

# Requesting Exclusions

## HealthRegistries

### Viewing a Person's Exclusions Requests

Click **Activity History** below the demographics bar on a person's summary. The Request History list is displayed with the most recent requests at the bottom.

Abbott, Arvilla  
33 years Female DOB: Jun 16, 1985 Risk Score 0.5

Registries Relationships Clinical Information Activity History

Displaying Requests

Request	Reason	Requester	On Behalf of Provider
✓ Adult Wellness Registry Exclusion	Request Reason: Skilled nursing facility	Ian Calvert Date: Aug 13, 2014	
✓ Hypertension Registry Exclusion	Request Reason: Manual Exclusion	Ian Calvert Date: Oct 14, 2015	Ian Calvert
✓ Diabetes Measure: Body Mass Index Measure Exclusion	Request Reason: Pregnancy in current year	Ian Calvert Date: May 11, 2016	Ian Calvert
○ Diabetes Registry Exclusion	Request Reason: Not diabetic Denial Reason: Requested In Error	Ian Calvert Date: Oct 11, 2016	Ian Calvert

### Requesting Attribution Exclusion

Abbott, Arvilla  
33 years Female DOB: Jun 16, 1985 Risk Score 0.5

Registries Relationships Clinical Information Activity History

Displaying Providers

Ian Calvert Family Medicine	Last Seen: May 27, 2014 Attribution Date: Mar 24, 2017	Interactions: 3	Unattribute
Lisa Asbell	Last Seen: -- Attribution Date: Mar 24, 2017	Interactions:	Unattribute

1. Click **Relationships** while viewing the person's summary.
2. Click **Unattribute** next to the provider's name.
3. From the Reason list, select a reason.
4. If you want to explain why the person should be unattributed, enter a comment.
5. Click **Send Request**. The following message is displayed: **The system has created your remove attribution request.**

### Reconciling Affiliation Exclusion

Depending on your configuration, you may also be able to request affiliation exclusion.

1. Click **Relationships**.
2. Select **Organizations** from the Displaying list.
3. Click **Unaffiliate** next to an organization's name.
4. Select a reason for the affiliation exclusion from the list.
5. If you want to explain why you are requesting that the person be unaffiliated, enter a comment.
6. Click **Send Request**. The following message is displayed: **The system has created your remove affiliation request.**

### Requesting Registry Exclusion

Abbott, Arvilla  
33 years Female DOB: Jun 16, 1985 Risk Score 0.5

Request Registry Exclusion

Current

Diabetes	Exclude
Hypertension	Exclude

1. Click **Make Changes** while viewing the person's summary.
2. Click **Registry Addition/Exclusion**.
3. Click **Exclude** next to the registry.
4. Select the reason you want to exclude the person from the registry from the Select Reason for Registry Exclusion list.
5. If you want to explain why you are requesting that the person be excluded from the registry, enter a comment.
6. Click **Send Request/Save**. The following message is displayed at the top of the page: **Exclusion Request Created**. Additionally, the following message is displayed below the registry: **Exclusion request pending approval**. This message is no longer displayed after the exclusion request is approved or denied.
7. Click **Exit Edit Mode**.

### Requesting Measure Exclusion

1. Click **Make Changes**.
2. Click **Measure Exclusion**.
3. Select the check box next to the measures, then click **Exclude**.
4. From the Select Reason for Measure Exclusion menu, select the reason you want to exclude the person. You can select a reason for each measure for which you are requesting exclusion.
5. If you want to explain why you are requesting that the person be excluded from a measure, enter a comment next to the measure.
6. Click **Send Request**.
7. Click **Exit Edit Mode**.