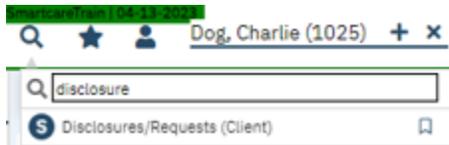


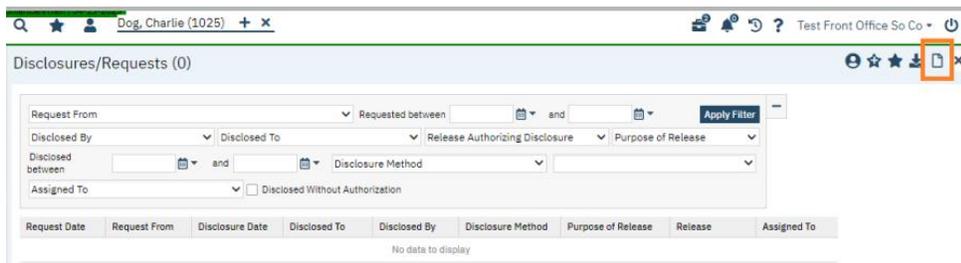
3rd Party Disclosures/Disclosure Log in SmartCare

SmartCare search words are in **bold>disclosure**.

1. With the client record open, search **Disclosure**, and select **Disclosures/Requests (Client)**.



2. Click the New icon.



Disclosure/Request Details

Request Details

Disclosure ID: Request Received: Current Status:

Request From: Charges: Payments:

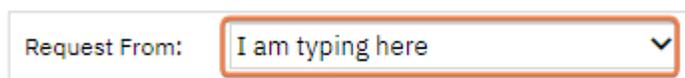
Disclosure Request Method: Assigned To:

Program:

3. In the Request Details section, enter information about the requestor/request.

- Disclosure ID will automatically populate on Save, no need to enter anything.
- Enter the Request Received date. (This may be a date prior to the current date.)
- Select the Current Status from the dropdown. If you will be completing the disclosure, select Completed.
- Select Request From in the dropdown. Note, this pulls from the client contacts (Client Information screen > Contacts tab).

1. If a request is from someone not on the client contact, and you do not intend to add them as a contact, you may type directly into the field by adding your cursor to the Request From field.

A screenshot of the "Request From:" field in the Request Details section. The field is a dropdown menu, and the text "I am typing here" is entered into the input area. A red box highlights the input area.

- e. Enter Charges and Payments, if applicable.
 - 1. These can be entered for tracking. They will not actually create a charge or a payment.
- f. Select Disclosure Request Method from the dropdown.
- g. Select Assigned To if Request is being assigned to someone.
 - 1. Assigned requests can be located on the list pages only, **a notification is not sent.**
- h. Select the Program. If a client is only associated with one program it will default to the program.

4. In the Disclosure Details section, enter information about the disclosure.

Note: Disclosure templates are not currently set-up, but in the future, when this is available....To attach a Record Set, you must choose a Disclosure Template from the dropdown beside the Disclosure Details header. Click the Attach Record Set button. The record set associated with the template will be attached. (Disclosure templates identify documents that should be included in a disclosure. Saves time from having to add them.)

- a. Enter the Disclosure Date. This is the date the disclosure occurs.
- b. Select the person who performed the disclosure from the dropdown.
- c. Select the purpose of the disclosure.
- d. Select the method of disclosure from the dropdowns.
 - 1. Other and Verbal will disable the ability to attach documents; the button will be disabled.
- e. Select the release that authorizes the disclosure. This dropdown pulls from Client Information > Release of Information Log. **If using an AZ Authorization to Use/Disclose PHI, see instructions on how to enter in SC at end of how-to guide (pages 8-10).**

1. Release of Information log can store releases signed in SmartCare and releases that are manually added.
 2. If no Release of Information exists, select the Disclosed Without Authorization checkbox.
- f. Disclosed To will automatically populate based on release selected.
1. If the person/organization to whom information was disclosed is not found, an ellipses button will initialize.
 2. Click the ellipsis button, the Disclosure To pop-up window will appear.
 3. Add information about the person/organization and click Save.

