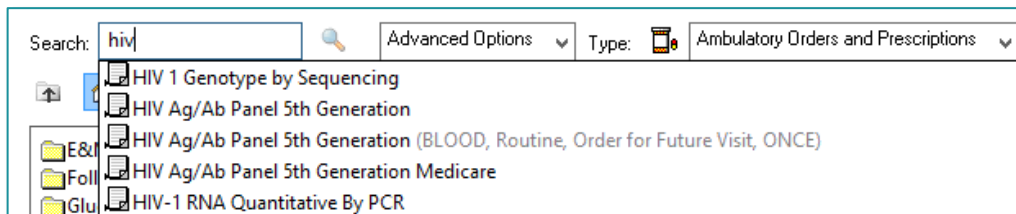


When a HIV Order is placed by the provider, the provider will review verbal education with the patient. The HIV Authorization to Release Information needs to be signed and written education documents presented to the patient. The education is a requirement of system policies and meets State of Maine requirements.

### Provider Workflow

- STEP 1:** Select the appropriate HIV Testing Order.
- The rule works for all HIV testing orders.



- STEP 2:** Acknowledge the HIV Authorization Alert.
- If the patient has not had a previous HIV test performed, a message appears to remind the patient to sign the HIV Release of Information before leaving the office and to pick up the state-required HIV information handout.

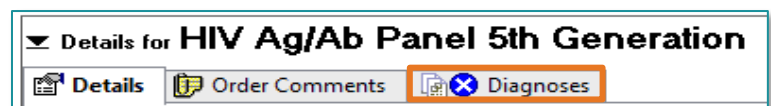


**NOTE:** The HIV Authorization to Release Information needs to only be signed once per member organization in the patient's lifetime. Once the authorization has been obtained, the documentation is automatically moved to the appropriate folder and the pop-up will not appear again.

**STEP 3:** Select OK.

**STEP 4:** Complete Order Entry

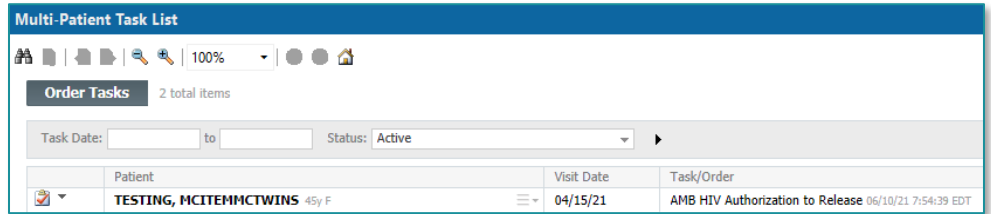
- Complete the missing details.



**STEP 5:** Select Sign.

### PSR Task Completion

When the HIV order is placed by the provider, if the patient does not have a HIV ROI in their record for the member organization a task will fire to the **Multi-Patient Task List**.

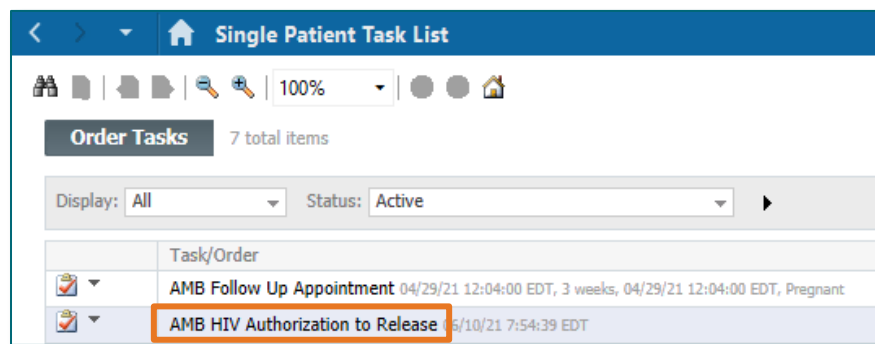


From the Multi-Patient Task List, the PSR will navigate to the patient’s **Single Patient Task List**.

