

# **Exa® PACS/RIS**

# **Feature Summary**

## **Break the Glass**

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## What is Break the Glass?

Break the Glass is a function that allows you to access confidential patient records in emergencies that are normally off limits. All operations related to Break the Glass are added to the Audit Trail report.

## Break the Glass from the New Appointment screen

In the **Patient** search screen, select **Break the Glass**.

The screenshot shows the 'Patient' search interface. At the top, there is a dark blue header with a menu icon and the word 'Patient'. Below this, there are two dropdown menus: 'Starts With' (set to 'All') and another dropdown (set to 'All'). To the right of these are two checkboxes: 'Show Inactive' (checked) and 'Break the Glass' (unchecked, highlighted with a red box). Below the dropdowns are input fields for 'Last Name', 'First Name', 'MRN', 'SSN', and 'Phone'. There are also fields for 'Address' and 'ZIP'. At the bottom of the search area are five buttons: a magnifying glass icon, 'CREATE NEW', 'SCAN LICENSE', 'CLEAR SEARCH', and 'IMPORT PATIENT'. Below the search area is a grey bar labeled 'PATIENT SEARCH RESULTS'.

## Break the Glass from Physician Portal

- In MY EXAMS

The screenshot shows the 'MY EXAMS' interface. At the top, there is a header with 'MY EXAMS' on the left and several action buttons: 'Import', 'CD Burn', 'Create Filter', and a refresh icon. The 'Break the Glass' checkbox is highlighted with a red box. Below the header is a 'My Patients' button. Below that is a table header with columns: 'PATIENT NAME', 'DATE OF BIRTH', 'STUDY DESCRIPTION', 'STUDY STATUS', 'STUDY DATE', 'ACCESSION NO', and 'FACILITY'.

- In the New Appointment screen

The screenshot shows the 'New Appointment' interface. At the top, there is a 'Patient Information' section with a 'CREATE AND SCHEDULE' button. Below this, there are two dropdown menus: 'Starts With' (set to 'All') and another dropdown (set to 'All'). To the right of these are two checkboxes: 'Show Inactive' (checked) and 'Break the Glass' (unchecked, highlighted with a red box). Below the dropdowns are input fields for 'Search by Last Name', 'Search by First Name', 'DOB', 'MRN', and 'Phone'. There is also a 'Search' button.

When using Break the Glass to access a patient record, the user is prompted for an “Access Reason” to justify breaking confidentiality, and is required to re-enter their Portal sign-on credentials.

## Enable Break the Glass

1. **Navigation Menu > Setup > Office > User Management > User Roles.**
2. Select a role and locate **Break The Glass** under the **Patient** section.

## Customize Access Reasons

Access Reasons are used to justify accessing a patient record that is normally off limits. To customize Access Reasons, go to:

**Navigation Menu > Setup > Company > App Settings > Access Reason**