The screenshot shows a form titled "DisclosuresTo" with a help icon in the top right corner. The form contains the following fields:

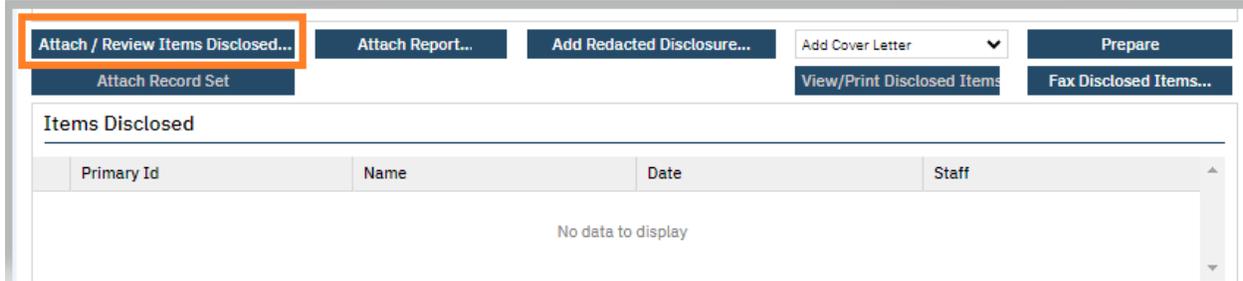
- First Name: TEST
- Last Name: TEST
- Organization: TEST ORG
- Address 1: 123 Front Street
- Address 2: (empty)
- City: Los Angeles
- State: Select State (dropdown)
- Phone: (323) 111-1111
- Fax: (empty)
- Zip: 90040
- Email: (empty)
- URL: (empty)

At the top right of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

- g. If needed, select the organization from the dropdown.
- h. Select delivery type from the dropdown options.
- i. Name/Address field will populate from the Disclosed To. You can edit this field if needed.
- j. Cover Letter Comments can be added if you will be utilizing a cover letter in the disclosure and want to add additional comments.
- k. Add any comments if needed. (If disclosing records from AZ, you would want to list them here.)
- l. When disclosing actual parts of the client record in SmartCare, you will want to add items to be disclosed. This is accomplished by:
1. Attach/Review Items Disclosed (Step 5 below.)
 2. Attach Report (Step 7 below.)
 3. Add Redacted Disclosure (Step 8 below)

