Exa® PACS/RIS

Feature Summary

Break the Glass

What is Break the Glass?

Break the Glass is a function that allows you to access confidential patient records in emergencies that are normally off limits. All operations related to Break the Glass are added to the Audit Trail report.

Break the Glass from the New Appointment screen

In the **Patient** search screen, select **Break the Glass**.

Break the Glass from Physician Portal

- In MY EXAMS

- In the New Appointment screen

When using Break the Glass to access a patient record, the user is prompted for an "Access Reason" to justify breaking confidentiality, and is required to re-enter their Portal sign-on credentials.

Enable Break the Glass

1. **Navigation Menu** > **Setup** > **Office** > **User Management** > **User Roles**.
2. Select a role and locate **Break The Glass** under the **Patient** section.

Customize Access Reasons

Access Reasons are used to justify accessing a patient record that is normally off limits. To customize Access Reasons, go to:

Navigation Menu > **Setup** > **Company** > **App Settings** > **Access Reason**