

OFFICE POLICY AND PROCEDURE

CHECKLIST #2

TRACKING TEST RESULTS

Patient confidentiality breaches pose a significant risk in the healthcare setting. HIPAA and New York State laws govern your obligation to maintain the confidentiality of protected health information (PHI). Staff and providers must be aware that routine office practices, including telephone contact, verbal discussions, and computer use, inherently carry the risk of patient confidentiality breaches.

	YES	NO
1. Patients are informed about the indications for test(s) and this conversation is documented in the medical record.	<input type="checkbox"/>	<input type="checkbox"/>
2. A follow-up system has been implemented in the practice to ensure patients have undergone the recommended test(s) and the results have been received by the office.	<input type="checkbox"/>	<input type="checkbox"/>
3. The follow-up system allows you to track the following information: patient name, name of test(s), test(s) order date and the date the results were received.	<input type="checkbox"/>	<input type="checkbox"/>
4. The medical record indicates the date the provider reviewed the test(s) results.	<input type="checkbox"/>	<input type="checkbox"/>
5. Providers are responsible for notifying patients of significant test results. This is documented in the patient's medical record.	<input type="checkbox"/>	<input type="checkbox"/>
6. Follow-up is performed when patients have not undergone the recommended test(s). This may include by telephone, by mail and/or electronic communication through the patient portal. All attempts to reach the patient are documented in the medical record.	<input type="checkbox"/>	<input type="checkbox"/>
7. A follow-up mechanism that utilizes the same process is also in place to track consultations.	<input type="checkbox"/>	<input type="checkbox"/>