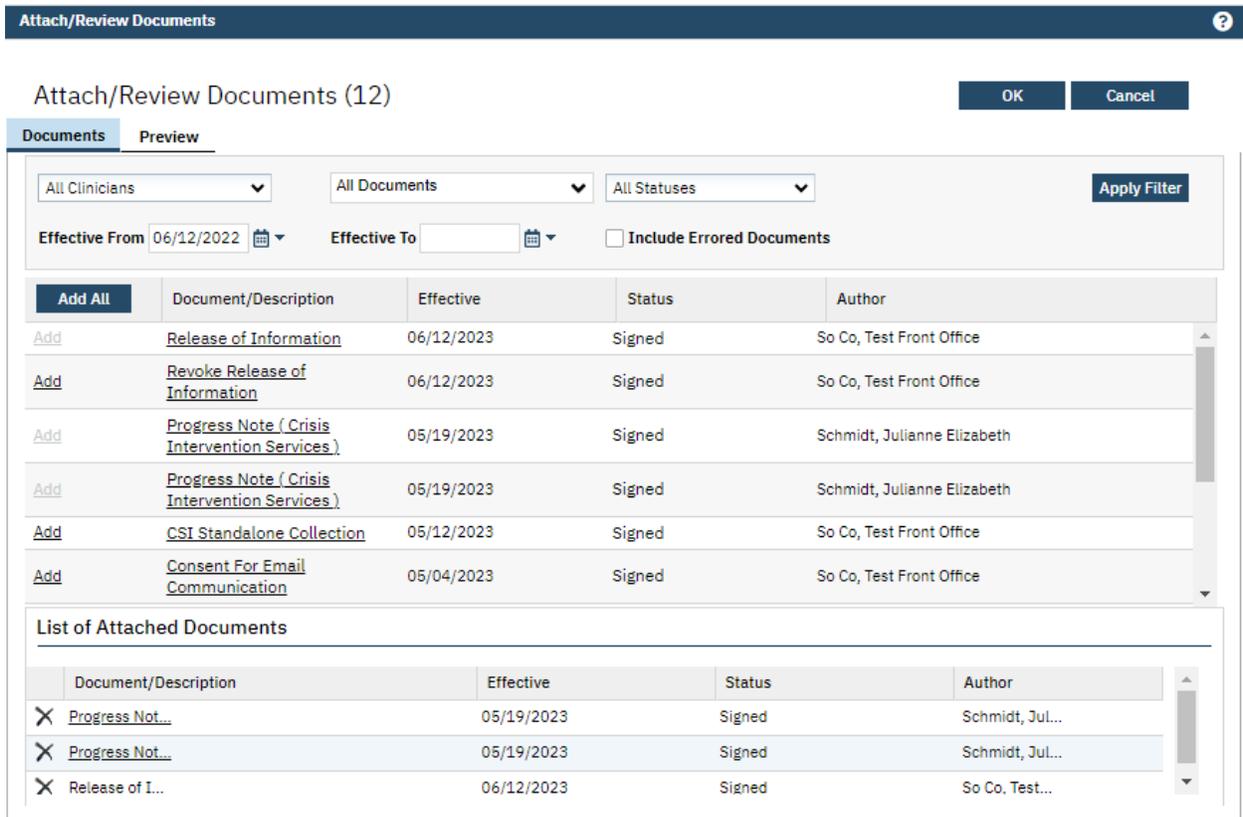
4. Attach Record Set buttons. (4 Note above speaks about this.)

5. Click the Attach/Review Items Disclosed button.



The pop-up window will display items in the client’s record. You can utilize the filters to narrow down items displayed.

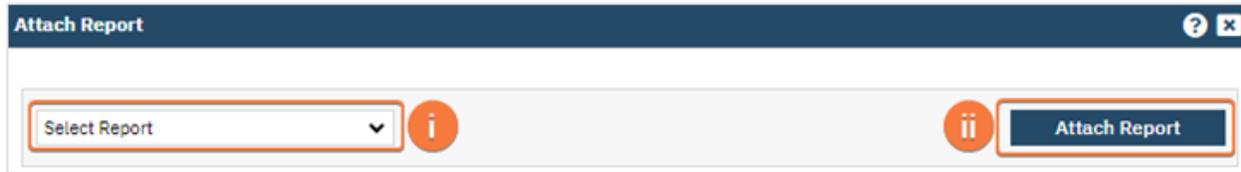
6. Click Add next to each item you are disclosing. Items will appear in the List of Attached Documents section. Once done, click OK.



7. If you want to attach report, click the Attach Report button. The Attach Report pop-up window will display.

Select the desired report from the dropdown. Only reports configured to display here will be available.

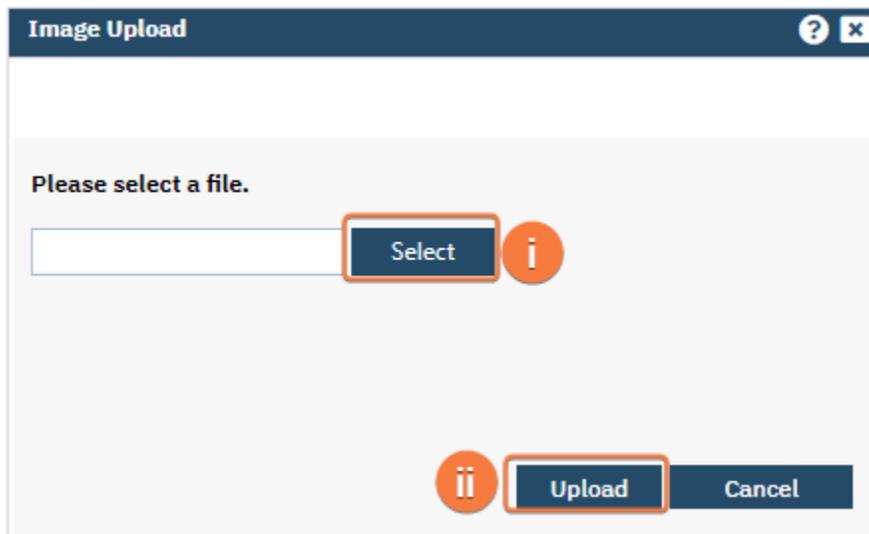
Click the Attach Report button.



