

## WCGH Medical Staff Go-Live Update: July 3, 2022

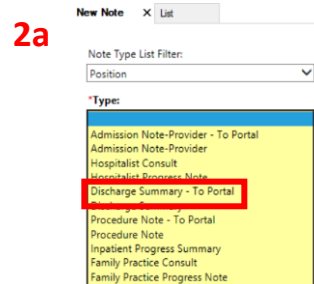
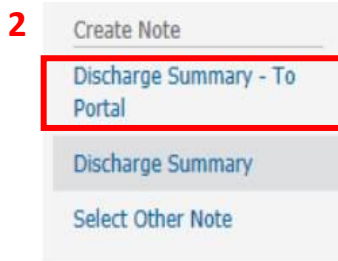
### Tip of the Day: How to Release Clinical Documents to a Patient’s MyHealth Patient Portal

Twelve Medical Staff-authored clinical notes are now available to be released to the MyHealth Patient Portal.

Admission Note – To Portal	General Surgery Consult – To Portal	Operative Report – To Portal
Cardiology Consult – To Portal	Internal Medicine Consult – To Portal	Orthopedic Consult – To Portal
Discharge Summary – To Portal	Nephrology Consult – To Portal	Procedure Note– To Portal
Gastroenterology Consult – To Portal	Operative and Discharge Note – To Portal	Respirology Consult – To Portal

Medical Staff are encouraged to select these note types as it will provide patients with 24/7 access to documentation, enabling them to participate more fully in their own health and care.

1. Ensure that you have completed the ‘**Best Practices in Patient-Centred Clinical Documentation**’ online course (see QR code, right ) so you are familiar with types of sensitive and third-party personal information that should not be included in documents that are released to the patient portal.
2. When you are ready to create your note, click the appropriate quick link in Provider View or Select Other Note.
  - a. If Select Other Note was clicked, select a ‘To Portal’ note type from your Position’s drop down list.



3. Before finalizing your note, review note content for sensitive, third party, or potentially harmful information. If any of these are present and need to be included for medical or legal reasons, change the note type to the one that does not release to MyHealth (*without* the ‘To Portal’ suffix). If no sensitive information is present, continue with the ‘To Portal’ note type. **For more information, please refer to the Decision Support Tool on page 2.**
4. Sign the note. This is another opportunity to review the note type prior to release to the Portal.
  - a. If you need to change the note type, select the appropriate ‘Type’.

**4a**

**Sign/Submit Note**

<b>*Type:</b> Cardiology Consult - To Portal	Note Type List Filter: Position	
<b>*Author:</b> Test, Physician - Cardiologist	<b>Title:</b> Consult Note	<b>*Date:</b> 19-Apr-2022 1124 PDT

Reminder: Notes with the suffix of ‘To Portal’ will release to MyHealth eight hours after they are signed. They will also externally distribute to cc’d recipients and CareConnect, per usual process.

Dictation/Transcription users: Clearly identify your preference at the beginning of your dictation by stating “Release to portal” or “Do not release to portal”.

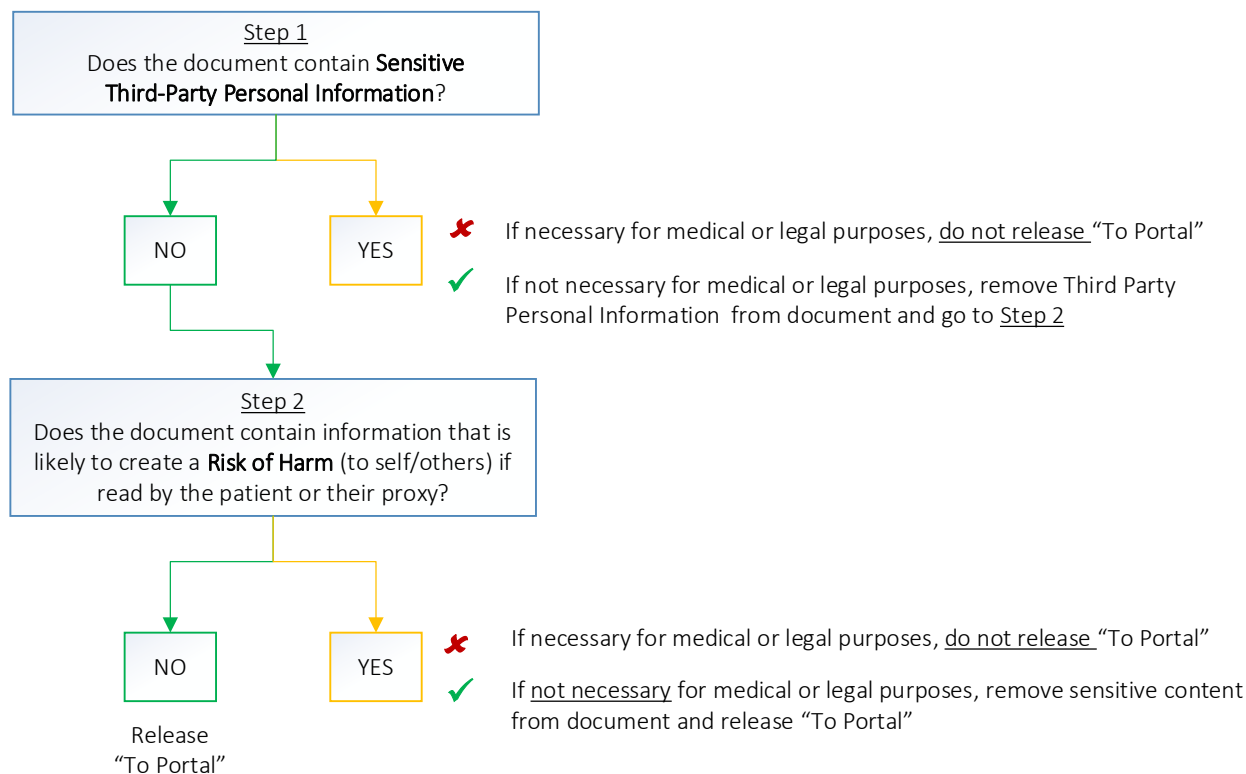
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## Release of Clinical Documentation “To Portal” Decision Support Tool

Version 1.0 April 25, 2022 – Maintained by Information Stewardship, Access & Privacy

This Decision Support Tool is designed to support providers in determining if a Clinical Document (Document) is appropriate for release to the Patient Portal (“To Portal”). Follow the logical path for the document.



### Sensitive Third-Party Personal Information

Personal Information is any information about an identifiable individual. This includes information that does not contain direct identifiers (e.g., name/PHN) but could be combined with other information, knowledge or context to re-identify the individual. Third-Party Personal Information is about someone who is not the subject of the Document (e.g., information about family, friends, acquaintances, other patients or colleagues) and if that information was released directly to a patient or their proxy would be reasonably likely to be considered harmful to the third party’s personal privacy. Examples include, but are not limited to, something provided in confidence by the third party, criticism of the third party, medical information about another patient/person or even criticism of a colleague’s practice.

### Risk of Harm to Self or Others

Occurs when specific information is likely to trigger behaviours that result in harm to self or others. This is most typical with patients who are experiencing distress, where seeing the information could cause them to be violent, harass others, to self-harm or may negatively impact their care. It is important to consider circumstances where the release of a document “To Portal” could increase the likelihood of harm (e.g., allegations of elder abuse, child abuse, domestic violence, against the proxy) from a proxy. Patients may authorize a proxy to have access to their MyHealth Account. This means the proxy will be able to view all clinical documentation that is released “To Portal”.