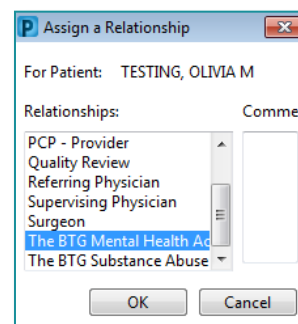


Break-the-Glass (BTG) access is view only for Mental Health and Substance Abuse treatment documentation and medications for Physicians, APNs, PAs, and Nurses. Access to the documentation is obtained by establishing the appropriate relationship upon opening the patient chart or from within the chart.

Break-the-Glass (BTG) Overview

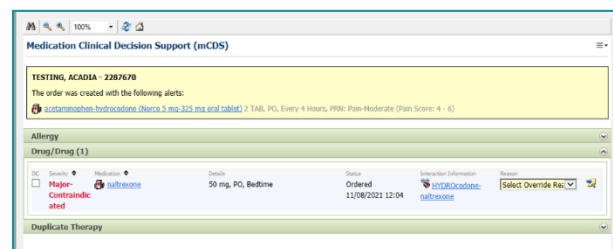
- **Mental Health and Substance Abuse treatment documents, and medications are hidden behind the glass for patient privacy. To review the protected patient data, you must Break-the-Glass (BTG).**
 - **BTG Mental Health Access:**
 - Data available includes Acadia Notes/Documents for psychotherapy.
 - **BTG Substance Abuse Access:**
 - Data available includes documentation and medications regarding part 2 Substance Abuse treatment, in addition to Mental Health treatment.
- After selecting a BTG relationship and reviewing the patient data, it is necessary to **Inactivate** the relationship.



When do I know I should Break-the-Glass (BTG)?

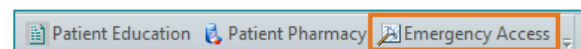
BTG access to patient data should be accessed when there is an imminent **life-threatening emergency**, such as what may be experienced in the ED, and is needed to care for the patient. Other indications that may prompt BTG access are:

- The patient discloses clinical data related to this treatment.
- Medication Clinical Decision Support Alert received when placing an order or Rx (Drug-Drug or Drug-Allergy interaction).



How to Break-the-Glass (BTG)

- **When Accessing the Patient Record**
 - If there is known or suspected restricted data pertinent to the care of the patient, users may BTG when the **Assign a Relationship** window appears upon opening the patient's electronic medical record.
- **After Accessing the Patient Record**
 - BTG can be accessed after you are already in the chart.
 - Select **Emergency Access** in the toolbar.
 - If there are no additional protected encounters, there will be no additional data to view.



NOTE: If the Emergency Access icon does not display in the toolbar, click the drop-down arrow at the end of the Exit icon row. It is advisable to customize the toolbar, so it is available on-screen. If the icon is dithered, close out of the patient chart then re-access.

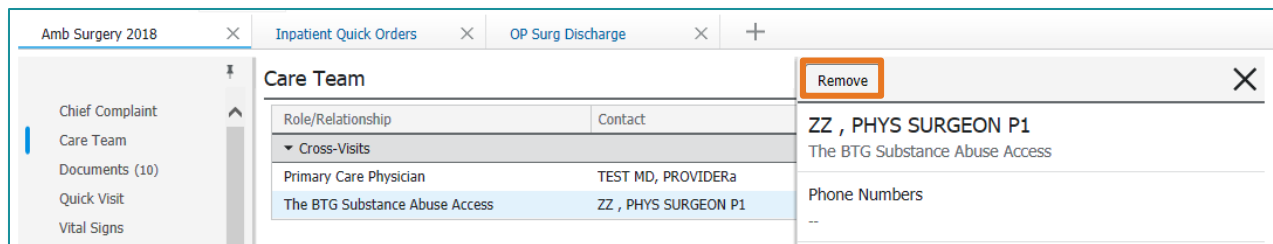
IMPORTANT: Inactivating the Break-the-Glass Feature

➤ From the **Workflow MPage**:

STEP 1: Navigate to the **Care Teams** component.

STEP 2: Locate and select the active BTG relationship.

STEP 3: Select **Remove** to Inactivate the BTG relationship.



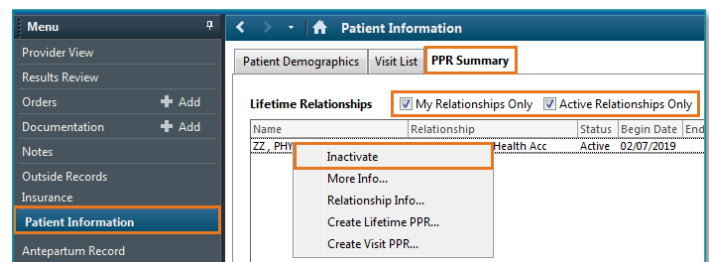
➤ From the **Menu**:

STEP 1: Navigate to **Patient Information**.

STEP 2: Open the **PPR (Provider Patient Relationship Summary)** tab.

STEP 3: Locate your name in the top section **Lifetime Relationships** and select to highlight.

- If needed, filter to **My Relationships Only**.



NOTE: **Lifetime Relationships** is a misnomer. **Break-the-Glass relationships are temporary and should be Inactivated after viewing the necessary information.**

STEP 4: Right-click and select **Inactivate**.

STEP 5: Select **Yes** in the **PPR Summary** pop-up window to confirm.

STEP 6: Once **Yes** is selected, the patient's chart will close.

