

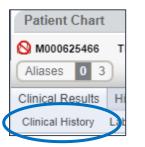
SVMS Tip Sheet #09: Accessing Secured Data (BREAKING THE GLASS)

The first thing to do is to contact your site's Authorized Point of Contact to have them submit a User Form adding access to secured data. Without security override, you cannot break the glass.

- 1. Login to CareAlign portal https://login.sacvalleymedshare.org
- 2. Search for the patient.

Patient Demographics						
Last	test					
First	hiesart					
SSN						
DOB	/01/1900 01					
Sex	Female 🗸					
Extended Search 🗹						

- 3. Click View Selected Charts
- 4. Click on the lock on the Secured Data (button
 - a. If you do not see the Secured Data Button, click on Clinical History to force it.



5. You will be presented with the Security Override screen.

PL: Extended Search	PC: Security Override	MG:	ADM:		
Security Override					
A You are trying to access secured data. This action will be reported and can be audited.					
Choose override reason 🗸					
Cancel Override Security					

🕓 530-487-4997 🛛 🖾 info@sacvalleyms.org 🕘 www.sacvalleyms.org

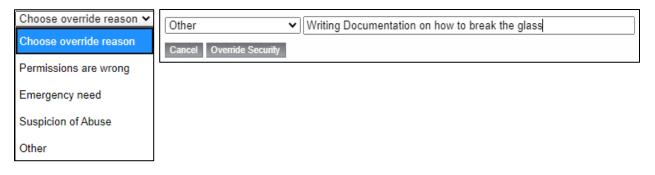
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6. Click on the drop-down for



7. Choose one of the reasons or you can choose OTHER and type in your own reason.



- 8. Click on Override Security
- 9. This will take you back to the Patient Chart. You will notice that everything except the chart is greyed out and the Secured Data notice is unlocked.

MEDSHARE	PL: Extended Search PC: TEST, HIESART MG: ADM:
MEDONARE	Patient Chart
	M000625466 TEST, HIESART (01/01/1900 - 120 Years Old F)
Messages 0/ 10	Aliases 4 4 Secured Data (READ ONLY HIE Sharing Refused
Menu Search	Clinical Results History Summaries Search
Patient Identifiers	Clinical History Labs Fast Labs Deleted
MRN	
Patient Demographics	
Last test	
First hiesart	
SSN	
DOB /01 /1900 01	
Sex Female 🗸	

- 10. You can now move around the chart and get the information you are needing.
- 11. When you are finished with the chart, you will need to click on the unlocked button to relock the chart.

