

<b>TITLE: IN-ERROR POLICY</b>	
<b>STATUS: FINAL</b>	<b>EFFECTIVE DATE: July 1, 2019</b>
<b>VERSION: 3</b>	<b>PAGE: 1 OF 1</b>

I. PURPOSE

It is the policy of ClinicalConnect HIE (CCHIE) to maintain the integrity of patient information through a standardized process of error correction.

II. SCOPE

This process applies to CCHIE employees and its Participants.

III. POLICY

- A. A Participant will notify CCHIE upon the discovery of a patient record that was sent to CCHIE’s Data Repository in error.
- B. If the patient record has not been accessed, email from the Participant will suffice for CCHIE and the Participant to work together to remediate the error by deleting the record. The participant will re-send the corrected record (if necessary) to CCHIE.
- C. If the patient record has been accessed after being sent in error, then the record shall not be deleted. If technically feasible, the Participant will send the corrected record to allow for versioning.
- D. If it is not technically feasible to version, then the Participant will send the corrected patient record with a statement at the top of the document stating this document supersedes the in-errored document.

**IV. Revision History**

<b>DATE</b>	<b>AUTHOR</b>	<b>COMMENTS</b>
8/29/2016	Erika Jones	Creation of the process.
6/7/2019	Keith Dukes	Changed “Guidelines” to “Policy”, changed “staff” to “employees” and updated format.
6/29/2020	Keith Dukes	Reviewed – No Changes