

Maintaining Sealed Contacts



Course Overview

Use Maintaining Sealed Contacts to seal, view or unseal a contact record. Sealing a contact removes it from public visibility while allowing authorized users to manage it.

This guide explains how to maintain sealed contacts using the CorrecTek Spark EHR software.

Use This Guide When

- Sealing a contact
- Viewing a sealed contact
- Un-sealing a contact

What You'll Be Able to Do

- Add a sealed classification to the system dictionary
- Seal an active contact
- View existing sealed contacts
- Unseal a contact

Maintaining Sealed Contacts



Topics Covered

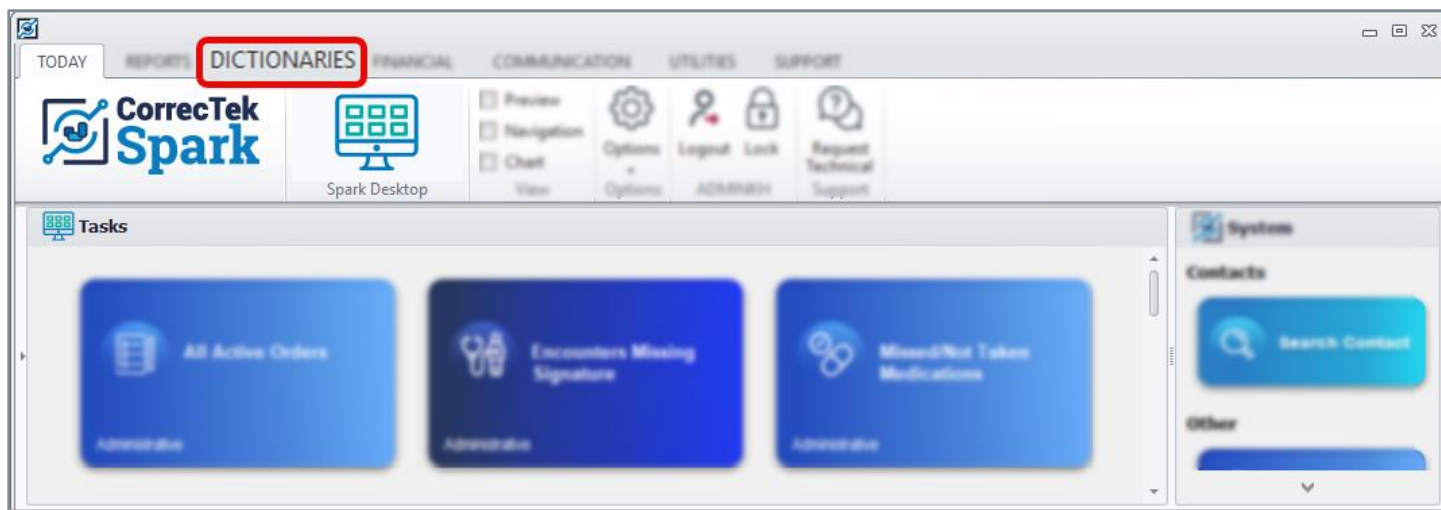
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Maintaining Sealed Contacts

Spark Desktop

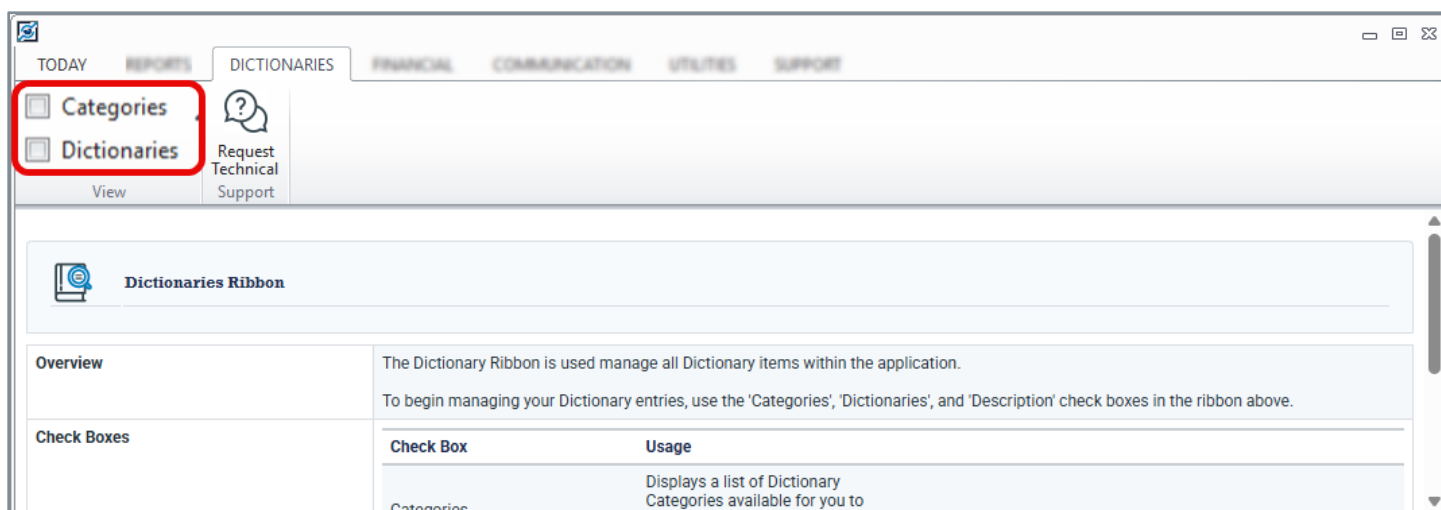
Before you can seal a contact, the "Sealed" classification must exist in the database.

From the Spark Desktop, click **Dictionaries**.



