

What steps the Patient and office staff of a Medical Office Online Provider need to do to grant or deny Access to an External Group

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By

John B. Costello, M.D. CEO

Benjamin Strohmeyer and

Robert Kistler

Medical Office Online, Inc.

Introduction

Medical Office Online is the first service in the history of medical care that allows a medical provider to allow the patient and now, with the patients' permission other physicians caring for the patient or other entities such as the patients' family, insurance company or attorney, access to the patients' medical record.

This '**bipermision**' sharing of patients' medical records requires permission by two authorities, first, the Medical Office Online Provider and second by the patient.

It is Dr. Costello's opinion that over time '**bipermision**' medical record access will 'save' more lives than any individual medical or surgical therapy ever used to treat patients.

Further, it is his opinion that for the first time, real-time sharing of patients' medical records will reduce the shared cost of medical care by a minimum of 30%. Individual medical cost is the insured paying medical bills, such as co pays and deductibles. Shared medical cost is the insurance carrier, public or private paying the medical bills. Further, he feels the financial savings will be more significant than e-prescribing and the use of non-accessible EMRs combined.

bi-1 a combining form meaning "twice," "two," used in the formation of compound words: *bifacial*; *bifarious*.

[Origin: < L, comb. form of *bis*; see [TWICE](#)]

permission *-noun*

1. authorization granted to do something; formal consent: *to ask permission to leave the room*.

[Origin: 1400-50; late ME < L *permissiōn-* (s. of *permissiō*) a yielding, giving leave, equiv. to *permiss(us)* (ptp. of *permittere* to [PERMIT](#)) + *-iōn-* [-ION](#)]

The Process

For a patient of a Medical Office Online Providers' office wanting to get to their own medical record at the Medical Office Online Providers' office the process is very easy and straight forward and involves one step..

The process to allow an external group to see patient records at a Medical Office Online providers' practice requires bipermision access and takes three steps:

Part 1. The External Group signs into Medical Office Online, creating a unique External Group Identification number and unique username and password per user.

Part 2. The Medical Office Online Provider gives access permission in their database to that External Group.

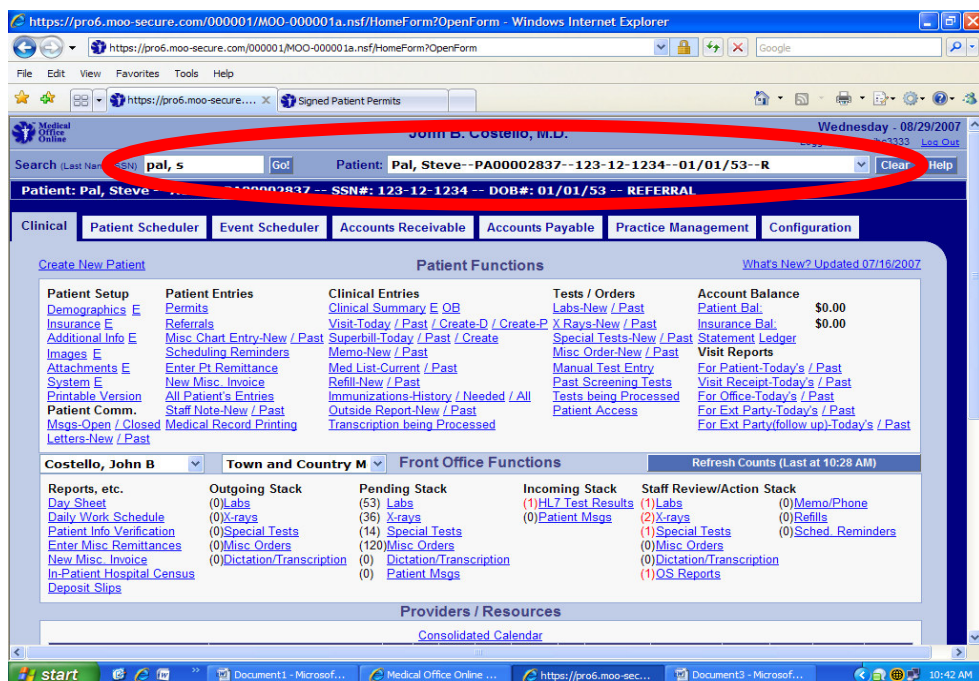
Part 3. The Patient while in the office signs a permit giving permission to the External Group to see their record.

