

Open Notes, Share with Patient, Sensitives Notes, Break the Glass & Record Restrictions
November 2020

	Open Notes	Un-click Share with Patient	Sensitive Notes	Break the Glass (BTG)	Restrict Record Release per Virginia Regulation
Who can set this?	Automatic release when encounter is signed	Licensed Independent Practitioner (LIP)	LIP	Health Information Services (HIS)	HIS
How?	Automatic	Un-check "share with patient" button	Check "Sensitive" button	Email "CL Break The Glass" to request BTG be activated and provide the patient name, MRN, encounter or visit, and justification for BTG to be assigned	Contact HIS Director or Managers
When might I use this feature?	Routinely	Reasonable belief that this will substantially reduce a risk of harm and it is applied no more broadly than is necessary	For sensitive clinical content, to warn colleagues and to prevent accidental release to MyChart and EpicCare Link	Reminds UVA Health Epic users that this patient or encounter requires an extra level of sensitivity	Reasonable belief that the release of the note/record to the patient (or minor's parent/legal guardian) will cause substantial harm to the patient or another
What part of the medical record does this affect?	Ambulatory progress notes, discharge summaries, etc.	Ambulatory progress notes, discharge summaries, etc.	Ambulatory progress notes	Patient chart or specific encounters	Entire patient record, specific encounters, or specific documents
What do UVA Epic users see?	No change	No change	Yellow banner marked "Sensitive" across the top of the note	Break the glass warning	No change
Viewable by UVA Colleagues?	Yes	Yes	Yes, if Epic access level is above Clinical View Only	Yes, after indicating reason	Yes
Viewable by Patients/Proxy via MyChart?	Yes	No	No	No	Case-by-case
Patient/Proxy may receive note via HIS?	Yes	Yes	Yes	Yes	Case-by-case
Viewable in EpicCare Link?	Yes	Yes	No	Yes	Case-by-case
Outside provider may receive note via HIS?	Yes	Yes	Yes	Yes	Yes

Please contact Scottie Frey, Gloria Johnson, or Jeanette Baber with any questions, concerns, etc.