

# Health Information Management Stage 1 Meaningful Use Core Set Electronic Copy of Health Information

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**PURPOSE:** The purpose of this policy is to specify Indian Health Service (IHS) policy and procedures related to Meaningful Use Electronic Copy of Health Information.

**POLICY:** It is IHS policy that facilities establish both policies and procedures that pertain to Electronic Copy of Health Information in the Resource and Patient Management System Electronic Health Record (RPMS EHR).

**OBJECTIVE:** Provide patients with an electronic copy of their health information (including diagnostic test results, problem list, medication lists, medication allergies), upon request.

**MEASURE:** More than 50% of all patients of the eligible provider (EP) or the inpatient or emergency departments of the eligible hospital's (EH) or Critical Access Hospital's (CAH) (POS 21 or 23\*) who request an electronic copy of their health information, are provided it within three business days.

**PROCEDURES:** The following procedures shall be followed by the Health Information Management professional:

1. Ensure the facility's Clinical Applications Coordinator (CAC) creates a Patient Wellness Handout that contains the problem list, medication list, medication allergies, and lab results and make this report available in EHR.
2. Upon request for an electronic copy of health information, the patient shall complete and sign the authorization form IHS-810 *Authorization for Use or Disclosure of Protected Health Information* at <http://www.ihs.gov/CIO/PUF/> or <http://intranet.hhs.gov/forms> (IHS staff only).
3. The form and format should be human readable and comply with the HIPAA Privacy Rule. Refer to IHS HIPAA Privacy policies and procedures *Authorization or Valid Written Request* ([http://www.ihs.gov/ihm/index.cfm?module=dsp\\_ihm\\_pc\\_p2c7\\_ex\\_d](http://www.ihs.gov/ihm/index.cfm?module=dsp_ihm_pc_p2c7_ex_d)) and *Access, Inspect, and Obtain a Copy of Their Protected Health Information* at: [http://www.ihs.gov/ihm/index.cfm?module=dsp\\_ihm\\_pc\\_p2c7\\_ex\\_a](http://www.ihs.gov/ihm/index.cfm?module=dsp_ihm_pc_p2c7_ex_a)).
4. Provide the information to the patient in an electronic format such as by CD provided by the facility or encrypted e-mail within three business days.
5. It is imperative to account for the disclosure in the Release of Information application to meet the Meaningful Use measure by entering the following:
  - a. The Date Request Initiated and Patient/Agent Request Type: Electronic
  - b. The Disclosure Date and Record Dissemination: Electronic

**\*POS (Place of Service) Codes:**

- **21 – Inpatient hospital:** A facility, other than psychiatric, which primarily provides diagnostic, therapeutic (both surgical and nonsurgical), and rehabilitation services by, or under, the supervision of physicians to patients admitted for a variety of medical conditions.

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- **23 – Emergency room-hospital:** A portion of a hospital where emergency diagnosis and treatment of illness or injury is provided.