This whole process is about communication between the participants.

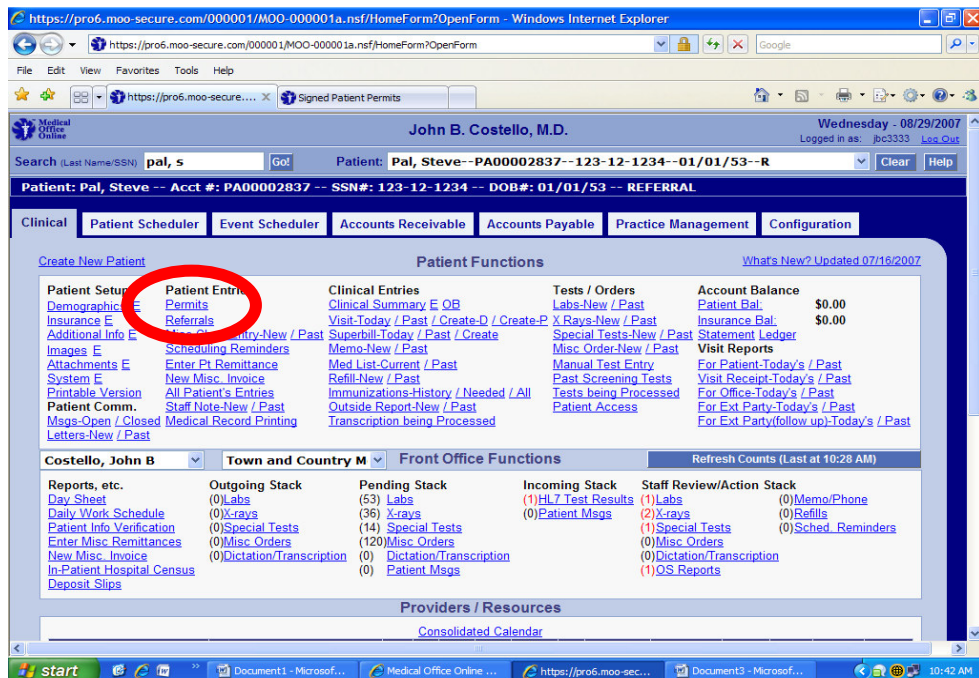
This is Part 3

How a Patient with medical records in a Medical Office Online Providers database and office staff give permission to an External group to view their records

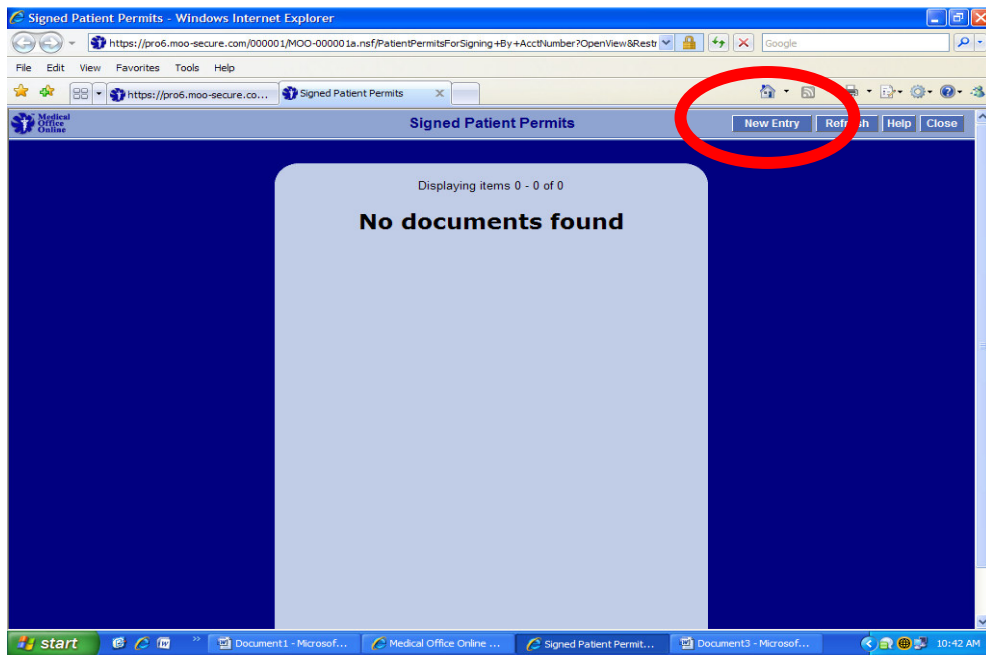
For an External group to access a Medical Office Online Providers patient record, the patient is must to give permission. Please follow the following steps to complete the permission.



