

IMMUNIZATIONS

C. Faxing HIPAA Forms To Physicians

1. From the **Main Menu** for S:DAISY/daisy, click on the **Immunizations Concerns** button. Click on the **Fax Coversheet** button. Enter the “med release received after” date and the “med release received before” date. Print out the Fax cover sheets (they presently are sent by **Jaime**).
2. Pull the signed HIPAA forms from the folder ‘HIPAA forms to be entered and faxed for med record requests.’ Attach the signed HIPAA forms to their respective fax cover sheets.
3. Write the total number of pages on the cover page; then fax them.
4. Set aside those that don’t go through due to wrong fax numbers. You will need to call the MD’s office to get the correct fax number. If you don’t have a phone number for the MD, try finding it on the internet at Qwestdex.com. If you cannot find it that way, you’ll need to call the subject and get the correct phone number.
5. On closing the “Fax Coversheet” report the field **MEDRECFAXPHYS** (in form track) will be updated to today’s date plus two. Once you have faxed all that you can get through, you’ll need to update the database for the subjects whose med releases were not faxable. To do this you will have to go in manually and delete the fax-date in the field **MEDRECFAXPHYS** (on the form tracking screen).
6. When you get an immunization record faxed or mailed to you, you’ll need to update these 3 fields in the immunization data entry screen (L:DAISY\Daisy, Immunizations Concerns, Open Immunization Form):

Recieved (“Yes” for received the immunization record),

Date Received (enter the date received), and

Source (enter the source of the immunization record: “Med Records” for those supplied by an MD, HMO, Hospital or group practice, “Parents” if it’s from a questionnaire or sent in by a parent and is from their child’s immunization card, or “Don’t Know”)

7. Put the immunization records (with DAISY ID written on them) in the ‘Immunizations Rec’d to enter into db’ folder.
8. Once per month, look in the ‘HIPAA Forms faxed’ folder and make phone calls to any medical offices that have not responded to the initial fax. Make sure they received the fax and re-fax if necessary.