

Release of Medical Information



Course Overview

Complete a Release of Medical Information to request medical records for a patient.

This guide explains how to access and complete a Release of Medical Information in CorrecTek Spark.

Use This Guide When

- Completing a Release of Medical Information
- Requesting Medical Records

What You'll Be Able to Do

- Access Release of Medical Information
- Select an agency contact
- Complete required prompts
- Capture patient signature

Release of Medical Information



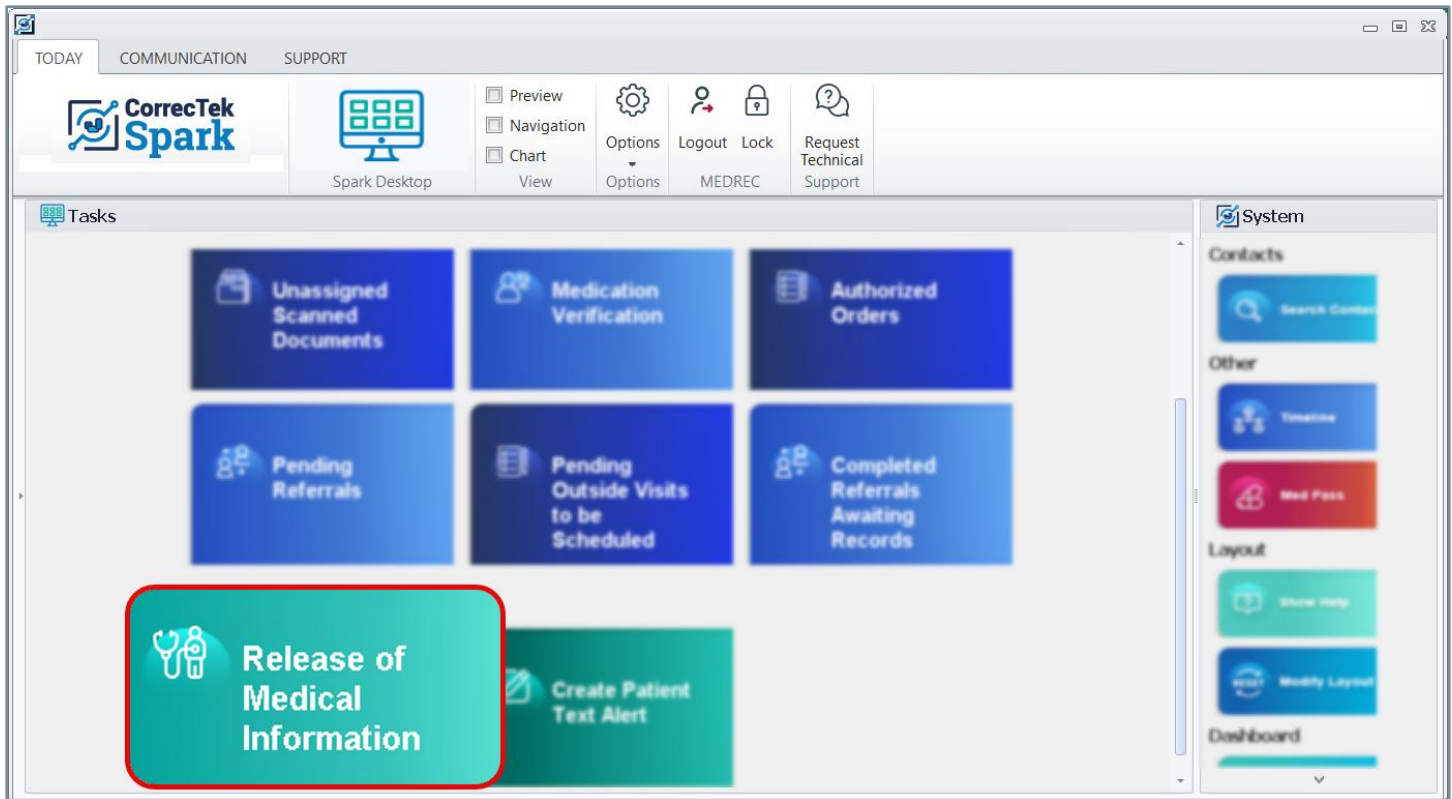
Topics Covered

Course Overview	1
Use This Guide When.....	1
What You'll Be Able to Do.....	1
Spark Desktop	3
Select a Patient	3
Release of Information	5
Related Courses	8

Release of Medical Information

Spark Desktop

From the Spark Desktop, click **Release of Medical Information**.