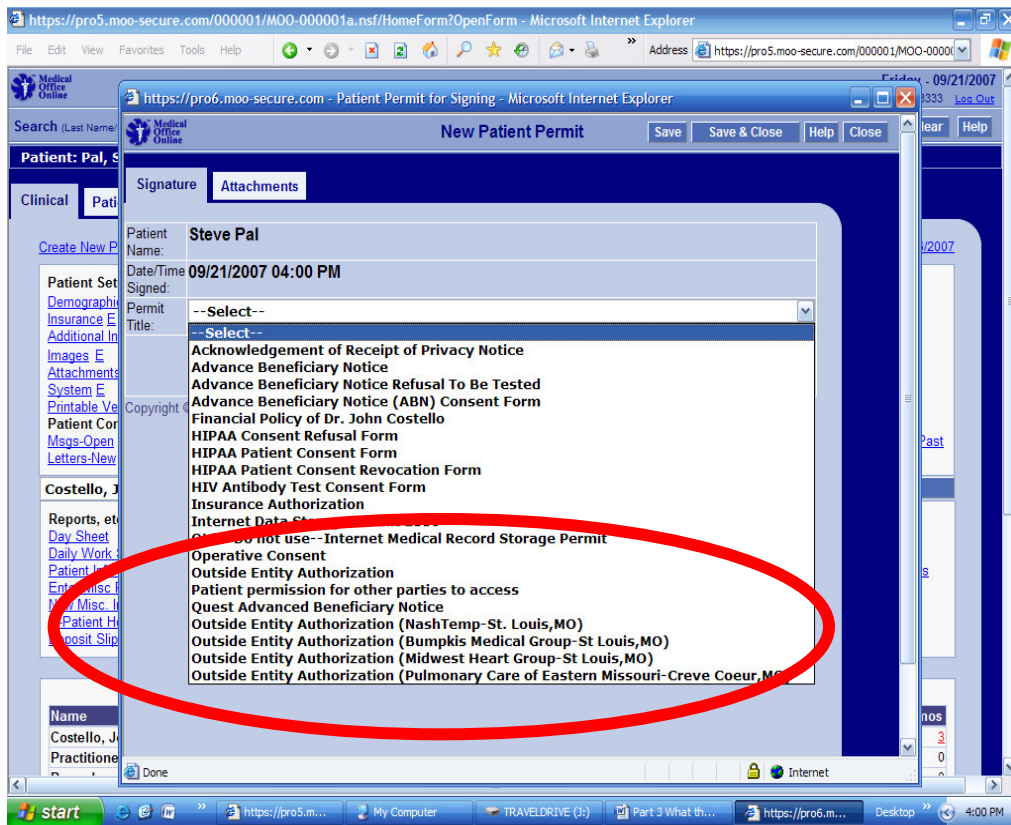
Step 1: The Medical Office Online Provider should log into their Medical Office online database select the patient who needs to grant access.