Dictionaries

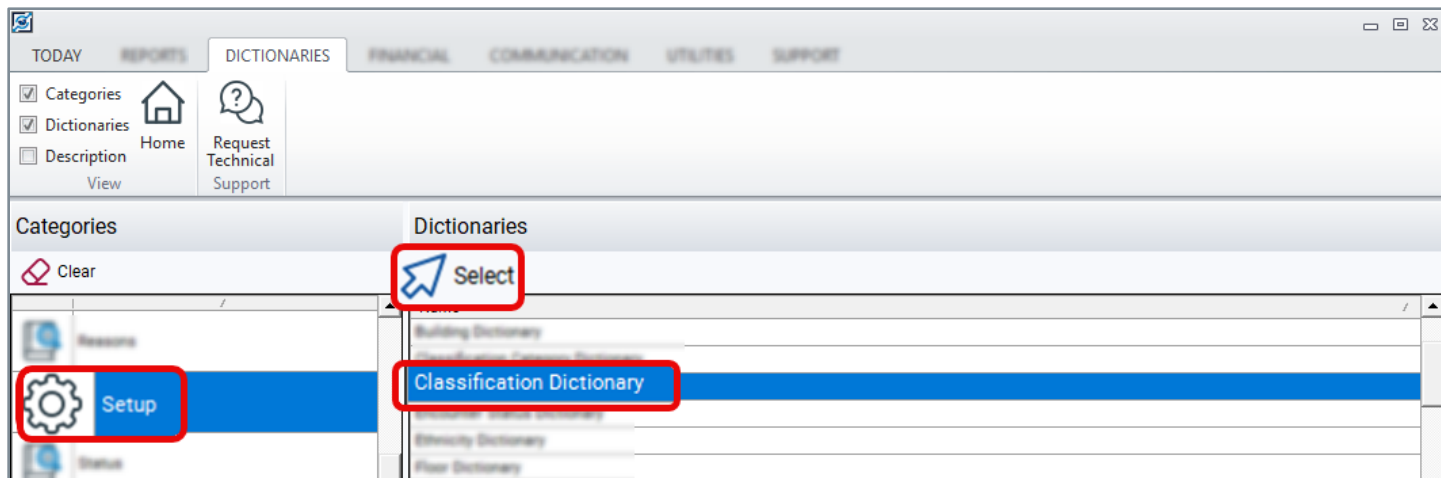
Select **Categories** and **Dictionaries**.



Maintaining Sealed Contacts

Choose **Setup**, then **Classification Dictionary**.

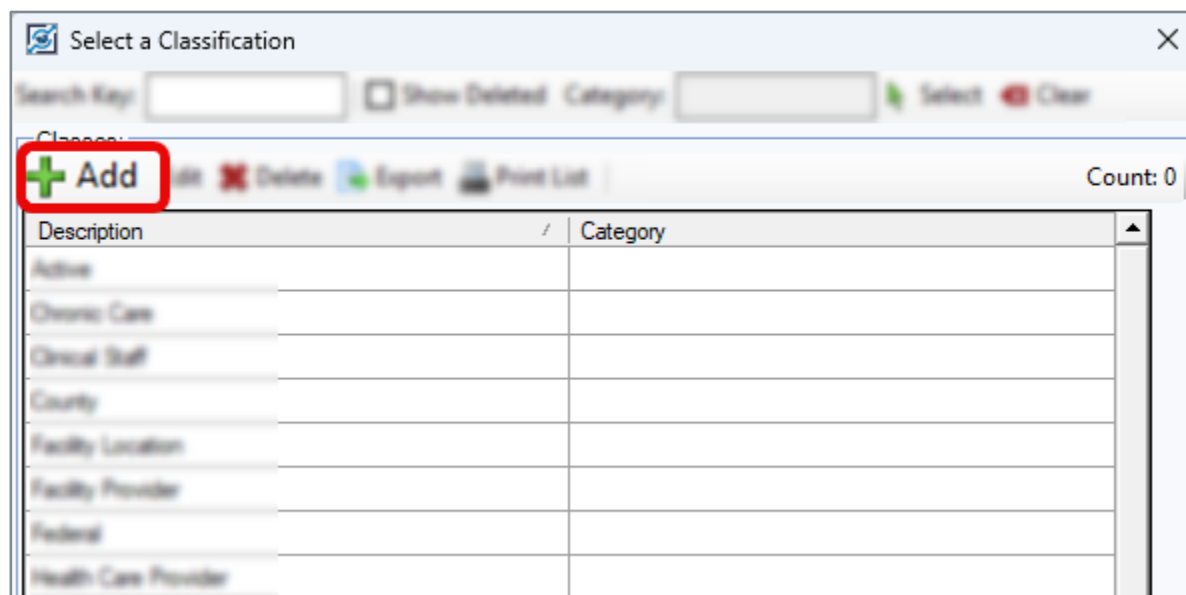
Click **Select**.



Add Classification

Review the list to see if the Sealed classification is already listed:

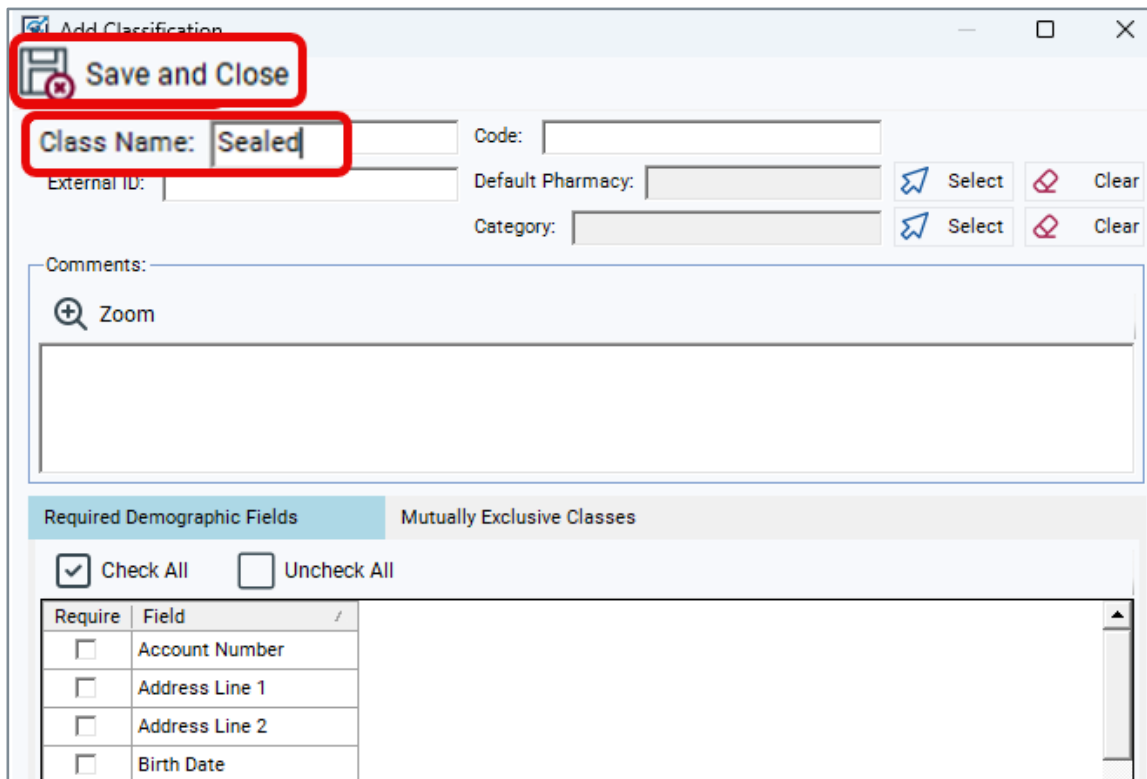
- If the Sealed classification already exists, proceed to "Seal a Contact."
- If it does not exist, Click **Add**.



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Type Sealed in the **Class Name** field.

Click **Save and Close**.



Save and Close

Class Name: Sealed

Code:

External ID:

Default Pharmacy: Select Clear

Category: Select Clear

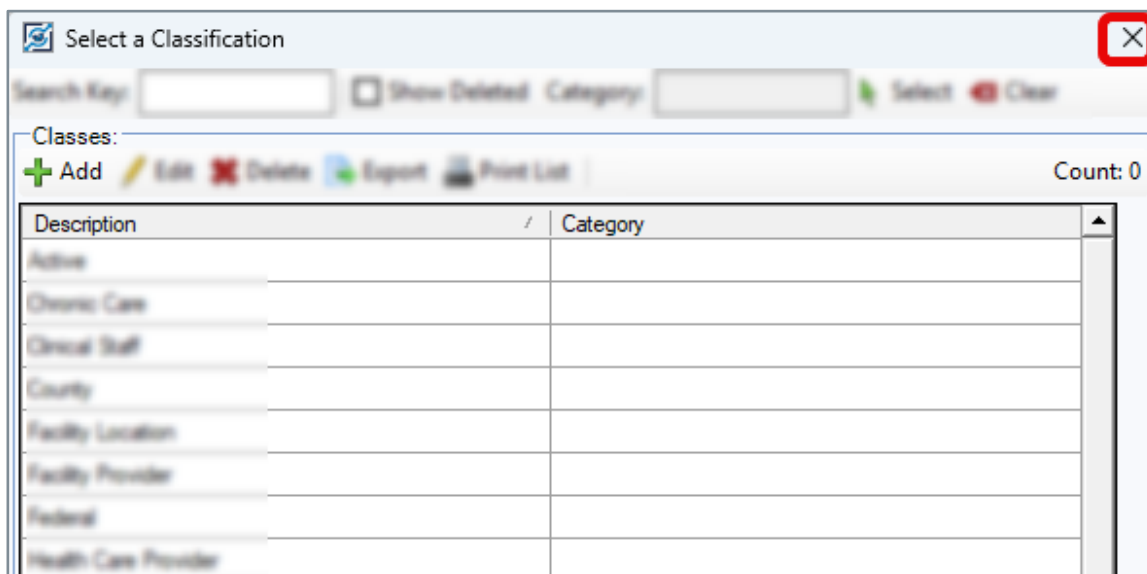
Comments: Zoom

Required Demographic Fields Mutually Exclusive Classes

☒ Check All ☐ Uncheck All

Require	Field	/
☐	Account Number	
☐	Address Line 1	
☐	Address Line 2	
☐	Birth Date	

The system returns to the Classification dictionary. Click **X** to return to the main menu.



Select a Classification

Search Key: Show Deleted Category: Select Clear

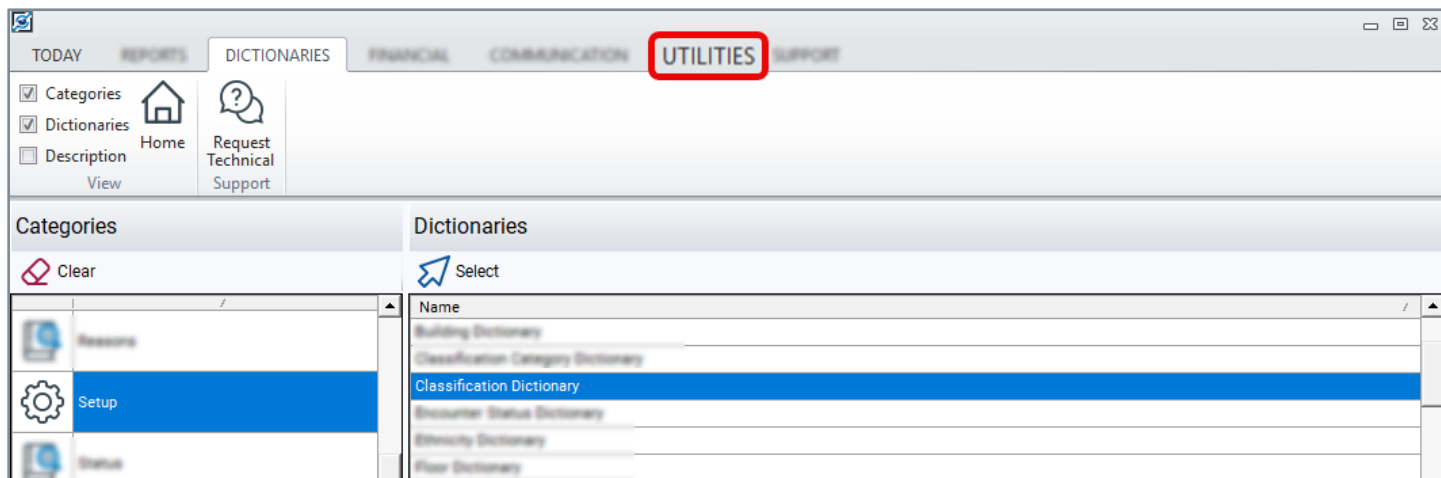
Classes: + Add Edit Delete Export Print List Count: 0