Select a Patient

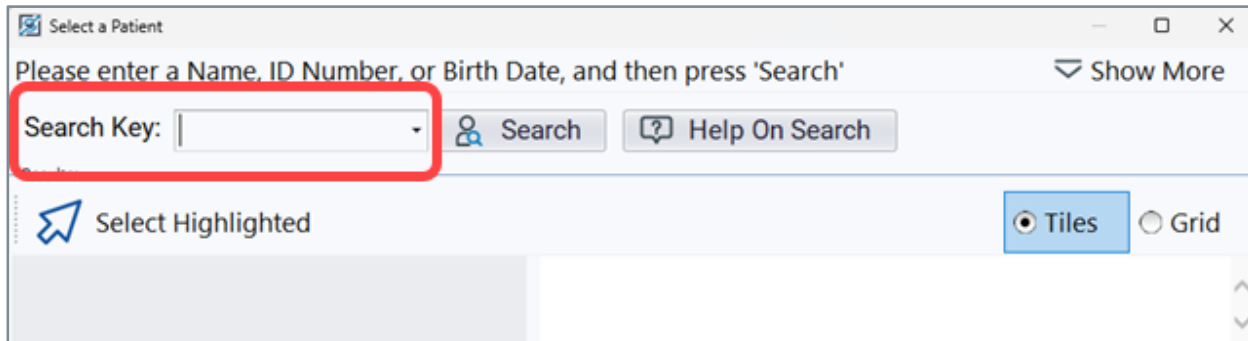
Once initiated, the Select a Patient dialog box opens.

Search Patient

In the **Search Key** field, type identifiable information to locate a patient. Then, click **Search**.

| Tip: Identifiable information could include first and/or last name, ID number, or DOB.

Release of Medical Information



Select a Patient

Please enter a Name, ID Number, or Birth Date, and then press 'Search'

