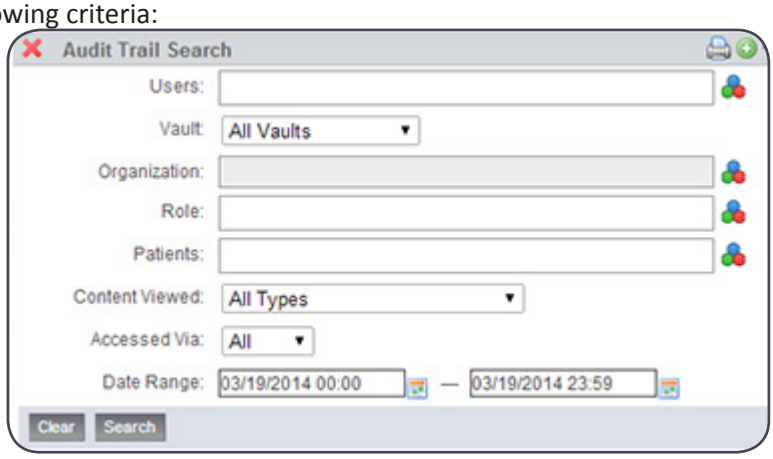
CareAlign Audit Reports: A Quick Guide

The CareAlign reporting feature allows administrators to create standard and custom reports that detail user activity. Audit reports provide a way for you to search for and report on user activity, perform random system audits, and identify users who have accessed a patient's protected health information (PHI). Access CareAlign Audit Reports by going to **Tools > Administration > Reports** and choosing from the options presented.

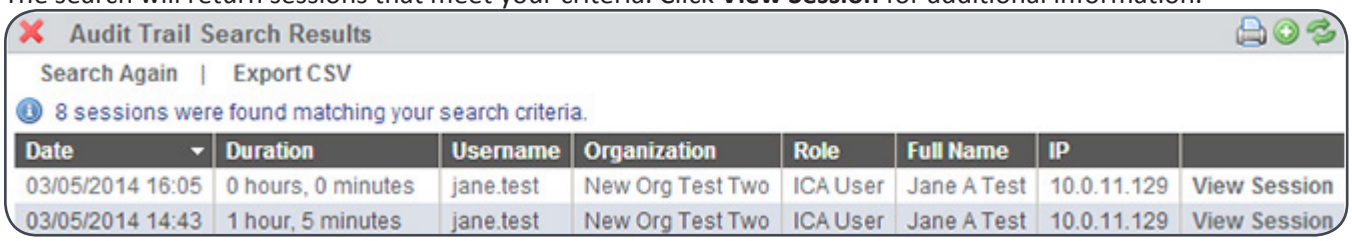
Audit Trail Search Report

Use the Audit Trail Search to search for and view any or all user activities (e.g., logging in, accessing PHI) within a specified date range. You can search by the following criteria:

- Users
- Vault
- Organization
- Role
- Patients
- Content Viewed: The type of PHI viewed (e.g., Visit History, Labs)
- Accessed via: The method by which the content was viewed (View, Export, or Print)
- Date Range



The search will return sessions that meet your criteria. Click **View Session** for additional information.



Date	Duration	Username	Organization	Role	Full Name	IP	
03/05/2014 16:05	0 hours, 0 minutes	jane.test	New Org Test Two	ICA User	Jane A Test	10.0.11.129	View Session
03/05/2014 14:43	1 hour, 5 minutes	jane.test	New Org Test Two	ICA User	Jane A Test	10.0.11.129	View Session

In the **Audit Trail Session** or **Audit Trail Search Results**, click **Export CSV** to download a .csv file and open a spreadsheet containing the results. Select **View Event** to view additional details.

Accessed	Accessed Via	Content Viewed	Vault	
03/05/2014 13:38:04	View	Logged In	Family	View Event
03/05/2014 13:38:41	View	Patient List	Family	View Event

The Audit Trail Event will show patients associated with the individual events in the session.

Audit Trail Event

Search Again | Back to Random Search Results | Back to Session

Previous Event | Next Event

Accessed: 11/25/2013 14:18:06

Accessed Via: View

Content Viewed: Patient Summary

Vault: Family

The following 1 patient is associated with this event.

MRN	Vault	Patient Name	DOB	Age	Sex
FAMILY529628760	Family	Mccall, Francine E	03/09/1958	56	F

Random Audit Report

Use the Random Audit Report to view 25 random user sessions and confirm that users are accessing PHI properly and for no reason other than to provide medical treatment. Once you click "Random Audit," 25 randomly selected sessions will populate. Click to **View Session**.

Random Audit Results

25 sessions were found matching your search criteria.

Date	Duration	Username	Organization	Role	Full Name	IP	
03/05/2014 14:43	1 hour, 5 minutes	jane.test	New Org Test	ICA User	Jane A Test	10.0.11.129	View Session
11/06/2013 16:56	6 hours, 32 minutes	icaemtest			Em Test	10.0.11.111	View Session

Patient PHI Access Report

Use the **Patient PHI Access Report** to view a list of users who have accessed a patient's chart. You can then print the report and present it to a patient who requests the information. You can search by the following criteria:

- Users
- Vault
- Organization
- Role
- Patients
- Content Viewed: The type of PHI viewed (e.g., Visit History, Labs)
- Accessed via: The method by which the content was viewed (View, Export, or Print)
- Date Range

Patient PHI Access Report

Users:

Vault: All Vaults

Organization:

Role:

Patients:

Content Viewed: All Types

Accessed Via: All

Date Range: 03/20/2014 00:00 — 03/20/2014 23:59

Clear Search

You will see a list of users who accessed the patient's PHI and the content viewed.

Access Report, Dorsey, Chris I, 11/05/2013 12:00 AM - 12/03/2013 11:59 PM

John A Test

Accessed	Accessed Via	Content Viewed
November 08, 2013 11:21 AM	View	Chart Document