Description	/	Category
Active		
Chronic Care		
Clinical Staff		
County		
Facility Location		
Facility Provider		
Federal		
Health Care Provider		

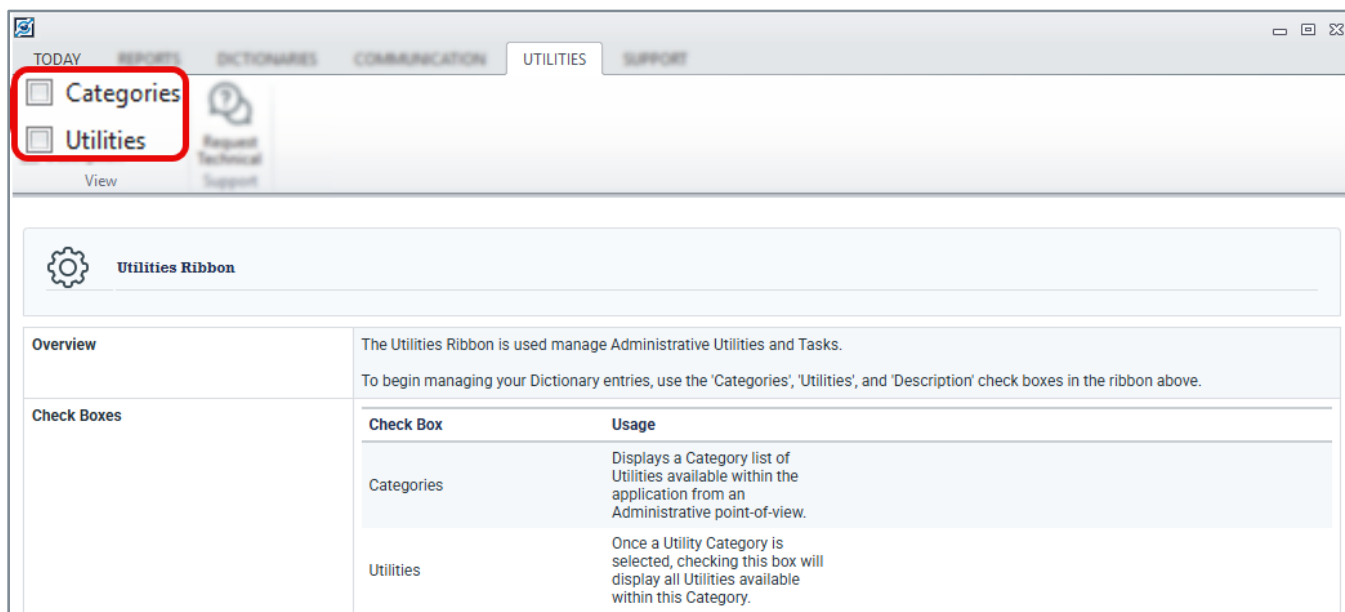
Maintaining Sealed Contacts

Seal a Contact

To proceed with sealing a contact, click **Utilities**.



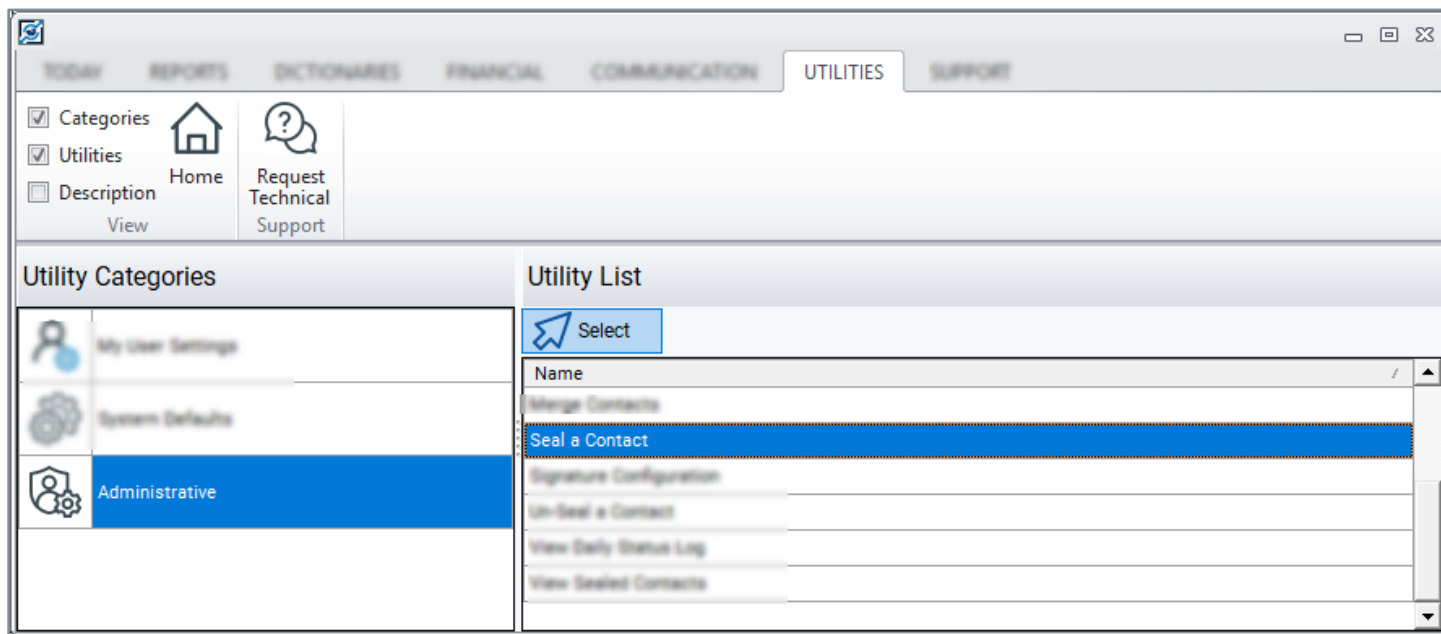
Select **Categories** and **Utilities**.