#### ➤ Order Tasks: AMB HIV Authorization to Release.

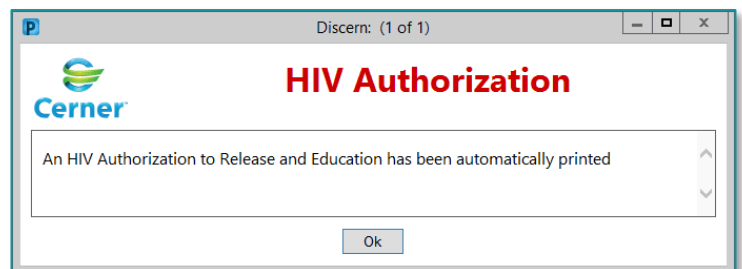
The ROI will be signed from iMed utilizing one of the following methods for the practice.

- If your practice has an iMed signature pad in your practice.
  - Open the authorization in iMed and obtain the patient’s signature using the signature pad.
- If your practice does not have an iMed signature pad; however, your patient has a cell phone
  - Send the patient the authorization utilizing iMed mobile.
- If your practice doesn’t have an iMed signature pad and your patient does not have a cell phone.
  - Print the authorization and have the patient sign the authorization.
  - Scan the authorization into the EHR as soon as possible.
- Complete the task from the Single Patient Task List and hand the patient the required education.



### Nursing Task Completion (Acute Setting)

A task will appear to remind the nurse to review the education materials with the patient and to obtain the Release of Information. After the ROI is obtained, the nurse will complete the task as described.



**NOTE:** The ROI and education may need to be manually printed in certain situations.

## From the Office of Clinical Informatics

### HIV ROI and Education Tasks

June 9, 2021

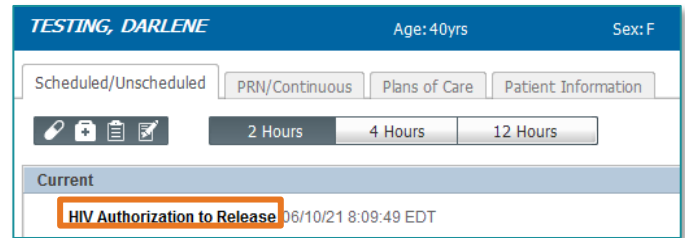
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#### ➤ Acute Nursing – CareCompass

The task is called **Obtain HIV Authorization** and is located in the **Patient Care** section.

#### ➤ Emergency Department Nursing – LaunchPoint

The task is called **HIV Authorization to Release** and is located on the **Activities** tab.



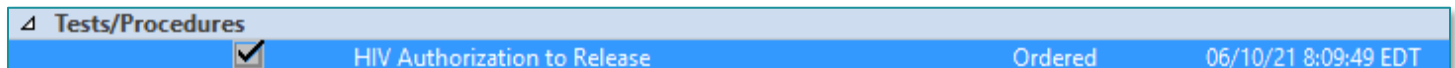
Nurse Activities	Type
HIV Authorization to Release	Assessments

**IMPORTANT:** If the patient declines to sign the HIV Authorization to Release form, the practice and/or hospital department must follow the NLH system policy, 16-010, Patient Self-Payment for Healthcare Services.

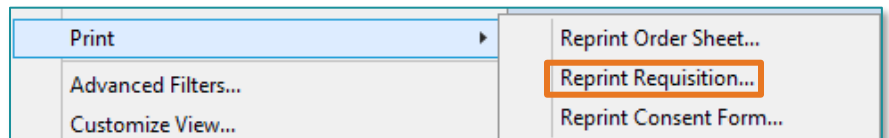
### Manually Printing the ROI/Education

If the ROI does not automatically print, use **Reprint Requisition** to manually send the order to the printer.

**STEP 1:** Locate the **HIV Authorization to Release** order in the Tests and Procedures section of the orders profile. (This order is generated by the system when the HIV testing order is entered).



**STEP 2:** Right-click the order and select **Print** from the drop-down menu.



**STEP 3:** Select **Reprint Requisition**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:  
207-973-7728 or 1-888-827-7728.