



Audit Report Recipient Roles & Responsibilities

Thank you for being your organization's Audit Report Recipient! You are the point of contact for HealthConnections audit reports.

This role is important, but your tasks are simple and don't take much time.

What You Need to Do

- Respond promptly to emails from HealthConnections containing an audit attestation form and deadline for each audit type, which you must complete.
- Review your list of authorized users regularly and report any users who need deactivation to HealthConnections.
- **As an Audit Report Recipient, you must stay subscribed to our email list for updates, maintenance notifications, and news.**

Audit Report Types & Definitions

- **Patient Records Accessed:** patient records accessed by users from your organization.
- **Consent Sample:** sample of active consents on file associated with your organization.
- **User Login:** a snapshot of the number of logins per month by your organization's users
- **Active User Report:** list of users and the type of accesses they have been granted.
- **Break the Glass:** daily report of Break the Glass events that have occurred for your organization.
- **Public Health Patient Records Accessed:** only available to participants designated at public health organizations for patient records accessed by users from your organization.

Audit Requirements and Timing

- **Annual Audit:** You have 4 weeks to complete each audit listed below and return the attestation.
 - o All Other Organization Type Participants: User Login, Active User List, Consent Sample, and Patient Records Accessed reports
 - o Public Health & Organ Procurement Participants: Active User Report
- **Audits for Break the Glass Access, Public Health, and Organ Procurement Participants Only:**
 - o **Daily:** You have 1 week to complete the below audit and return the attestation
 - Emergency access using Break the Glass: Each Break the Glass instance must be audited within 5 business days. Notices are sent daily.
 - o **Weekly:** You have 1 week to complete the audit listed below and return the attestation
 - Organ Procurement and Public Health Participants (e.g., county departments of health): Review Public Health Patient Records Accessed report weekly, regardless of activity.

How to Access the Reports

Upon logging into myConnections, you will see a navigation bar at the top of the page with a dedicated "Reports" button. After clicking on the button, you will see all the reports.

Are you also your organization's RHIO Administrator? Check out this [helpful sheet](#) that outlines the roles and responsibilities for this designation.