Maintaining Sealed Contacts

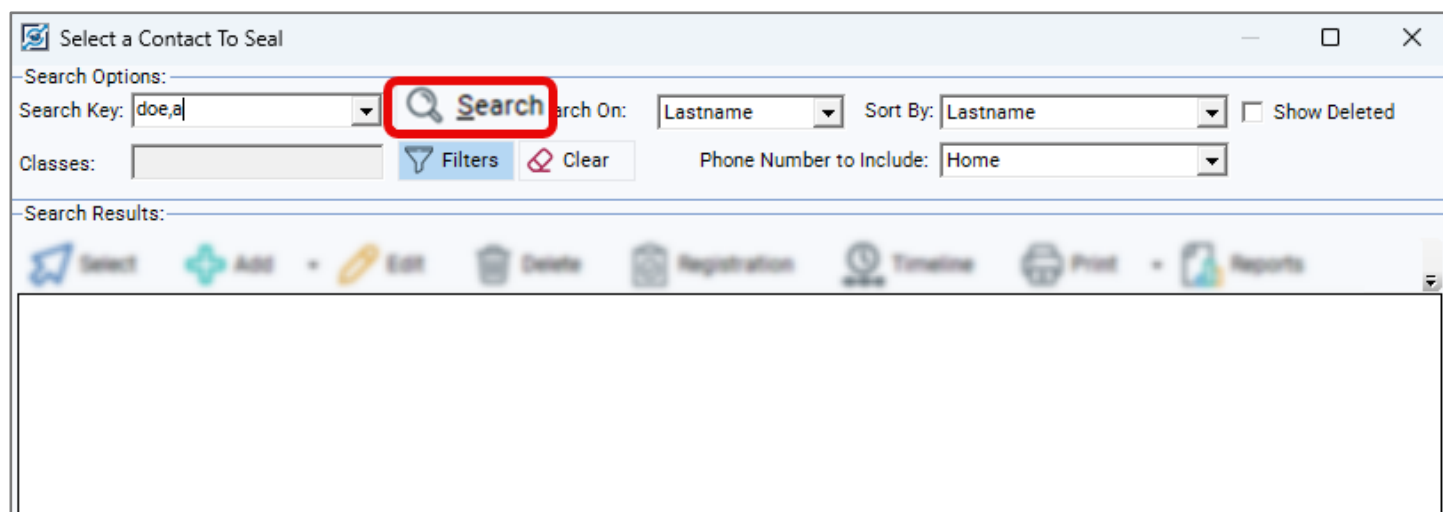
Select **Administrative**, then **Seal a Contact**.

Click **Select**.



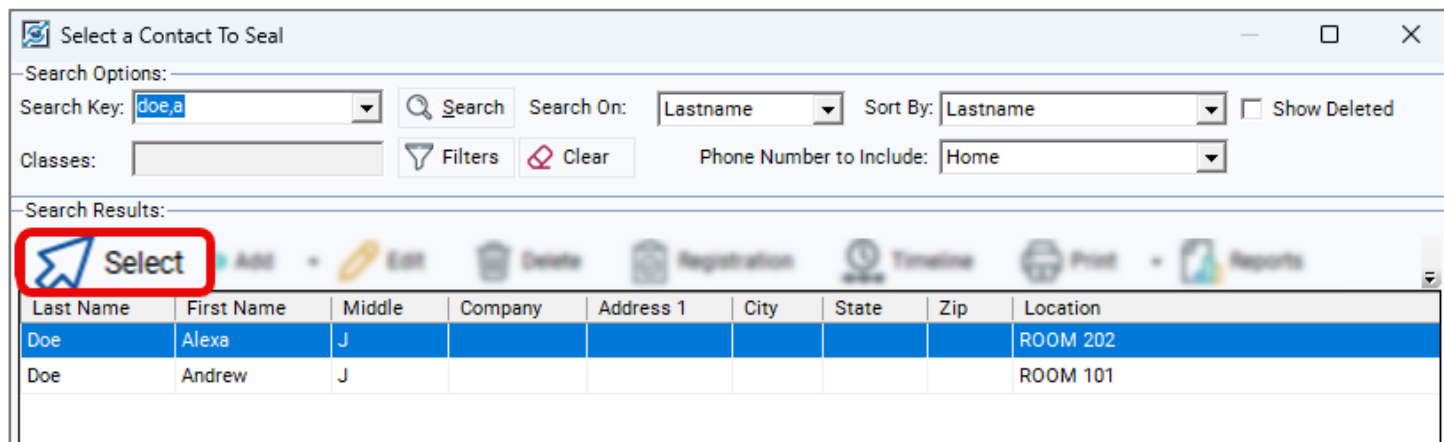
Select Contact

The search contact screen opens. Enter identifiable information in the **Search Key**, then click **Search**.



