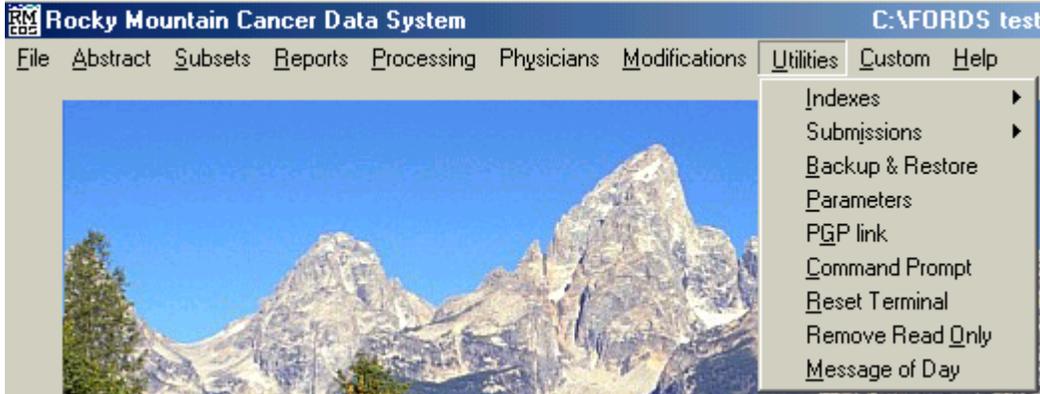
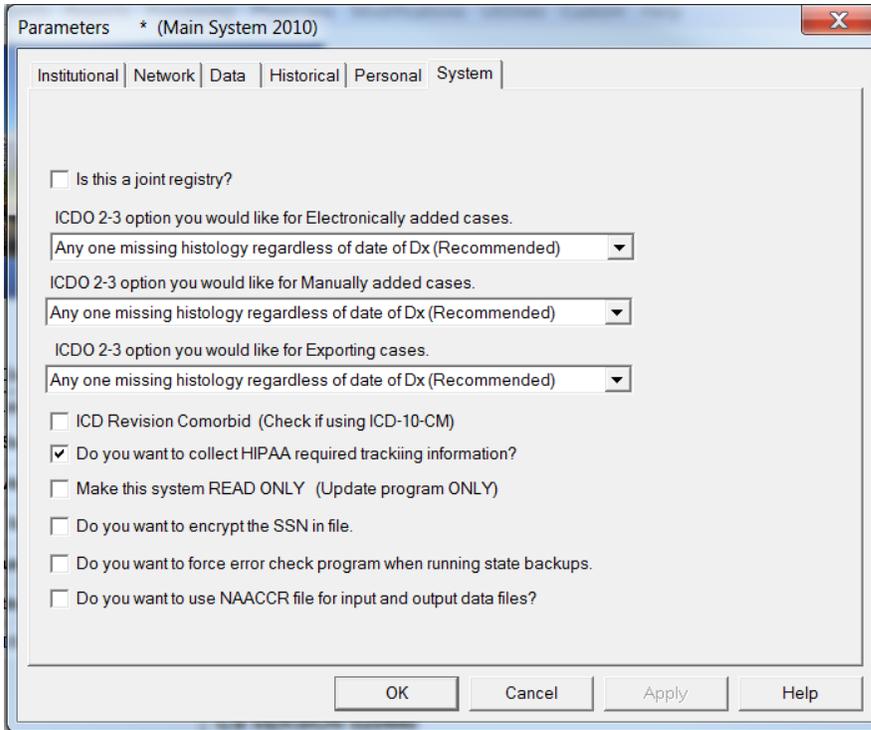


# HIPAA Tracking

To turn on and use your HIPAA tracking you will need to choose 'Utilities' from the main menu. You will only be able to set this option if you have administrator rights in the 'Administrator Tools'.



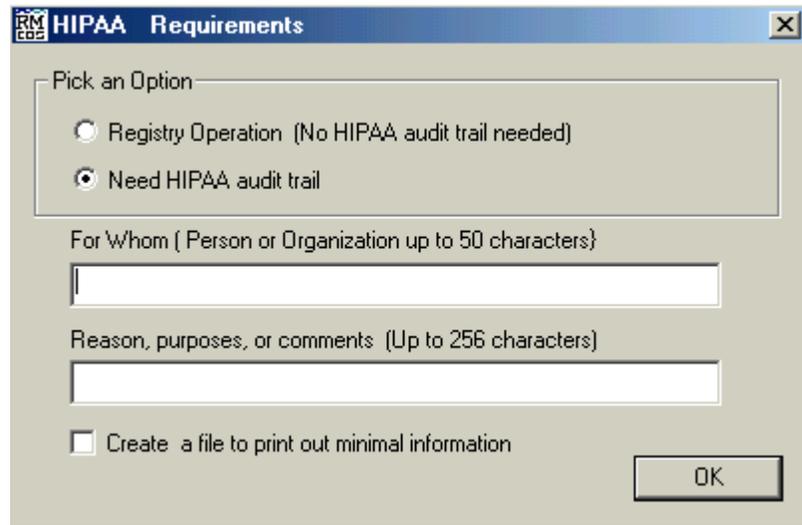
The fifth option from the bottom allows you to turn on the HIPAA tracking information. You will need to click this box.



There are several places you will see options for HIPAA tracking. The first is in each abstract. The option appears at the top of each page on the right hand side.



When you click the box you will get a pop up with two options. The first option is the default. If you keep this option you are telling the program that you are performing a 'Registry Operation' and no tracking is needed. The second option 'Need HIPAA audit trail' is used when you need to track HIPAA information.



When this box is checked you will see boxes that allow you to enter text stating whom the information is going to and a second box for the reason. You can also create a short report to print that will give you HIPAA required information for either the patient (if done from an abstract) or patients (if done from a report).

The HIPAA tracking information box will pop up before the print options box for reports that involve patient identifying information such as a listing report or an out-put file.