EMR Quick Disclosure Instructions

1. Access patient chart
2. Click on “More Activities” tab on the bottom left of the screen
3. Select “Quick Disclosure”. Note, you can star “Quick Disclosure” if you want to keep it as one of your tabs on the left side (see screenshot below)
4. Quick Disclosure (with your name listed under released by) will pop up. Fill out the following fields:
   a. Purpose
   b. Info Released
   c. Released To
      i. For PHI released for research, select “Third Party” and type in “UCD” into the “Requester” field.
   d. Authorization Received? (Yes/No)
   e. Comments, as applicable.
      i. For patient charts accessed under HIPAA Waiver of Authorization, provide the IRB number in the comments
         1. Cite the IRB of record when documenting an IRB number issued by an external IRB
5. Click Accept

Note: You only have to enter quick disclosures once per patient for each disclosure. No need to fill this out every time you access a patient’s chart for the same purpose.

Below is a screenshot of what the final form may look like for research before clicking “Accept”. 

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