Maintaining Sealed Contacts

Highlight the correct contact in the search results, then click **Select**.



Select a Contact To Seal

Search Options:

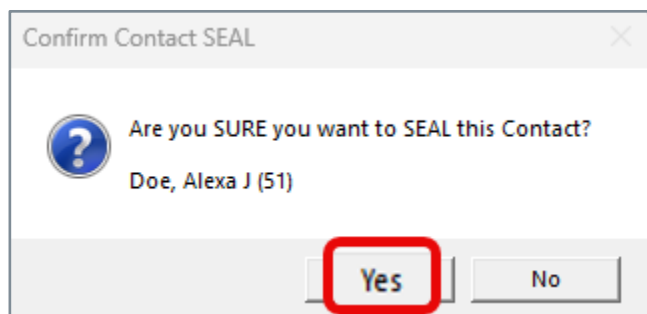
Search Key: Search Search On: Sort By: ☐ Show Deleted

Classes: Filters Phone Number to Include:

Search Results:

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Doe	Alexa	J						ROOM 202
Doe	Andrew	J						ROOM 101

Click **Yes** on the prompt to seal the contact.

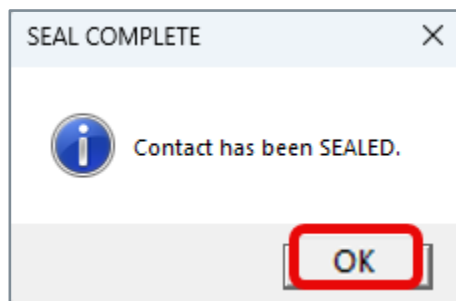


Confirm Contact SEAL

Are you SURE you want to SEAL this Contact?

Doe, Alexa J (51)

Click **OK** to finalize the change and return to the Utilities list.



SEAL COMPLETE

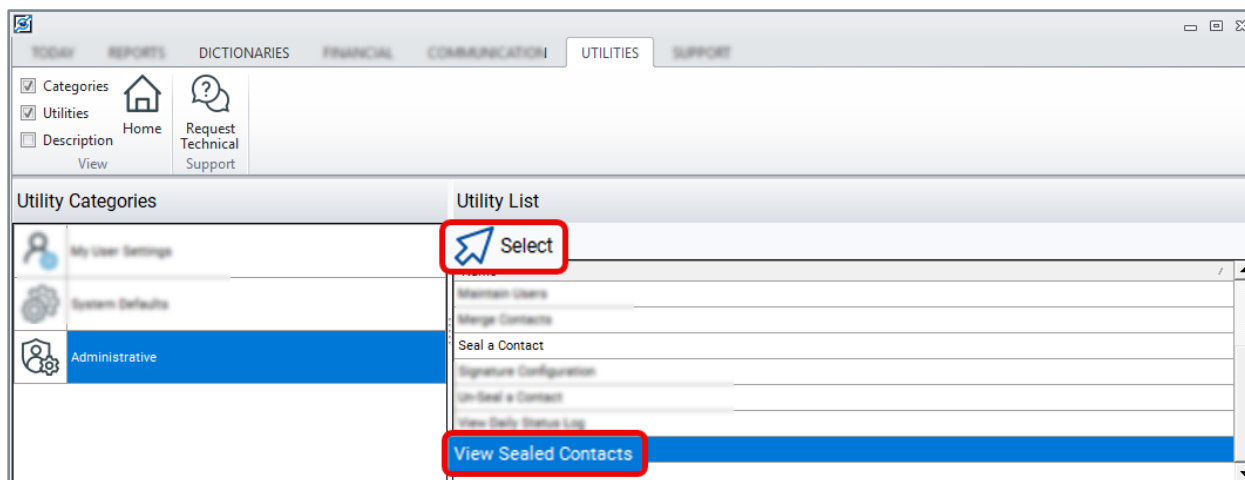
Contact has been SEALED.

Maintaining Sealed Contacts

View Sealed Contacts

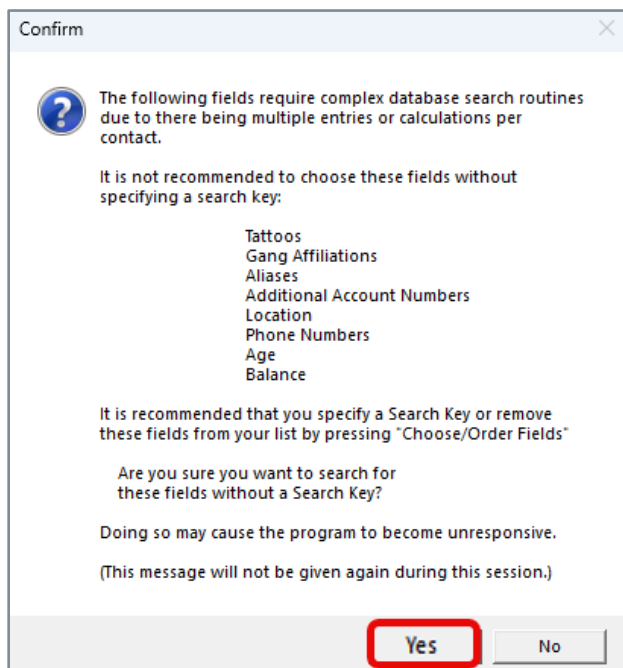
Only users with the appropriate permissions can view sealed contacts.

To view a sealed contact, while in the Utilities tab, highlight **View Sealed Contacts**, then click **Select**.



Tip: Access Maintain Departments to add or edit privileges.

