




Children's Hospital Colorado



MANUAL/DEPARTMENT	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL
ORIGINATION DATE	JULY 2006
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APPROVED BY	

TITLE: EMR ACCESS BY HEALTHCARE STUDENTS, RESIDENTS, FELLOWS & INTERNATIONAL TRAINEES

Page 1 of 1

PURPOSE

To outline the procedure for healthcare students, residents, fellows and international trainees at Children's Hospital Colorado (CHCO) to access the electronic medical record (EMR) of CHCO.

SCOPE/PERSONNEL

All medical students, residents and fellows, nursing students, dental residents and fellows, international trainees, and sponsoring departmental staff at all CHCO locations.

GENERAL INFORMATION

It is a violation of hospital policy and federal law to access patient information outside of specific duties as defined by the sponsoring department's education plan.

POLICY

- I. Residents, fellows and medical students who have been working at CHCO but then leave to a rotation at another hospital or clinic may access CHCO medical records when offsite only under the following conditions:
 - A. The resident or fellow provided care to the patient at CHCO and is completing his/her documentation in the medical record from a previous CHCO encounter with the patient. Once the medical documentation is complete, the resident's access will be removed if he/she will not be returning to CHCO.
 - B. All other access requires a request from the treating facility which must be sent on letterhead to the Health Information Management (HIM) department at CHCO.
- II. Residents, fellows, students and international trainees must agree to comply with this policy by signing an acknowledgment certificate in their respective training offices.
- III. Failure to comply with this policy may result in probation, and other professional consequences, for the resident, student, fellow, or trainee as determined by the sponsoring department,

PROCEDURE

- I. Sign the acknowledgement statement upon orientation at CHCO.
- II. System access for students, residents, fellow and international trainees will be defined by role-based access by their sponsoring departments.
- III. The medical chart may then be accessed following the procedure given by CHCO HIM department.

Example: A child is hospitalized at CHCO. He is discharged but then admitted one week later to Denver Health Medical Center (DHMC). You wish to review the child's CHCO medical record. You need to do the following:

 - Ask the staff at DHMC to request records from CHCO following their normal procedures.
 - You may then access the medical chart following the procedure given by CHCO HIM Department.
- IV. The sponsoring department will track and maintain information on what time periods students, residents or fellows are not on rotation at CHCO.

RELATED DOCUMENTS/ REFERENCES

[HIPAA Accessing PHI for Education and Quality Improvement](#)

REVIEWED BY

Administrative Policy and Procedure Committee
CHCO Memorial Hospital Central Policy Alignment Task Force
Director, Information Security
Director, Medical Education
Executive Team

Accessing the EMR Policy

Trainee Acknowledgement Form

I have received a copy of and will comply with Children's Hospital Colorado policy "EMR Access by Healthcare Students, Residents, Fellows & International Trainees".

Trainee Printed Name: _____

Trainee Signature

Date:

CHCO Department of Medical Education Staff

Date: