

Excluding clinical documents from MySaskHealthRecord (MSHR)

Disclaimer: This document serves as a guide to assist with excluding clinical documents from MSHR. All trustees who receive an access to Personal Health Information (PHI) request, are responsible for processing the request in accordance with Health Information Protection Act (HIPA) criteria.

When to exclude clinical documents from MSHR

Providers can mark clinical documents for exclusion from MSHR according to the exceptions outlined in HIPA. Such documents will not be available to patients in MSHR and would be subject to an access request should the patient/proxy want to see them. HIPA exceptions include:

- As per subsection 38(1) of The Health Information Protection Act (HIPA), clinical documents may be excluded from MSHR when:
 - Knowledge of the information could reasonably be expected to endanger the patient's health or safety or the health or safety of another person.
 - Another person gave the information in confidence, and disclosure of that information would identify the other person.
 - The information was collected in anticipation of, or for use in, legal proceedings.
 - Disclosing the information could interfere with a lawful investigation or be injurious to the enforcement of an Act or regulation.
 - The health record contains information about another person who has not consented to the release of that information.
- As per subsection 56 of HIPA, clinical documents may be excluded from MSHR when:
 - Patients with proxy or shared access to their MSHR request information to be kept confidential.

Technical Solution: How to exclude clinical documents from MSHR

Providers authoring in Sunrise Clinical Manager (SCM)

Provider has the option to click an "Exclude MSHR" button within the document when completing the note. This will prevent the report from flowing to MSHR.

The image below illustrates how the observation will appear in SCM.



Providers using Fluency for Transcription (1-844-666-3250)/Fluency Mobile App Regina speed dial 4700 Saskatoon speed dial 7745

Provider will be required to use a prompt to indicate that the note is to be marked as "normal" (1) or "exclude from MSHR" (2) as they begin dictation.

A medical transcriptionist can also mark the report as "exclude from MSHR" if dictated by the provider, offering an option for providers who failed to mark the report as "exclude from MSHR" when beginning the dictation.

This will prevent the report from flowing to MSHR.

Providers using Fluency Flex

Provider has the option to select "2 Exclude MSHR" before dictating and finalizing the report. This will prevent the report from flowing to MSHR.

The image shows a screenshot of the "Patient Details" form in Fluency Flex. The form includes fields for Medical Record Number, Billing Number, Last name, First name, and Health Card Number. Below these fields is a dropdown menu labeled "1 Normal 2 Exclude MSHR" with a red box around it. Below the dropdown menu is a section titled "Add patient" with fields for Date of Birth, Sex, Patient Class, Station, Admit date, Admit Time, Bed, and Facility ID.

- For more information refer to the [full Provider Guide](#).
- For HIPA interpretations, contact your Privacy Officer.
- For release of information requests, contact your local SHA Health Information Management department.
- For technical help on how to exclude a clinical document from MSHR, contact: servicedesk@ehealthsask.ca.