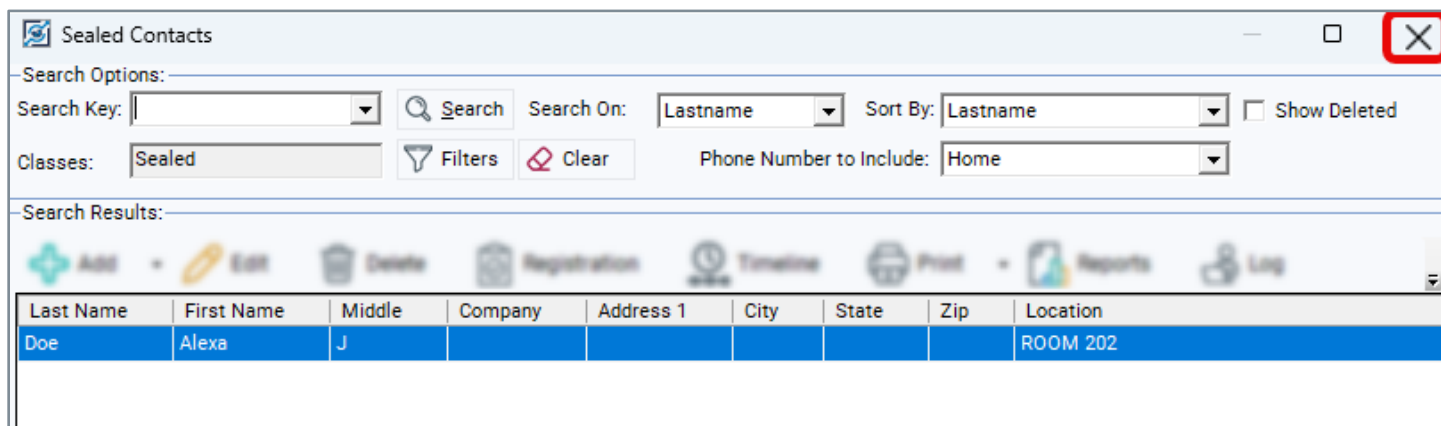
Because the search is based on the Sealed classification rather than a Search Key, the following warning appears. Click **Yes**.



Maintaining Sealed Contacts

A list of all sealed contacts opens.

Click **X** to close the screen and return to the Utilities list.



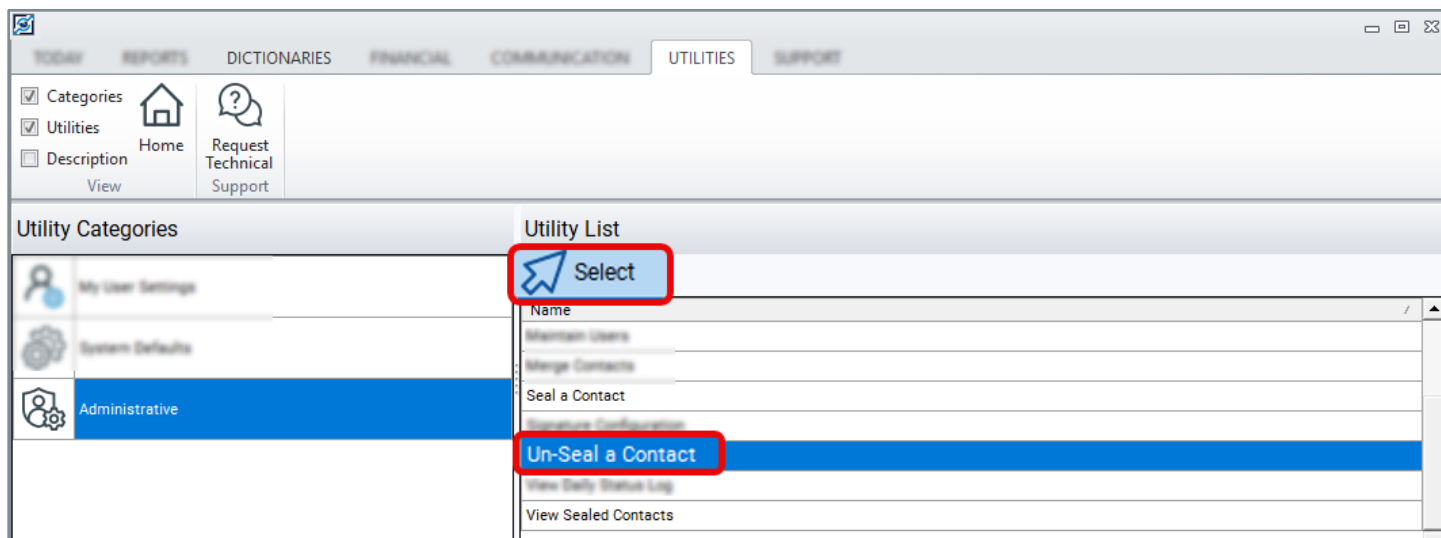
The screenshot shows a window titled "Sealed Contacts". In the top right corner, there is a red box around the "X" close button. Below the title bar, there are search options: "Search Key:" with a dropdown, a "Search" button, "Search On:" with a dropdown set to "Lastname", "Sort By:" with a dropdown set to "Lastname", and a "Show Deleted" checkbox. There are also "Classes:" with a dropdown set to "Sealed", "Filters" and "Clear" buttons, and "Phone Number to Include:" with a dropdown set to "Home". Below these are search results with a toolbar containing icons for Add, Edit, Delete, Registration, Timeline, Print, Reports, and Log. A table displays the results with columns: Last Name, First Name, Middle, Company, Address 1, City, State, Zip, and Location. One row is visible with the data: Doe, Alexa, J, , , , , , ROOM 202.

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Doe	Alexa	J						ROOM 202

Un-Seal a Contact

Only users with the appropriate permissions can un-seal contacts.

To un-seal contact, while in the Utilities tab, highlight **Un-Seal a Contact**, then click **Select**.



