3M™ ChartRelease™ Software and DisclosureTrac™ Software

Request. Release. Report.

3M ChartRelease helps you manage the entire release of information process with just one system. Performance, features and integration make 3M ChartRelease a comprehensive Subject Access Request system.

3M DisclosureTrac manages information about the disclosure of patient health information at the point of service throughout your facility. It helps you manage the process of reporting disclosures to a patient on request, as well as enables compliance with regulations.

- Streamline your Subject Access Request process
- Increase productivity
- Improve turnaround time
- Comply with regulations
- Avoid financial penalties
- Provide efficient accounting of disclosures

The 3M advantage

Whether you are trying to manage the subject access request process, or report on your disclosures, 3M provides you with an advantage:

- Simplify and manage the subject access request process for paper, electronic, or hybrid records
- Identify and track the status of all medical record correspondence requests
- Process billing and account management to ensure accurate payments
- Capture disclosures made within the Medical Records department and external departments
- Provide a complete accounting of disclosure report, upon patient's request
- Import and manage disclosure information from third parties
- Upon a patient's request, add patient-specific alerts that can help the user decide whether or not to release information to the current requestor
- Enable compliance with HIPAA requirements and regulatory agencies

3M ChartRelease Software at work

Soon after the installation of 3M ChartRelease Software, the results were in. Prior to the installation at Valley View Hospital in Colorado, it took 30 days to process a subject access request. Now, the turnaround time is down to less than one day. Because the process had been automated, the hospital also was able to reduce a full-time position to a part-time one. Additionally, this service line now generates revenue for the Health Information Management department.

3M DisclosureTrac Software at work

The University of Virginia Health System (UVAHS) in Charlottesville, Virginia, selected 3M DisclosureTrac because of its integration with 3M ChartRelease and because it was easy to install and simple to use. With 3M DisclosureTrac, UVAHS is able to meet the requirements of HIPAA disclosure regulations without adding additional burden on the Health Information Management staff.

3M™ ChartRelease™ Software and DisclosureTrac™ Software

3M ChartRelease Benefits

- Easily add or edit requests, as well as identify actions and notes related to requests
- Store important details about each individual or organisation making a request
- Generate various user-defined "pending action" letters, reminders and follow-up letters
- Report on staff productivity and department turnaround statistics
- Report on accounting of disclosures
- Generate invoices, prepare statements and produce aged accounts receivable reports

3M DisclosureTrac Benefits

- Efficient disclosure reporting from centralised database
- Quick-and-easy web browser interface from any point of service
- Import third-party disclosure information
- Track and manage requests for amendments, restrictions, revocations and suspensions
- Alert users to amendments, restrictions or revocations

Integration

3M ChartRelease Software integrates easily with:

- **3M™ ChartFact™/ChartLocator™ Software -** Analyses deficiencies, reduces casenote completion time and simplifies medical record tracking for paper, electronic or hybrid medical record systems
- **3M™ ChartReserve™ Software -** Manages the medical record reservation process
- **3M™ ChartView™ Software -** Offers online viewing of patient information, clinical data, transcribed documents, and even paper records in one simple user interface

3M ChartRelease is a required component of 3M DisclosureTrac.

Reporting

- Create account management reports and summaries, including open invoices, daily cash receipts and turnaround statistics
- Keep track of staff performance with user transaction reports
- Design and run ad hoc reports
- Produce a complete accounting of disclosures
- Generate a third-party disclosure import log

Security

To maintain appropriate access to sensitive data, 3M ChartRelease provides user-specific security features:

- Individual user ID and password logon
- Automatic logoff after user-defined period of system inactivity
- Audit trail capabilities that provide detailed information about user activity
- Integration with security features of industry-standard servers and databases to capture additional audit data

Technology

Built on platforms designed to enhance current operating environments while remaining open to future technology, 3M solutions are:

- Compatible with industry-standard technology, such as Microsoft® Windows® 2000 and XP
- HIPAA-enabled applications that operate using today's standard PC and networking technology

Call today

For more information on how 3M solutions can assist your organisation, contact your 3M sales representative, call our freephone number **0800 626 578,** or visit us online at **www.3M.co.uk/EDMS**

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