Accounting of Disclosures using the Disclosure Trac System

For instructions and training in Disclosure Trac System for accounting of disclosures please go to Lifespan Intranet and click into: Employee Tools

On the (right column) see: Medical Records

Disclosure Trac
Downtime -
Training Guide

Click into the training guide http://intra.lifespan.org/misc/DST_training.pdf
Follow the instructions in this training guide for accounting.

The system was not designed to record research data, however, you must account for the items listed below if using this method for accounting disclosures

Those items that must be accounted for are:

- The requestor, this would be the PI or the person to whomever the data was disclosed;
- Information disclosed – Labs, x-rays, progress reports, etc.;
- Purpose of the disclosure – research may not be an option so select the value that best defines the purpose
- Date of disclosure – date you or person reviewed the record(s)
- Method of delivery – or method of review. Use comment fields whenever possible to record disclosures
- Disclosed by field will default to the person logged in to the system. Remember the person accounting for disclosures using this method must be an employee or workforce and have access to this Lifespan Disclosure Tracking system.
- Select the Submit button to finish the entry

Accounting of Disclosures using an excel spreadsheet refer to the Accounting of Disclosures link on the ORA website. http://www.lifespan.org/doc/Page.asp?PageID=DOC022108

If you have any questions regarding the Disclosure Trac System please contact:
RIH - Susan Leckie (sleckie@lifespan.org) TMH – Madeleine Morin (mmorin2@lifespan.org)
Newport- Carlos Espinal (cespinal@lifespan.org) Bradley- Ann Beardsley abeardsley@lifespan.org)

Any questions regarding Accounting of Disclosures and Research should be addressed to:
Patricia E. Houser, RN, MSJ, Director, Research Protection Office and Lifespan HIPAA Research Privacy Officer
phouser@lifespan.org, Ph 401 444-2099 Fax 401 444-7960

For information regarding the use of the Disclosure Tracking system contact the HIS department at your affiliate as indicted on this document