Reference guide eChart

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).

dbMotion 🗶	
Error.	
You are not authorized to access this patient file. In the event of an emergency, flag "Override Consent" and try again	
Close	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).

Clinical View with Overric	le <u>Logout</u>	eChart	
Advanced Search	Override Disclosure Directive	Show	
:	Gender: 🔽	Clear	
955500006	MB Reg #:	ů <u>Search Tips</u>	fia. 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.



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

PHI	N:955500006	Age:24 Years	Gender:N	1 📀 Over	ride Consent
cations	Laboratory 🔻	Immunizations	Imaging	Clinical Documents	

For more information, questions or concerns regarding eChart Manitoba please contact the Service Desk, available 24 hours a day, seven days a week. **Phone:** (204) 940-8500 **Phone (toll-free):** 1-866-999-9698 **Email:** <u>servicedesk@sharedhealthmb.ca</u> *Updated: May 2019*

