for MRNs <u>Grant All   R</u> Grant	owned by your facility Revoke All   Select None Revoke	
Relationship: Requestor Ins Request Date: 2016 Facility William Osler Health	Mother	Note: MRN N000600138	: <b>You can only modify c</b> Status Revoked	onsent for MRNs <u>Grant All   R</u> Grant <u>Grant All   R</u>	owned by your facility tevoke All   Select None Revoke tevoke All   Select None	

3.7.3.3. Please follow the instructions in sections 3.6.3 – 3.6.6 of this guide to complete and submit the consent request form.