8. To add a redacted disclosure, Click Attach Redacted Disclosure to add a redacted item. SmartCare does not redact items directly they will need to be uploaded into the disclosure.

In the pop-up, click 'Select' and choose a file from your computer's file structure.

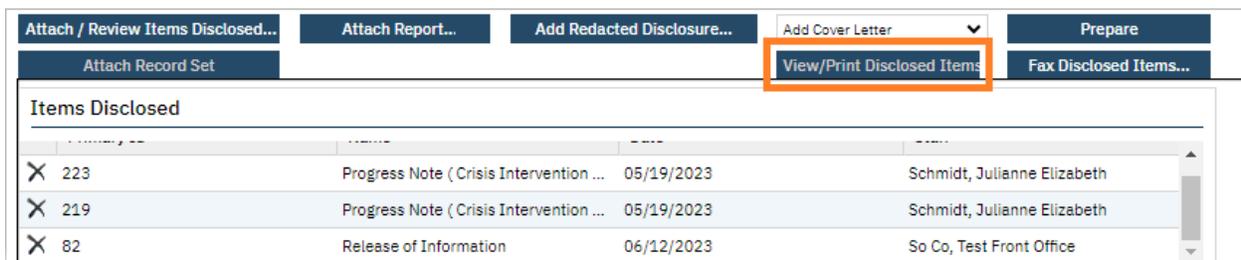
Click the Upload button.



9. Once all desired attachments have been added to the disclosure, choose a method for disclosure.

Methods for Disclosure

1. Mailing-If you need to print the documents, click the View/Print Disclosed Items.



2. Faxing-You can add a fax cover letter (Cover letters are created by system administrators), then select Fax Disclosed Items.

Attach / Review Items Disclosed...	Attach Report...	Add Redacted Disclosure...	Add Cover Letter	Prepare
Attach Record Set			View/Print Disclosed Items	Fax Disclosed Items...

Items Disclosed				
X	223	Progress Note (Crisis Intervention ...	05/19/2023	Schmidt, Julianne Elizabeth
X	219	Progress Note (Crisis Intervention ...	05/19/2023	Schmidt, Julianne Elizabeth
X	82	Release of Information	06/12/2023	So Co, Test Front Office

3. Select your cover letter, enter in fax number, subject, and cover letter note. You can preview before sending or just send.

Send Fax
?
X

Preview
Send
Cancel

Send Fax

Cover Letter:

To:

Fax Number:

From:

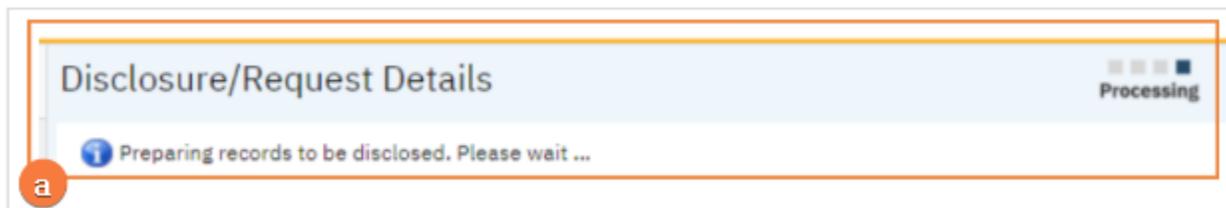
Subject:

