## HIM - EpicCare Link Guide for Study Monitors for Non-OnCore and Non-Epic Studies

## Release requested information to EpicCare Link

This output type provides the requester with a read-only electronic copy of the release viewable through their EpicCare Link account.

Emory will use Release to EpicCare Link to release patient records to Study Monitors for studies not built in OnCore and not in Epic. Release to EpicCare Link enables the requester to access records without a need to come onsite.

1. Create a release for a requester that has an EpicCare Link account.

\*\*Please Note: The Link group name should be submitted to the Link team as: Study Company's name (space), Name of the Study (space), ROI.

Ivperspace - V EUHM HIM - PRD DIC  V Submit PRD Issu	ie 🛍 Patient Station 🞬 Chart Central 🎼 Deficiencies 🗟 Releases - 🗐 Coding Info 🛔	Identity Manag	er 📑 Requester Admin	🕹 🄌 😁 Pdn AUDREY J.
	Release Information			-
	Release Information			?
Test, Patient Female, 59 y.o., 1/1/1964 N: 18417719, TEC MRN: No	Release	^	Records Complete the Request section before searching for records.	
Value Set Code: Assume Full (no ACP docs) ary Cvg: Generic Bcbs/Gen	Third party         Patient         Relation         Provider           BRIGHT RESEARCH          +         *		≣ Output	+ Letter + File
LDA: No Active LDA Agreement: Not on File	Include uncommon requesters Billing Address	×	Complete the Request section before generating output.	
Release: 13615830 New	Address: None Recipient ✓ Same as requester			
ission Date: None Gaps: <sup>0</sup> 14 (+2) None	Release Address Address: None	×		
iology Implants: None lem List: Circulatory, cysmal atrial fibrillation (/HCC), crine/Metabolic, Thyroid	Type — Billing Workflow Do not bill Pre-pay Post-pay			
er (CMS/HCC)	Release Type CONTINUING CARE Chart Type			
	Add      EUHM Encounter  Purpose Continuity of Care			
	Continuity of Care >>			
	Authorization  Not required for this request.			
	+ Add			
	Existing Authorizations	*		
	Select Decorde	lection V		

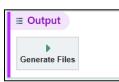
2. In the **Request** section, select the criteria for records that should be pulled into the release.

Request				Use Report Selection
Select Records				
By Date Range	From Account	From Episode	Manually	
From Date	To Date	All Reco	rds	
	Abs	tract	Imaging	0
Labs	Proc	cedures	H&P	
Discharge Su	ummary 🗌 Note	es	Immunization	s
Medication L	.ist 🗌 Patł	nology	ED Documen	tation
Outside Rec	ords			
Special Requests				
Behavior He	alth/Psych	~ s	Sensitive	
Sensitive Em	nployment Screen	ing Results		

3. In the **Output** section of the release, notice the **Emory Healthcare Link** is automatically selected.

Output			
Format			
Print	Save to File	Fax	~
Inspector	Emory Healthcare Link		Find Records

- 4. Click **Seconds**.
- 5. Review the records to ensure all requested records are included. Click **FGenerate Files.**



6. The files display in the **Output** section. Navigate to the bottom of the Release navigator and click **Deliver.** 

≣ Output		+ Letter + File + CCD 🏛 Remove Files
File	Description	
EMR Report	Requested records	🖋 Edit 🗕 Download
		~
	⇔ DEL <u>I</u> VE	CHANGE STATUS

7. The **Release to Emory Healthcare Link** window displays. Set the dates the release should be available for the requester. Add **Comments** if necessary.

Release to Emory Healthcare Link	×
Available From         Available To           10/11/2022         10/14/2022	
Comments	
	✓ <u>S</u> end X <u>C</u> ancel

- 8. Click Send.
- A Delivery History pop-up displays confirming the delivery and shows the password.



- 9. Click **OK** to close the pop-up.
- 10. Click **Complete Release**.

✓ DELIVERED ... 



You can also revoke access to releases available in EpicCare Link. To do this, open the **Output** section of the release, click **Revoke Healthy Planet Link, EpicCare Link and PlanLink Access**, and enter a reason.

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