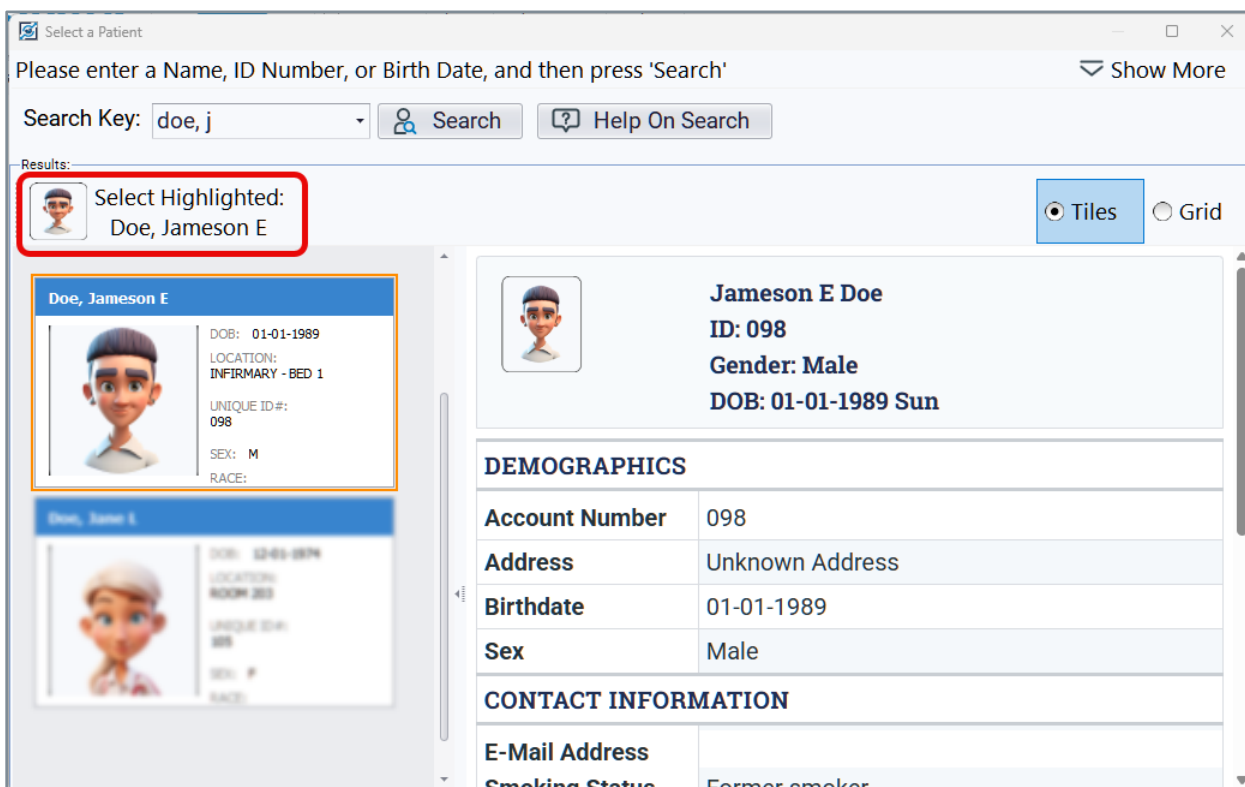
Search Key: Search Help On Search

Select Highlighted Tiles Grid

Select Patient

Locate and select the correct patient in the search results. Click **Select Highlighted** to open the clinical template screen.

| Tip: Demographic and Contact Information displays to the right when a patient is highlighted.



Select a Patient

Please enter a Name, ID Number, or Birth Date, and then press 'Search'

Search Key: doe, j Search Help On Search

Results:

Select Highlighted: Doe, Jameson E

Tiles Grid

Doe, Jameson E

DOB: 01-01-1989
LOCATION: INFIRMARY - BED 1
UNIQUE ID#: 098
SEX: M
RACE:

Jameson E Doe
ID: 098
Gender: Male
DOB: 01-01-1989 Sun

DEMOGRAPHICS

Account Number	098
Address	Unknown Address
Birthdate	01-01-1989
Sex	Male

CONTACT INFORMATION

E-Mail Address	
Smoking Status	Former smoker

Release of Medical Information



Release of Medical Information

The first prompt opens. Select **Agency** to answer the prompt.

A screenshot of a software interface titled "Doe, Jameson E, #098 @ INFIRMARY - BED 1". The interface has a top bar with buttons: "Save and Close", "Cancel", "Dictionary/Go To", and "Keypad". Below the top bar, there are two main sections. The left section, labeled "Phrases:", contains a list of options. The first option is "Release of Information - Agency", which is highlighted. Below it is "Select phrase below to document agency holding information." followed by a list of options. The word "Agency" is highlighted with a red box. Below this is a dashed line, then "Select Save and Close Above to Exit", followed by another dashed line. The right section, labeled "Text To Return", is a large empty text area. At the bottom of the left section, there is a scroll bar.

| Tip: Prompts display in blue. Click a response in black to add it to the note.

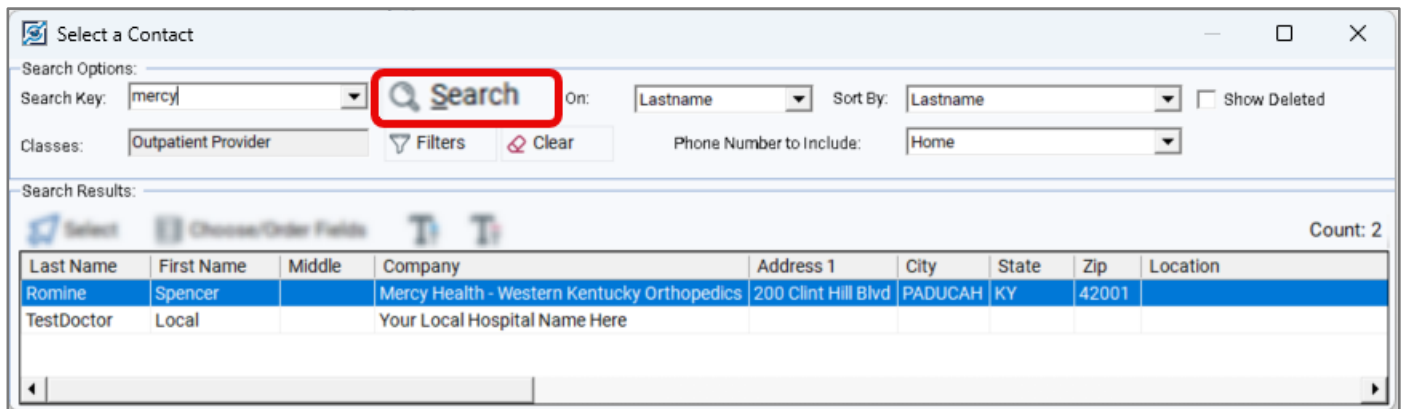
Search Contact

The Select a Contact screen opens for selecting an agency.