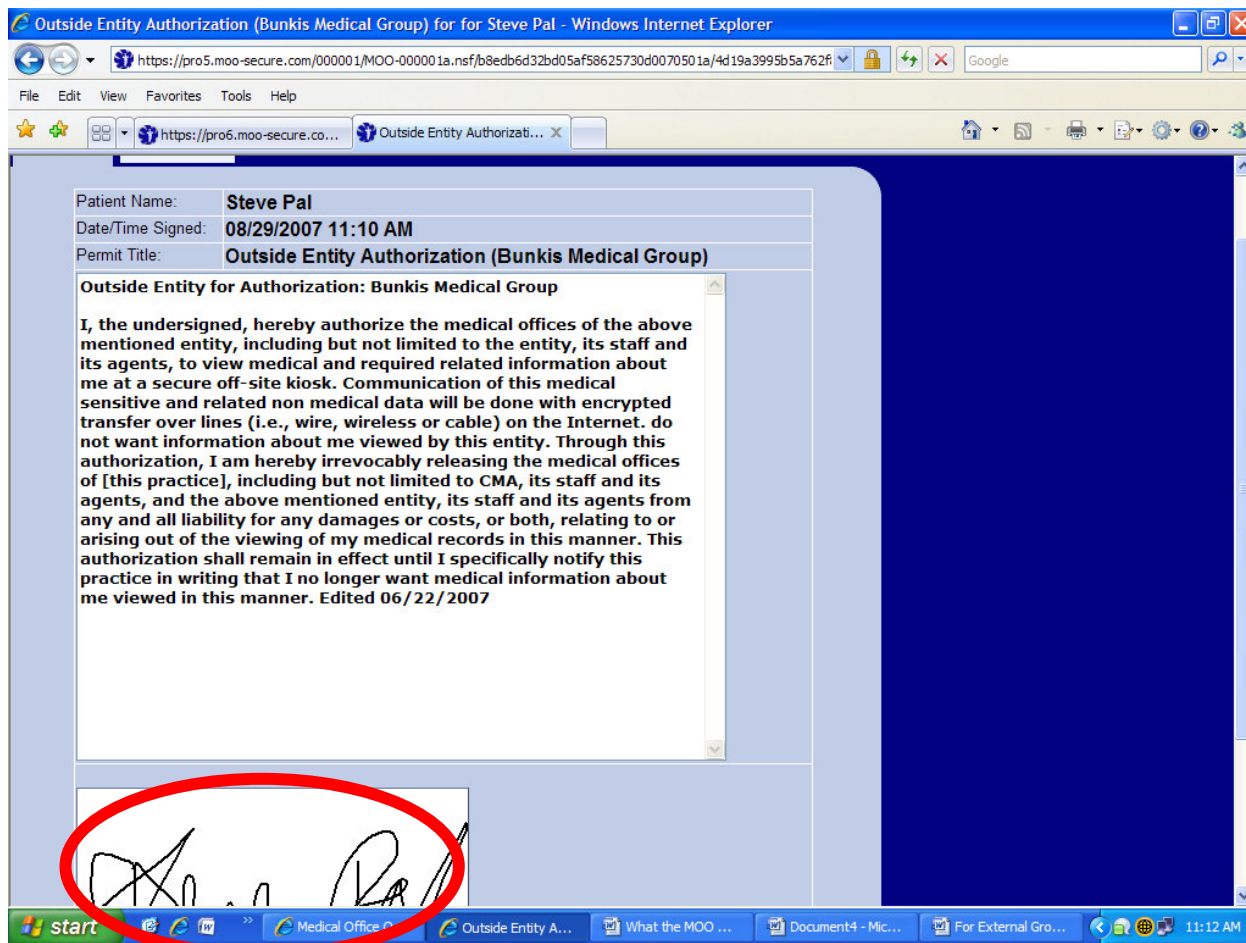
Step 2: Click on the Permit link under Patient Entries on the Clinical tab.



Step 3: Click the New Entry action button.



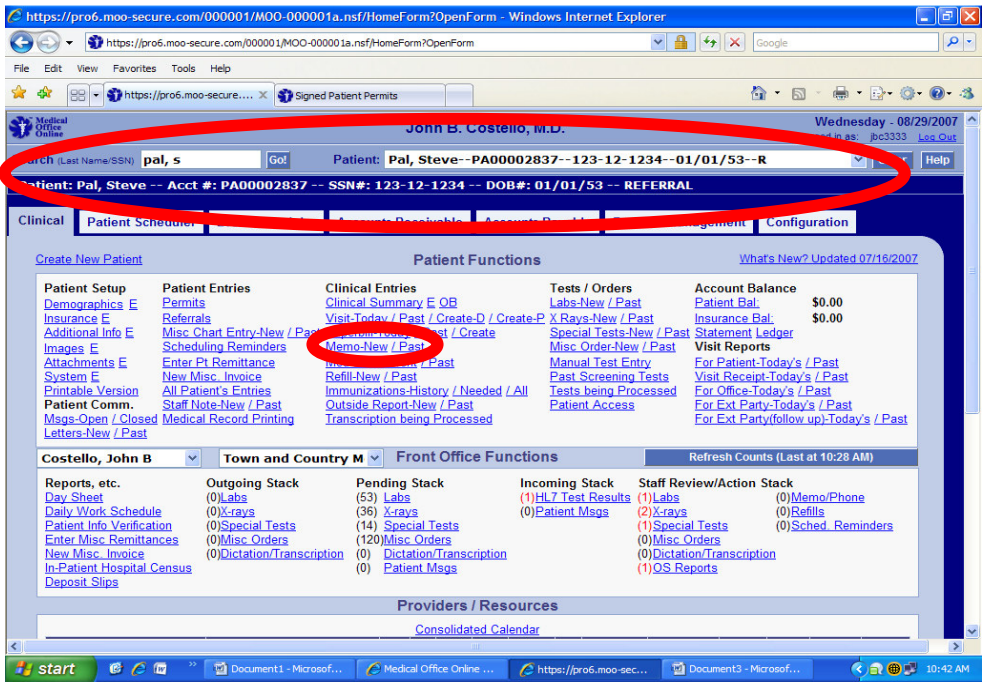
Step 4: Select the correct permit, Outside Entity Authorization (Practice Name).



