CancerCare Manitoba **ActionCancerManitoba**	**GOVERNING DOCUMENTS**
Policy and Procedure	

Title:	**Management of eChart Printouts**
Policy Number:	06.024
Effective Date:	May 21, 2014
Revised Date:	March 14, 2019
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	Director, Cancer Clinical Information Management and Privacy Officer
Contact:	Cancer Clinical Information Management and Privacy Officer
Applicable to:	CCMB Staff and Physicians

1.0 **BACKGROUND:**

eChart enables authorized health care providers to electronically view patient information consolidated from several disparate provincial systems. This access is provided to support direct patient care. When using eChart, providers are discouraged from printing and making entries onto eChart print-outs as these print-outs will not be considered part of the CCMB Health Record. When information viewed on eChart is clinically relevant to an encounter, this should be documented as appropriate directly in the CCMB Health Record.

2.0 **PURPOSE:**

2.1 To promote the use of eChart as a reference tool for patient information and use of the hybrid health record by care providers.

2.2 To eliminate filing, scanning and retention of redundant information in the paper-based Health Record or electronic record.

3.0 **DEFINITIONS:**

3.1 **Approved Health Record Forms:** documents and templates, including screens, tabs and fields created for the purposes of recording patient information into paper-based or electronic Health Records which have been vetted and endorsed by CCMB.

3.2 **CCMB:** CancerCare Manitoba.

3.3 **eChart:** also known as eChart Manitoba shared service, is a key component of the electronic health record available across Manitoba. eChart is a secure, electronic system that connects authorized health-care providers with a summary of a patient's health information, such as drug prescriptions that have previously been filled, immunization histories, diagnostic imaging reports and results from participating labs.

3.4 **Electronic Record:** for the purpose of this guideline means the Electronic Oncology Record (EOR) or the Electronic Medical Record (EMR).

3.5 **Health Record:** personal health information compiled by individuals authorized to make entries on Approved Health Record Forms and maintained by CCMB facilities as the official record of health care provided to a patient. Health Records, including electronic records and paper-based health records are the physical property of CCMB. For the purposes of this policy, health records include clinical records as defined in The Mental Health Act.

3.6 **Hybrid Health Record:** an accumulation of patient information for an individual that is stored in a combined paper-based and electronic format within CCMB. The Hybrid Health Record exists during the transition from a paper-based health record to an electronic oncology record or electronic medical record.

4.0 **POLICY:**

4.1 The care provider will whenever possible view information directly in the eChart.

4.2 The care provider will use an Approved Health Record Form to document clinical relevant information, to be filed in the patient's paper-based heath record, or preferably document using the electronic record.

4.3 If the care provider deems it necessary to print from eChart, all copies must be placed in confidential waste following use.

5.0 **PROCEDURE:**

5.1 Care Provider responsibilities:

5.1.1 Whenever possible, view information directly in the eChart viewer and refrain from printing the eChart.

5.1.2 Document clinically relevant entries pertinent in the provision of care provided, referencing information from eChart on Approved Health Record Forms in the patient's paper-based health record or preferably in the electronic record,

5.1.3 Entries are not to be made on eChart printouts as these will not be filed in the paper-based Health Record or scanned into the electronic record.

5.1.4 When it is necessary to print from eChart, for example, when the access to eChart is not in the location where the patient is being seen, place eChart printouts in confidential waste following their use.

5.2 Health Information Services Department or records management staff responsibilities:

5.2.1 Place eChart print-outs received for filing or scanning into confidential waste.

6.0 **REFERENCES:**

    6.1   WRHA Operational Guidelines – Management of eChart Printouts - Guidelines HIS-RG-7, April 8, 2013.

Policy Contact:	
All enquiries relating to this policy should be directed to:	
Name:	
Title/Position:	Director, Cancer Clinical Information Management and Privacy Officer
Phone:	204-792-2535
E-mail:	
Address: (if required):	

DOCUMENTATION

Policy Location:
This policy is located (hard and e-copy formats):

1.	The original signed and approved policy is on file in the Executive Office, CCMB
2.	The e-copy is on file in the CCMB Governing Documents Library, SharePoint
3.	

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
21/05/2014	1	Initial	L Costa WRHA	New CCMB policy, adapted from WRHA policy
23/07/2014	2	Minor revision	Working Group: L Costa, Dr M Pitz, D Johnson, P Johnston, I Anderson, K Suderman; Sr Mgmt: V Wiebe, B Funk	
29/03/2018	2	Minor revision	S.Friedenberger	Reformatted to new template
14/03/2019	3	Minor revision	C. Slusky	Updated Director and Dept. name

Approvals Record:
This Policy requires approval by:

Approval Date	Name / Title	Signature
	Not required.	

FINAL APPROVAL:

Date	Name / Title	Signature
14/03/2019	Dr. S. Navaratnam President and CEO, CCMB	*Original signed by Dr. S. Navaratnam*