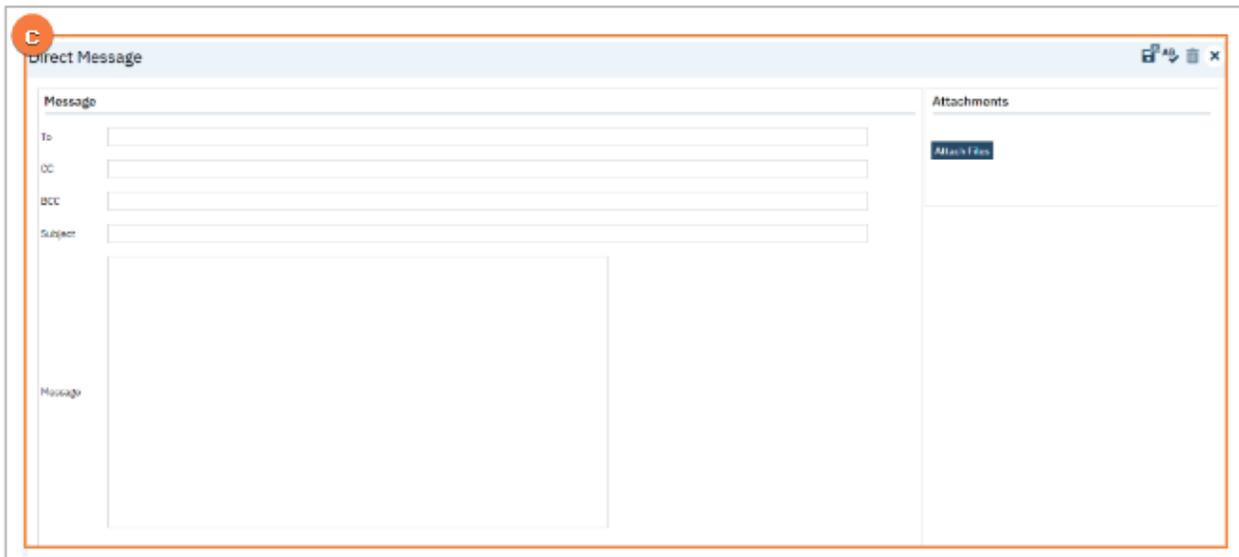
Cover Letter Note:

4. Email-To send as a Direct Message, click Prepare, this will convert the multiple PDFs into one PDF.

- A processing message will appear.
- When processing is completed, select the Send Direct Message button.

A Direct Message screen will appear. Enter an email address, subject, and message, and attach any other files desired. Click Save and Close to send the direct message and attached disclosure.