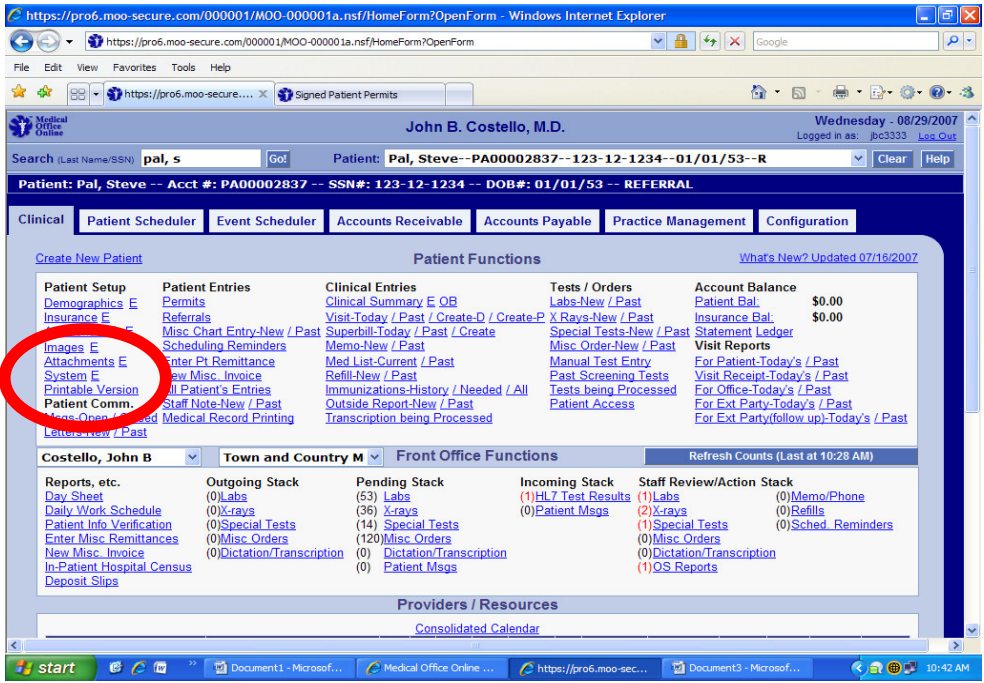
Step 5: Sign the permit and then Save and Close.

The patient has now given an External Group access to their record.

