

## **Community User - Releases of Information**

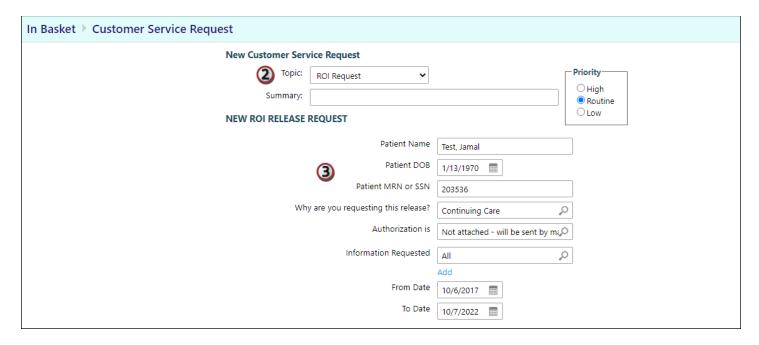
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Use the Requests activity to view released portions of a patient's record. The data that you can view in the patient's chart is predetermined and is limited to the information that you need to accomplish your specific task.

## Send a request for a patient's record

- 1. Select the In Basket tab, click the arrow next to PNew Msg, and select Customer Service.
- 2. In the **Topic** field, select **ROI Request**.
- 3. Fill out information about the release request, such as the patient's name and why you are requesting the release of information.
- Click ✓ Submit.



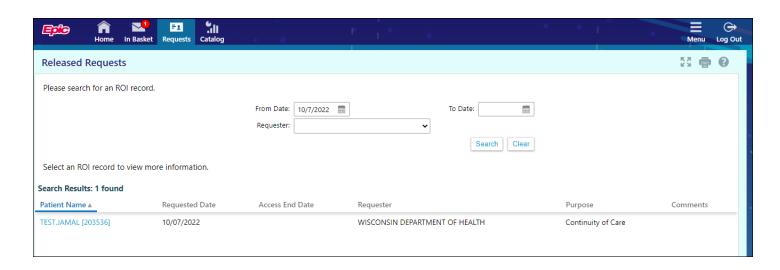
## Access your releases of information

- 1. Select the Requests tab.
- 2. If there are too many requests, search using the **Requester**, **Requested From Date**, or **Requested To Date** fields.
- 3. Click the link for the information that you need to see.
- 4. To print your report, click .



When the reports are something other than PDFs, you can select the check box next to each report you want to view and click **View Selected Reports** to view multiple reports at the same time.







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