Viewing HIPAA Privacy Documents
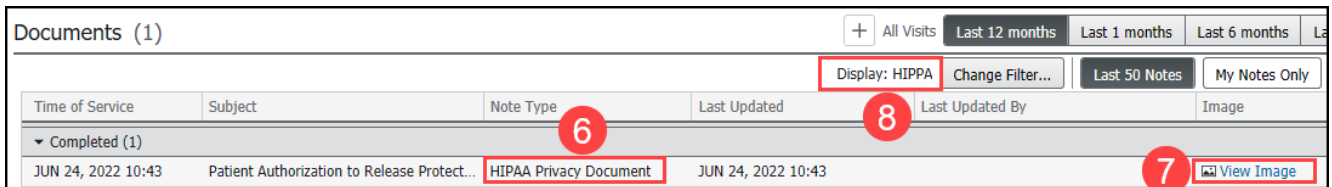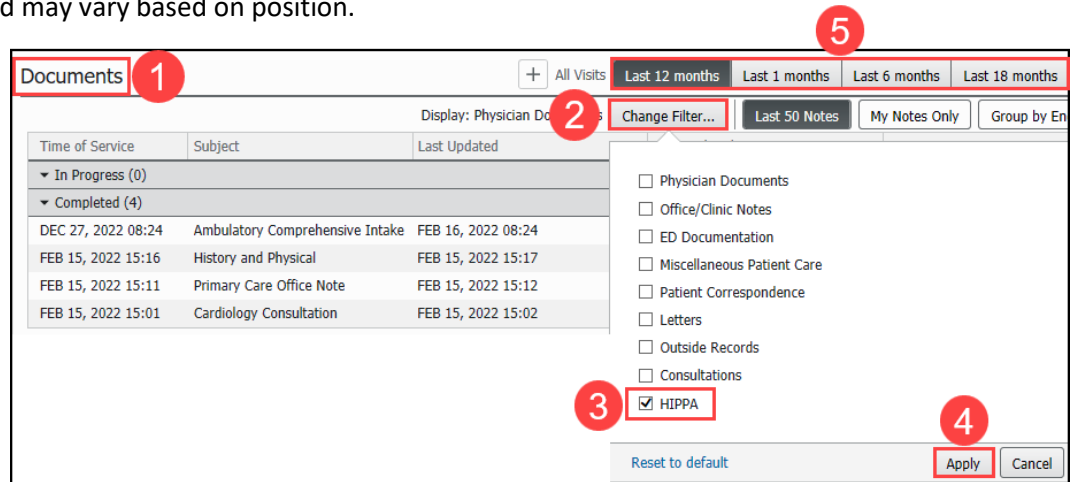
HIPAA Privacy Documents may be viewed from the Documents component on the Ambulatory Workflow MPage, or from Clinical Notes.

Viewing from the Documents Component:

1. Navigate to the **Documents** component on the Ambulatory Workflow MPage.
2. Click on **Change Filter**.
   a. Filters displayed may vary based on position.
3. Select **HIPPA.**
4. Click **Apply.**
5. Change timeframe filters, if needed.
6. HIPAA Privacy Document(s) will display.
7. Click **View Image** to view the document.
8. Reminder: Change the Display Filter back to the preferred view, if needed.

Viewing from Clinical Notes:

1. Navigate to **Clinical Notes** on the dark blue menu from within a patient's chart.
2. Click **By type** to sort by type.
3. Double-click to open the **Administrative & Legal Documents** folder.
4. Double-click to open the **HIPAA Privacy Document** folder.
5. Double-click on the individual documents to view the signed form(s)