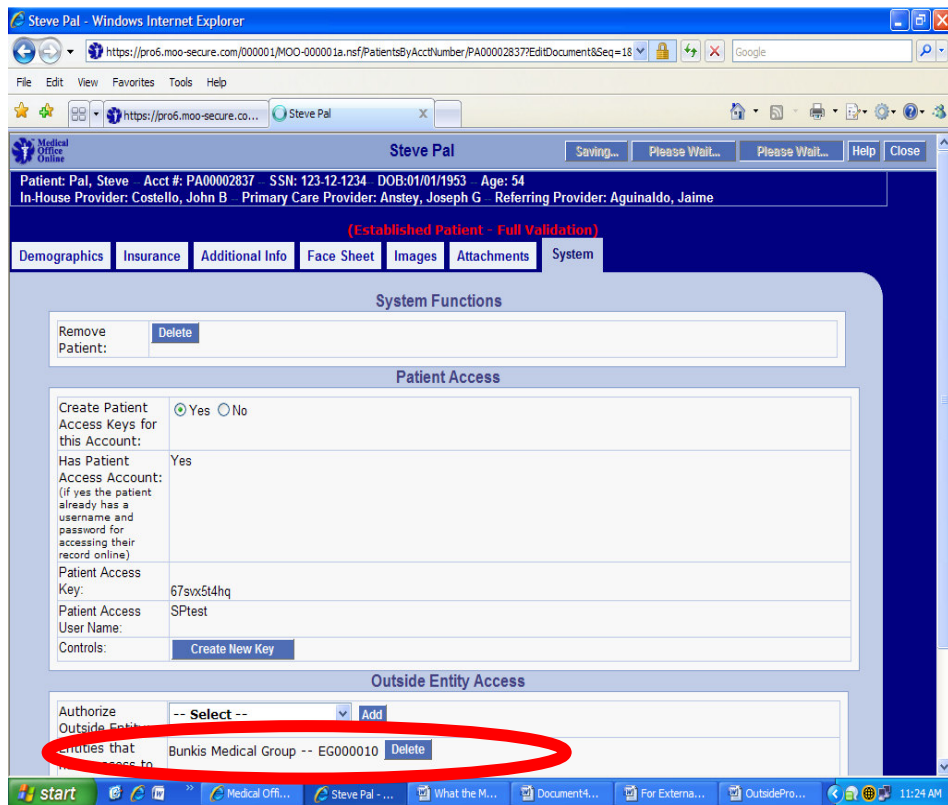
How a Patient with medical records in a Medical Office Online Providers database removes permission from an External group to view their records



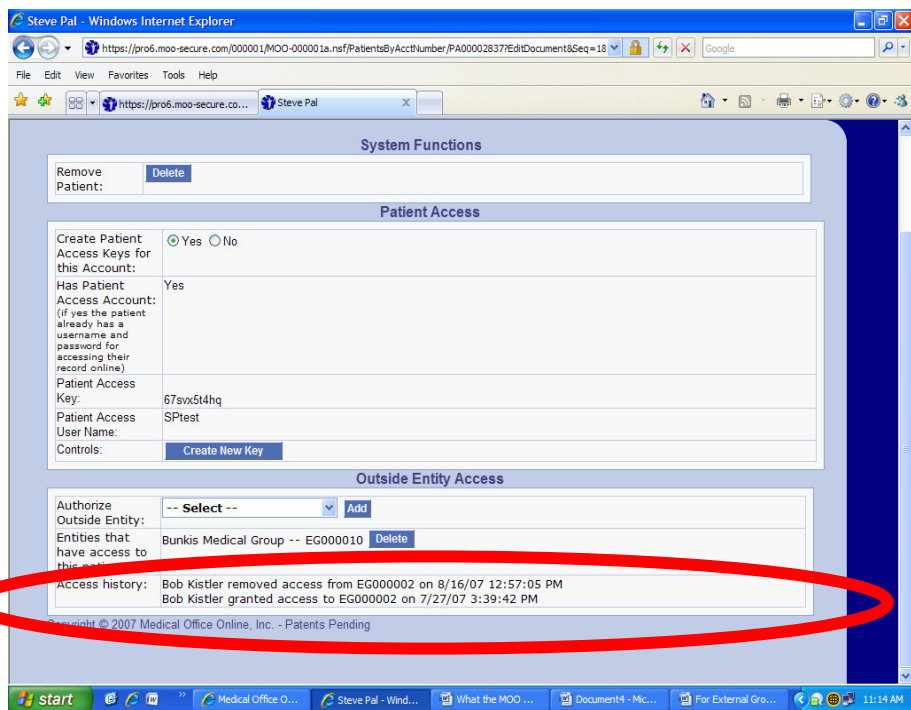
Step 6: Whether in or out of the office, the patient can communicate to the Medical Office Online Provider that a particular External group no longer can have access to their record. The Medical Office Online Provider should log into their Medical Office Online database and select the patient who wants to remove access. They should document the request in a Memo.



Step 7: Click on System link under Patient Setup on the Clinical tab.



Step 8: Click the Delete action button and then click the Save and Close action button.



The External Group will no longer be able to view this patient's record.