The Quick Reference Guide (QRG) reviews the steps for Accessing Behavioral Health Charts.

Common Buttons & Icons

Emergency Access	**Emergency Access** button
🏠	**Home** icon

Break the Glass

➢ From the Ambulatory Organizer:

STEP 1: Click the patient's name. The Assign a Relationship window opens.

STEP 2: Click **BTG Mental Health Access** or **BTG Substance Abuse Access**, as appropriate for the patient's case.

STEP 3: Click **OK**. The patient's chart opens.

Break the Glass within a Patient's Chart

➢ From the Patient's Chart:

STEP 1: Click **Emergency Access** in the PowerChart toolbar.

STEP 2: Click the appropriate BTG relationship.

STEP 3: Click **OK**.

View Protected Documents

➢ From the Provider View workflow page:

STEP 1: Navigate to the **Documents** component.

STEP 2: Click the **Documents** component header.

NOTE: **To return to the Provider View workflow page, click the Home icon.**

Inactivate the Break-the-Glass Relationship

➢ From the Provider View workflow page:

NOTE: **It is important to inactivate Break-the-Glass relationships immediately after viewing protected documentation to avoid documenting on the incorrect encounter.**

STEP 1: Navigate to the **Visits** component.

STEP 2: Click the **Visits** component header. The Patient Information screen displays.

STEP 3:   Click the **PPR Summary** tab.

STEP 4:   Select the **My Relationships Only** check box.

STEP 5:   Right-click the active BTG relationship.

STEP 6:   Click **Inactivate**. A PPR Summary pop-up displays.

STEP 7:   Click **Yes**. Another PPR Summary pop-up displays.

STEP 8:   Click **Yes**. You return to the Ambulatory Organizer.

NOTE: **If you already have an established relationship with the patient, the chart will not close upon inactivating the relationship; it will divert you back to your original established relationship instead, with the protected documentation hidden.**