

TITLE: In-Error Policy	
STATUS: FINAL	EFFECTIVE DATE: August 29, 2016
VERSION: 1	PAGE: 1 OF 1

I. PURPOSE

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

II. SCOPE

This process applies to ClinicalConnect HIE staff and its Participants.

III. GUIDELINES

- A. A Participant will notify ClinicalConnect HIE upon the discovery of a patient record that was sent to ClinicalConnect HIE's Data Repository in error.
- B. If the patient record has not been accessed, email from the Participant will suffice for ClinicalConnect HIE 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 ClinicalConnect HIE.
- 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

DATE	AUTHOR	COMMENTS
8-29-16	Erika Jones	Creation of the process.