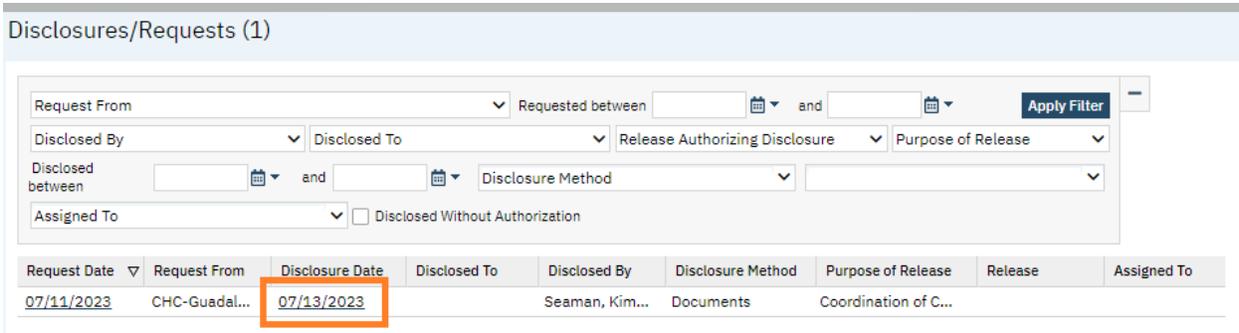




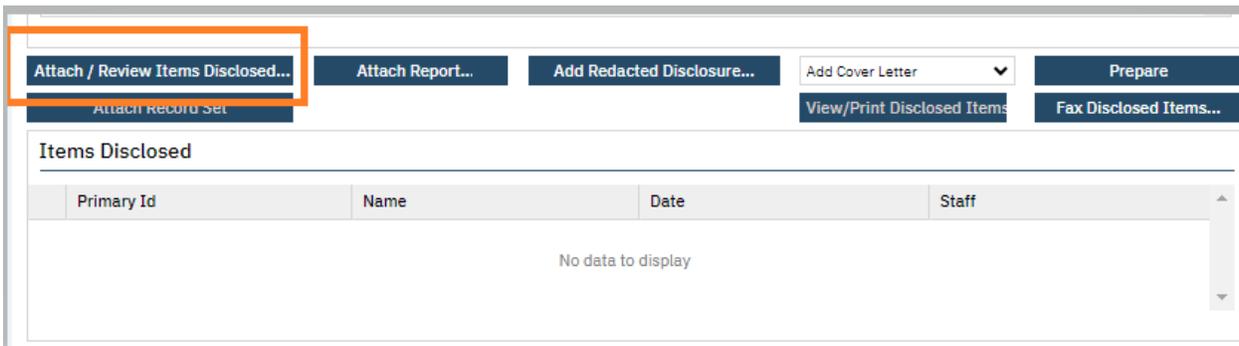
Attaching Request to Completed Disclosure

Once you have completed the disclosure and scanned in the request and/or fax coversheet & confirmation, you can attach these items to the Disclosure/Request.

1. In the Disclosures/Request screen, locate the disclosure and click on the disclosure date.



2. Click the Attach/Review Items Disclosed button.



3. Locate your scanned request. Click Add and OK.

Attach/Review Documents

Attach/Review Documents (2) OK Cancel

Documents Preview

All Clinicians All Documents All Statuses Apply Filter

Effective From 07/13/2022 Effective To Include Errored Documents

Add All	Document/Description	Effective	Status	Author
Add	Scanned Medical Record(BHADMIN- Correspondence)	07/11/2023	Signed	Seaman, Kimberly
Add	CCD_MH(PDFDocumentMigrati	06/15/2023	Signed	Provider, Conversion

4. Attached request will show. Click Save at top of screen and X to close.

Attach / Review Items Disclosed... Attach Report... Add Redacted Disclosure... Add Cover Letter Prepare

Attach Record Set View/Print Disclosed Items Fax Disclosed Items...

Items Disclosed

Primary Id	Name	Date	Staff
X 10096194	Scanned Medical Record(BHADMIN...	07/11/2023	Seaman, Kimberly

How to See a List of Disclosure Requests

You can use the filters as needed to sort the data. You can also use the export icon to export this to Excel or other formats.

All disclosures will appear at the bottom of the **Disclosures/Requests** screen.

Disclosures/Requests (7) ☆ ★ 📄 ⚙️ ✕

Disclosed By Purpose of Release Requested between and Apply Filter

Disclosed between and Disclosure Method

Assigned To Disclosed Without Authorization All Statuses Client Active Clients

Client	Request Date	Request From	Disclosure Date	Disclosed To	Disclosed By	Disclosure Method	Purpose of Release	Release	Assigned To	Status	Charges	Payments
Inpatient...	06/22/2023	I am typ...			Bowers, ...					Comple...		
Inpatient...	05/18/2023				Bowers, ...					Comple...		
Test_Pat...	12/28/2022		12/28/2022	Thompo...	Sullivan, ...	Documents	Legal	Thompo...		Comple...		
Test_Gir...	12/01/2022	c	12/01/2022	VVV, AAA	Carlson, J...	Claims	Coordinatio...	Thompo...	Carlson, J...	Comple...	\$2,222,2...	
Test_Pat...	08/26/2022		08/26/2022	Thompo...	Staff, Acc...	Documents	Coordinatio...	Thompo...		Comple...		
BAizE, J...	03/08/2022	Test, Jacob	03/08/2022	Test, Jacob	Baize, Ja...	Documents	Coordinatio...		Baize, Ja...	sentout		
BAizE, J...	03/08/2022				Shafiq, Sy...					Comple...		

