



Community User - Releases of Information

Use the Requests activity to view released portions of a patient's record. The data that you can view in the patient's chart is predetermined and is limited to the information that you need to accomplish your specific task.

Send a request for a patient's record

1. Select the **In Basket** tab, click the arrow next to  **New Msg**, and select **Customer Service**.
2. In the **Topic** field, select **ROI Request**.
3. Fill out information about the release request, such as the patient's name and why you are requesting the release of information.
4. Click  **Submit**.

In Basket ▶ **Customer Service Request**

New Customer Service Request

2 Topic: ROI Request

Summary:

Priority

High
 Routine
 Low

NEW ROI RELEASE REQUEST

3

Patient Name: Test, Jamal

Patient DOB: 1/13/1970

Patient MRN or SSN: 203536

Why are you requesting this release?: Continuing Care

Authorization is: Not attached - will be sent by me


Information Requested: All

Add

From Date: 10/6/2017

To Date: 10/7/2022

Access your releases of information

1. Select the **Requests** tab.
2. If there are too many requests, search using the **Requester**, **Requested From Date**, or **Requested To Date** fields.
3. Click the link for the information that you need to see.
4. To print your report, click .



When the reports are something other than PDFs, you can select the check box next to each report you want to view and click  **View Selected Reports** to view multiple reports at the same time.

Released Requests

Please search for an ROI record.

From Date: 10/7/2022

To Date:

Requester:

[Search](#) [Clear](#)

Select an ROI record to view more information.

Search Results: 1 found

Patient Name ▲	Requested Date	Access End Date	Requester	Purpose	Comments
TEST,JAMAL [203536]	10/07/2022		WISCONSIN DEPARTMENT OF HEALTH	Continuity of Care	

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