Use the **Search Key** field to type identifiable information to locate a contact. Then, click **Search**.

| Tip: Identifiable information could include company name, provider last name, or phone number.

Release of Medical Information



Select a Contact

Search Options:

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

Classes: Phone Number to Include:

Search Results:

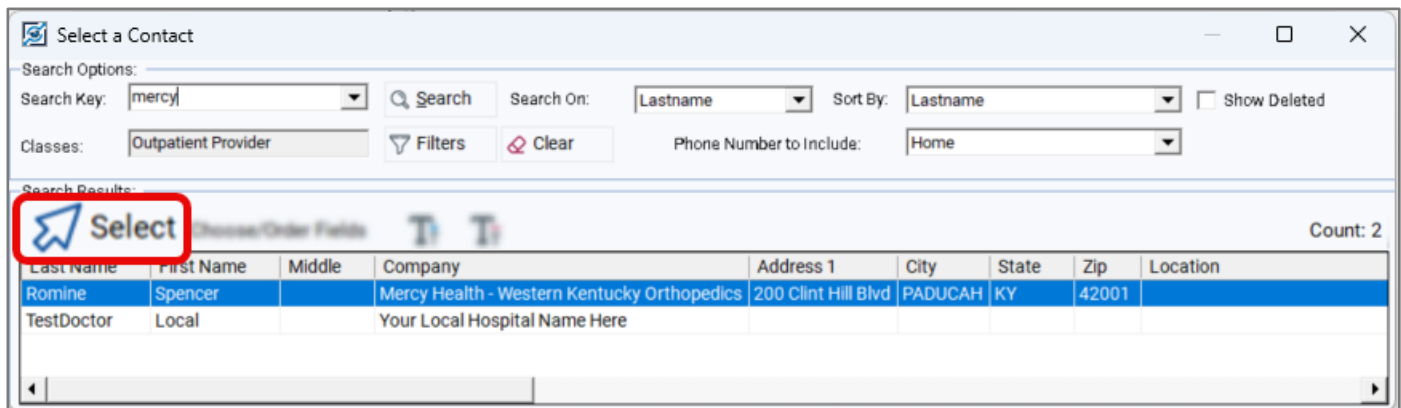
Count: 2

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Romine	Spencer		Mercy Health - Western Kentucky Orthopedics	200 Clint Hill Blvd	PADUCAH	KY	42001	
TestDoctor	Local		Your Local Hospital Name Here					

Select Contact

Locate and select the correct contact in the search results.

Click **Select** to return to the template.



Select a Contact

Search Options:

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

Classes: Phone Number to Include:

Search Results:

Select Count: 2

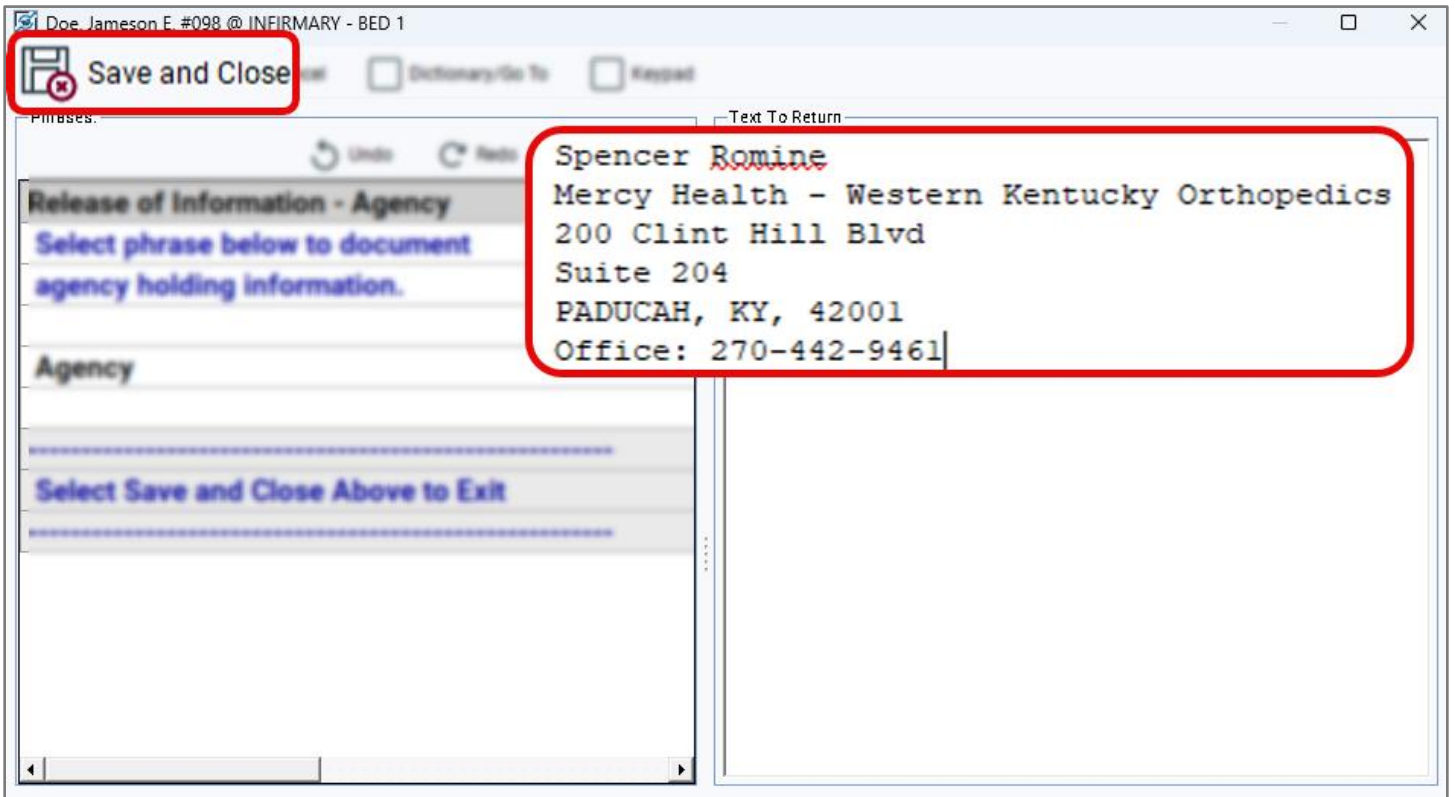
Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Romine	Spencer		Mercy Health - Western Kentucky Orthopedics	200 Clint Hill Blvd	PADUCAH	KY	42001	
TestDoctor	Local		Your Local Hospital Name Here					

| Tip: If the contact isn't listed, you must first exit and add them as a contact.

The selection adds to the **Text To Return**.

Click **Save and Close**.

Release of Medical Information



After addressing each prompt, click **Save and Close** to advance to the next section until all required items are complete.

Complete the Form

Once all template prompts have been addressed, the formal, print-ready **Release of Information** document will automatically open on your screen.

Click **Start Signature**.

Using a signature pad, obtain the patient's signature. If an additional signature is required, e.g., witness, click **Next**.

After all signatures are obtained, click **Finish** to permanently attach the signature(s) to the record.

| Tip: You must click **Finish** to apply the signature(s) to the form.

Release of Medical Information



View Document

☒ OK ☒ Save and Close ☐ Print ☐ Print Preview ☒ Show Signature Pad ☐ Sig Pad Default: Disabled

 **CLEARVIEW HEALTH GROUP**

Clearview Health Group
2901 Medical Park Drive
WATER VALLEY, KY 42085
Phone: 270-555-0404 | Fax: 270-555-0606

RELEASE OF INFORMATION

I hereby request and authorize: Clearview Health Group
Name of Agency Authorized to Request Information

2901 Medical Park Drive, WATER VALLEY, KY 42085
Address

To obtain from: Spencer Romine
Mercy Health - Western Kentucky Orthopedics
200 Clint Hill Blvd
Suite 204
PADUCAH, KY, 42001
Office: 270-442-9461
Agency Holding the Information

The following information:
All Records

☒ **Finish** Next >

Patient Signature: Jameson Doe

Click **Save and Close** to return to the Spark Desktop.

Related Courses

- Add a Contact