Adding Release of Information to SC for Authorizations completed in Anasazi

1. In Anasazi pull up client on Clinicians Home Page
2. View List of Authorizations that are current in Assessments tab
3. Check to see if:
 - a. LPHA signed
 - b. LPHA signature is needed.
4. If LPHA signature is needed go to 7
5. If LPHA Signature not needed or LPHA already signed
 - a. Go to Anasazi, print signed copy of authorization to PDF and attach to record in SmartCare
 - b. Go to Release of Information Log on **Client Information** Screen
 - c. Type in Release to box the entity on the Authorization, the start and end(expiration) date per the AZ Authorization set a reminder for notification, add a comment that original was done in Anasazi and attach the scanned document, then select insert

Client Information (C)

General Aliases Demographics Financial **Release of Information Log** Contacts Family External Referral Custom Fields

Client Releases

Release To: Community Health Centers Start Date: 12/14/2022 End Date: 12/13/2023

Comment: CHC Hard Copy Signature done in AZ

Remind 30 Days Before End Date

Attach Release Document...

BH Auth to Use/ Disclose PHI

- d. This will then show in the List of Releases below:

List Of Releases Show only releases that are currently effective X END ALL RELEASES

	Release To Name	Start Date	End Date	Release Documents	Reminder Days	Comment
	Community He...	12/14/2022	12/13/2023	BH Auth to Use/ C 30		CHC Hard Copy Signature done in AZ

6. Repeat as Needed and Save.
7. If LPHA did not sign authorization in Anasazi
 - a. Open Authorization in AZ to view
 - b. With client selected in SmartCare launch **Release of Information** Authorization

- c. Change Effective date to match date of authorization in AZ (use calendar)

Release of Information

Effective 06/07/2023  Sta

Page: 1 of 4
Date: 06/07/2023

- d. In expiration section change dates to match date of authorization and expiration date to match Authorization in Anasazi

Expiration

If nothing marked - one(1) year from date signed

1 time disclosure 6 months

Start Date 06/07/2023  End Date 06/06/2024 

- e. Complete ROI Authorization to match AZ Information to be Used or Disclosed
 - f. Sign
 - g. Co-Sign client and/or parent signature as hard copy signature to match AZ copy
 - h. Add LPHA/Staff to co-sign
8. Once LPHA/Staff signatures are obtained link documents.
- a. In **Documents** (Client), link Release of Information and Scanned document by selecting Add under Associated Documents on line for Release of Information

Shared	Associated Documents
Yes	Add
Yes	Add

- b. Select Add next to Scanned Document
- | | | |
|---------------------|--|------------|
| Add | Release of Information | 07/10/2023 |
| Add | Scanned Medical Record | 07/10/2023 |
- c. Select Okay and it will bring you back to Document page showing association.
 - d. Repeat for Scanned Document linking it to the Release of Information.

9. Go to **Client Information** Release of information Log.
- a. Enter Type in Release to box the entity on the Authorization, the start and end(expiration) date per the AZ Authorization set a reminder for notification, add

a comment that original was done in Anasazi and attach the scanned document, and the SmartCare Release of Information

Documents Preview

All Authors All Documents All Statuses

Effective From 07/12/2022 Effective To

	Document	Effective
Add	Release of I...	07/10/2023
Add	Scanned Medi...	07/10/2023
Add	BH Youth 0 -...	06/09/2023
Add	Diagnosis Do...	06/09/2023
Add	Diagnosis Do...	06/09/2023

List of Attached Documents

	Document	Effective	Status
X	Release of Information	07/10/2023	Signed
X	Scanned Medical Record	07/10/2023	Signed

b. Select OK, this will bring you back to the Release of Information Log, select Insert.

c. This will then show in the List of Releases below:

List Of Releases Show only releases that are currently effective END ALL RELEASES

			Release To Name	Start Date	End Date	Release Documents	Reminder Days	Comment
X	🔒	🔒	Community He...	12/14/2022	12/13/2023	BH Auth to Use/ 30		CHC Hard Copy Signature done in AZ

d. Repeat as Needed and Save.