The screenshot shows the "UTILITIES" tab selected in the top navigation bar. On the left, there are utility categories: "My User Settings", "System Defaults", and "Administrative" (which is highlighted in blue). On the right, the "Utility List" is displayed. It contains a list of utilities: "Name", "Maintain Users", "Merge Contacts", "Seal a Contact", "Signature Configuration", "Un-Seal a Contact" (highlighted in blue), "View Daily Status Log", and "View Sealed Contacts". A red box highlights the "Select" button at the top of the utility list, and another red box highlights the "Un-Seal a Contact" utility.

Utility Categories	Utility List
My User Settings	Name
System Defaults	Maintain Users
Administrative	Merge Contacts
	Seal a Contact
	Signature Configuration
	Un-Seal a Contact
	View Daily Status Log
	View Sealed Contacts

Maintaining Sealed Contacts

Because the search is based on the Sealed classification rather than a Search Key, the following warning appears. Click **Yes**.

Confirm



The following fields require complex database search routines due to there being multiple entries or calculations per contact.

It is not recommended to choose these fields without specifying a search key:

- Tattoos
- Gang Affiliations
- Aliases
- Additional Account Numbers
- Location
- Phone Numbers
- Age
- Balance

It is recommended that you specify a Search Key or remove these fields from your list by pressing "Choose/Order Fields"

Are you sure you want to search for these fields without a Search Key?

Doing so may cause the program to become unresponsive.

(This message will not be given again during this session.)

Yes

No

A list of all sealed contacts opens.

Highlight the contact to un-seal, then click **Select**.

Sealed Contacts

Search Options:

Search Key:

 Search

Search On:

Sort By:

☐ Show Deleted

Classes:

 Filters

 Clear

Phone Number to Include:

Search Results:

 Select











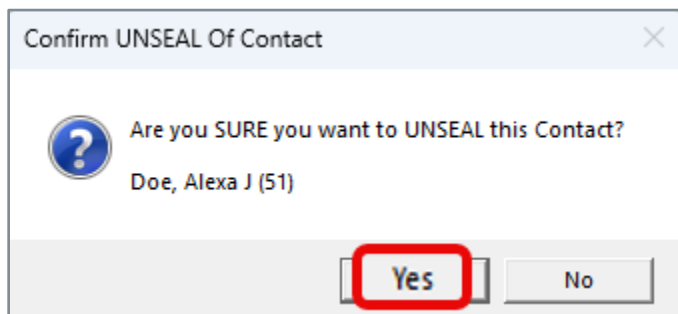




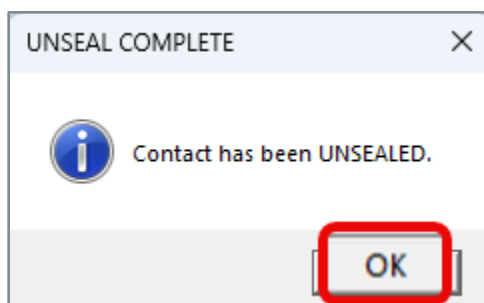
Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Doe	Alexa	J						ROOM 202

Maintaining Sealed Contacts

Click **Yes** to proceed.

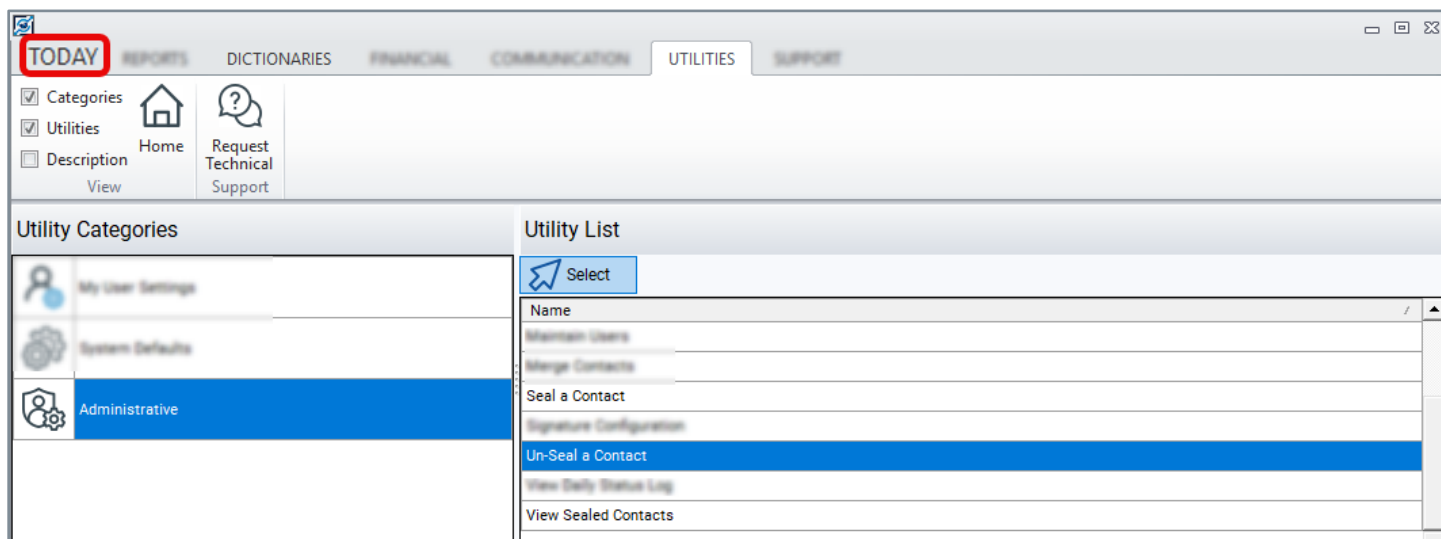


Click **OK** to confirm and return to the Utilities list.



Return to Spark Desktop

Click **TODAY** to return to the Spark Desktop.



Maintaining Sealed Contacts



Related Courses

Maintain Departments