

Technical Note No: 16

Removing confidential patient information from SphygmoCor® reports

For the purposes of review and quality control assessment, SphygmoCor® users may occasionally need to send images of patient data to AtCor Medical personnel or other individuals who are restricted from receiving confidential patient information due to HIPAA or other policies or regulations. SphygmoCor® users can follow the instructions below to assure such confidentiality.

OPTION 1: E-mailing Patient Reports:

• **Remove Patient-Identifying Information**

- Click on **'Patient'** button to access patient information screen.
- Select the patient for whom you want to send the SphygmoCor® report
 - Scroll to patient name or type into 'Search' field
- In order to remove patient-identifying information, click on **'To Edit'**. You are now in edit mode and the button will change to read 'To Browse'.



- Select and delete the previously entered information in the **'First Name'** and **'Last Name'** fields.
- Enter a single letter (or any other code that you may choose) into the 'First Name' and 'Last Name' fields, avoiding the use of patient initials. The system requires that at least one character be entered in each of these fields. If desired, you may enter a unique non-identifying alphanumeric code, up to 10 characters, into the **'Patient ID'** field.

Patient ID :	<input type="text" value="M125"/>	DataBase ID
Last Name :	<input type="text" value="X"/>	System ID
First Name :	<input type="text" value="X"/>	00061
Other Name :	<input type="text"/>	
Date Of Birth :	<input type="text" value="Thursday , June 08, 1916"/>	
Sex :	<input type="text" value="FEMALE"/>	

- Click on **'Update'** to save these changes.
- Click on **'To Browse'** to exit edit mode.

- **Export the SphygmoCor® Report**

- Click on the **'Report'** button to access patient reports.
- Select the SphygmoCor® report you wish to send.
- For assessment of quality control, please select the **'Clinical'** report screen.
- To export the report as an image (.jpg) file, click on **'Export'**.
- A screenshot will be created of the current viewable image (Clinical Report/Detailed Report/Analysis Screen/Trend Screen)
- Exported files sent to **C:/Program Files/SphygmoCor/Export** folder.

Note: In software Version 7.01, exporting multiple measurements of the same screen for one patient on a single date will overwrite the file name. To avoid overwriting, you must add a unique extension to the file within the Export folder before exporting the next image.

For example, exporting 3 Clinical screens for Patient 'XX' on April 6, 2005:

PIC_CLINIC_XX_6APR2005_pwa-1.jpg

PIC_CLINIC_XX_6APR2005_pwa-2.jpg

PIC_CLINIC_XX_6APR2005_pwa-3.jpg

- Attach the exported .jpg file(s) onto an e-mail for forwarding.
- **Changes to patient information will be permanent unless the original information is manually re-entered.**
 - Once the data have been forwarded as per the instructions above, you may re-enter the correct patient information by reversing the previous steps.

OPTION 2: Faxing/Mailing Patient Reports:

- Print the SphygmoCor® patient reports and cover the patient name/initials with dark marker or pen in such a way that the patient identifying information may not be discerned.

Please contact your AtCor Medical representative with any questions.