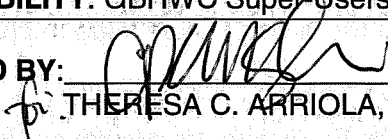


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: EBHR/AWARDS Program Chart Access Policy	POLICY NO: AD-MR-12	Page 1 of 2
RESPONSIBILITY: GBHWC Super-users, HR		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 3/22/21	
		LAST REVIEWED/REVISED:

PURPOSE:

To establish a guideline in granting and terminating program chart access to GBHWC's Electronic Behavioral Health Record (EBHR) system.

POLICY:

- A. GBHWC will implement reasonable and appropriate measures to:
 - 1. Limit access to EBHR system only to employees, providing direct services to behavioral health consumers, student interns assigned to direct service program, non GBHWC physicians with special privileges and administrative staff conducting chart audits for quality improvement purposes.
 - 2. Prevent those who have not been authorized from accessing GBHWC's EBHR.

- B. All new and returning personnel, including student interns and physicians with special privileges, will complete EBHR Training and Orientation within the first three months of access being granted to the EBHR system.

- C. All access to EBHR will be terminated if an employee resigns, retires, or is terminated and no longer employed with GBHWC. Access will be terminated upon request from the direct supervisor on the employee's last day of employment.

DEFINITIONS

AWARDS (Affordable Wide Area Relational Data System): AWARDS is a HIPAA-compliant, federally certified Electronic Health Record (EHR) for Meaningful Use, and offers full interoperability with any other federally certified system for participation in Health Information Exchanges (HIE) and Regional Health Information Organizations (RHIOs).

Electronic Behavioral Health Record (EBHR): Electronic version of physical chart, including electronic copies of assessments and progress notes.

HIPAA: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.

Super-user: A user of a computer system with special privileges needed to administer and maintain the system; a system administrator.

PROCEDURE:

- A. Granting Access: In order for the employee to be granted access to the EBHR system, the following steps will be completed:
 - 1. Human Resources (HR) will create the employee's profile on the EBHR system.

2. HR will notify the employee's supervisor that the profile has been created.
3. The employee's supervisor will request for the employee's log-in credentials from the EBHR system Super-users.
4. The employee's supervisor will discuss and fill out the FAD-MR 12.1 EBHR/AWARDS Program Chart Access Form with the employee. Supervisor will indicate which program(s) the employee is allowed access to in EBHR/AWARDS .
5. When the programs have been chosen, it will be routed to the Division Administrator for review and approval.
6. The approved EBHR/AWARDS Program Chart Access Form will then be routed by the Division Administrator to the Super-users for processing.
7. The super-users will schedule them for an EBHR/AWARDS Orientation and Training.
8. Full access will be granted to the employee's appropriate programs and divisions by the Super-users after the EBHR/AWARDS Program Chart Access Form has obtained all appropriate signatures.
9. All completed EBHR/AWARDS Program Chart Access Form will be filed with HR to be included in the employee's personnel jacket after the Super-users complete their process with each employee.
10. Any other special permissions and additional types of access must be approved by the Division Administrator.

B. Termination of Access Procedure: an employee's EBHR access will be terminated in the event that they separate from the department.

1. During the clearance process, supervisor will start the access termination process by using the EBHR/AWARDS Program Chart Access and the request will get sent to HR.
2. Separating Employee and intern will notify Medical Records Unit (MRU) and the Super users of the employee's last day of employment.
3. The termination of EBHR access will take place within 24 hours of their last day of employment with the department. If this is not possible, then the Super users will block the access within 24 hours of their last day.

REFERENCE(S):

RELATED POLICY (IES):

SUPERSEDES: Title; Policy No.; Effective Date/signature date; Approving individual's name

ATTACHMENT(S):

F-AD-MR-12.1 EBHR/AWARDS Program Chart Access Form



Electronic Behavioral Health Records/AWARDS Program Chart Access Form



1. Name:
First Name Middle Name Last Name

2. Date of Request:
MM DD YYYY

3. Job Title:

4. Employee Number:

5. Division/Program:

6. Requesting for: (check one of the following)
- CREATION of AWARDS account
 - CLOSURE of AWARDS account

7. Which of the following programs will need access to in AWARDS: (check all that apply)
- Adult Inpatient Unit - Inpatient Crisis Stabilization - Nursing
 - Warrior Unit - Inpatient Crisis Stabilization - Nursing
 - Adult Outpatient Services - Mental Health Outpatient
 - Children's Inpatient Unit- Inpatient Crisis Stabilization - Nursing
 - Child & Adolescent Services Division (CASD) - I Famagu'on-ta
 - Project Linking Individuals in Nurturing Communities (LINC)
 - D&A - New Beginnings Intake - Referrals & Placement
 - D&A - New Beginnings Outpatient 0.5 - Substance Abuse
 - D&A - New Beginnings Outpatient 0.7 - Substance Abuse
 - D&A - New Beginnings Outpatient 1
 - D&A - New Beginnings Outpatient 2
 - Medication Assisted Treatment
 - Treatment Team 1 - Mental Health Outpatient
 - Intake and Registration - Referrals & Placement
 - COVID-19 Emergency Response for Suicide Prevention (ERSP)
 - Project Tulaika - Mental Health Outpatient
 - Prevention & Training - Community Outreach- Clinical Services
 - Emergency COVID-19 Grant
 - Serenity - Residential - Child & Adolescent Services
 - Healing Hearts Crisis Center - Crisis Intervention
 - Residential Recovery Program - Residential
 - Other: (Specify) _____

Employee Signature

Date of Signature
MM DD YYYY

Supervisor Signature

Date of Signature
MM DD YYYY

Department Administration Signature

Date of Signature
MM DD YYYY

AWARDS Super-User Signature

Date of Signature
MM DD YYYY

Medical Records Signature

Date of Signature
MM DD YYYY

Human Resources Signature

Date of Signature
MM DD YYYY



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Electronic Behavioral Health Record Program Chart Access

Policy No: ~~AD-ORG-13~~ AD-MF-12-1

Initiated by: Policy Committee

Date	Signature
3-5-2021	

Klein Mallari
EMR /AWARDS Administrator

Date	Signature
3/5/21	

Maelei Rose Sampson
Program Coordinator III - Human Resources Office

Date	Signature
3-5-21	

Barsen Adélbai
Management Analyst III - Medical Records Unit Supervisor

Date	Signature
3-9-21	

Cydsel Victoria Toledo
Management Analyst IV - Quality Management/Regulatory Compliance

Date	Signature
3-9-2021	

Marilyn Aflague
Administrative Service Officer, Patients Affairs Business Office

Date	Signature
3-4-21	

Querie Mei Fisher
GBHWC Pharmacists

Date	Signature

Debbie Paulino
Administrative Officer



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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Date	Signature
3-8-21	

Leonora Urbano MSN, RN-BC
Nursing Administrator

Date	Signature
3.17.2021	

Tyrone Bryan, MS., LMSW-E004
Child Adolescent Services Division Administrator

Date	Signature
3/11/2021	

Reina Sanchez, M.A
Clinical Administrator

Date	Signature
3/16/2021	

Dr. Ariel Ismael
Medical Director

Date	Signature
3/22/21	

Carissa Pangolin
Deputy Director