eChart
MANITOBA

Overriding a disclosure directive

ⓘ The **Override Disclosure Directive** check box should **only** be checked after you have tried to access a patient file and received an error message which indicates that this patient has a Disclosure Directive (fig.1).

Follow these steps to override a disclosure directive:

1. Perform the patient search, select the leading record and click the **Enter** button. If the patient has a disclosure directive, you will receive this error message (fig. 1).
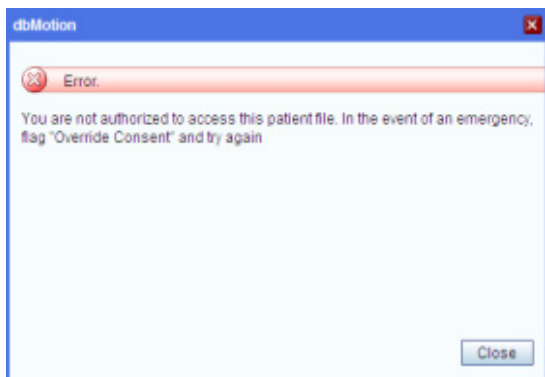

fig. 1

Other considerations

- If possible, ask your patient for their consent
- Consider documenting the override in your local medical record
- Be aware that every override is investigated

2. **Close** the dialogue box and determine if you need to perform an override.

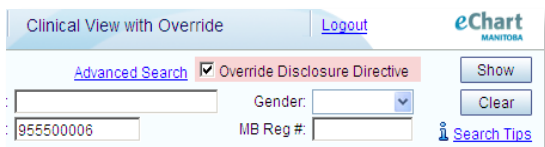3. If you do, check the *Override Disclosure Directive* box and click **Show** (fig.2).

fig. 2

4. Select the leading record and click the **Enter** button.

5. Select your reason from the drop-down box and click **OK**. (fig. 3).
   Note: An alert is triggered to eChart Manitoba for audit purposes.

fig. 3

6. You will now have access to the clinical information for this patient during the current login session.

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