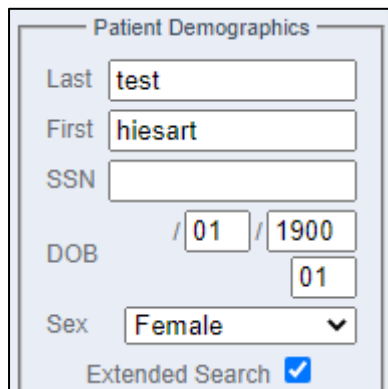


# SVMS Tip Sheet #09

## Accessing Secured Data (breaking the glass)

First thing to do is to contact your site's Authorized Point of Contact to have them submit a User Form adding access to secured data. Without security override, you cannot break the glass.

1. Login to CareAlign portal  
<https://login.sacvalleymedshare.org>
2. Search for the patient.



**Patient Demographics**

Last:

First:

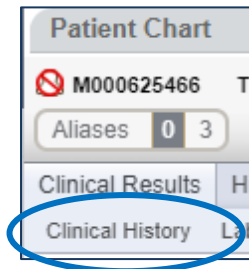
SSN:

DOB: /  /

Sex:  ▼

Extended Search

3. Click **View Selected Charts**
4. Click on the lock on the **Secured Data** button
  - a. If you do not see the Secured Data Button, click on Clinical History to force it.



**Patient Chart**

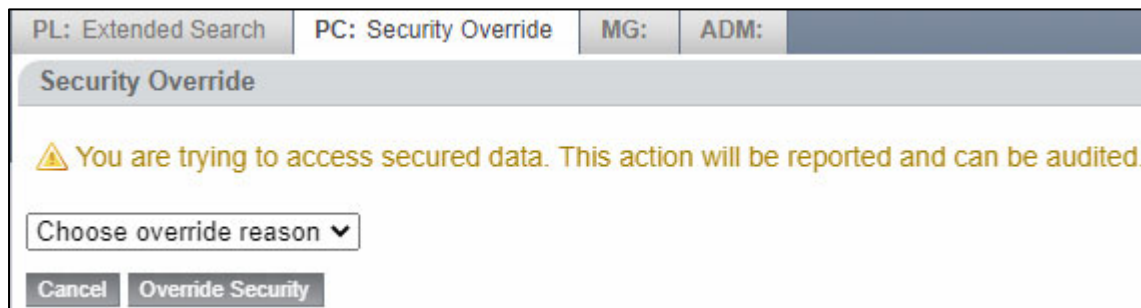
M000625466 T

Aliases:

Clinical Results Hi

**Clinical History** Lab

5. You will be presented with the Security Override screen.



PL: Extended Search    PC: Security Override    MG:    ADM:

**Security Override**

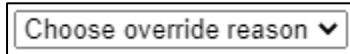
⚠ You are trying to access secured data. This action will be reported and can be audited.

Choose override reason ▼

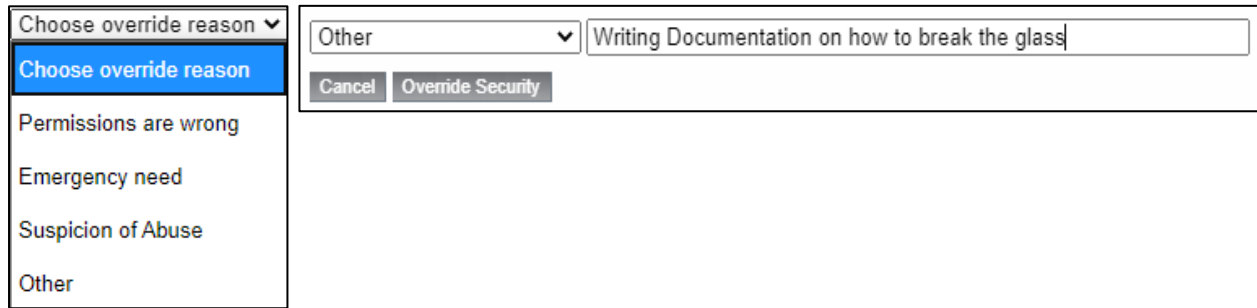
# SVMS Tip Sheet #09

## Accessing Secured Data (breaking the glass)

6. Click on the drop-down for

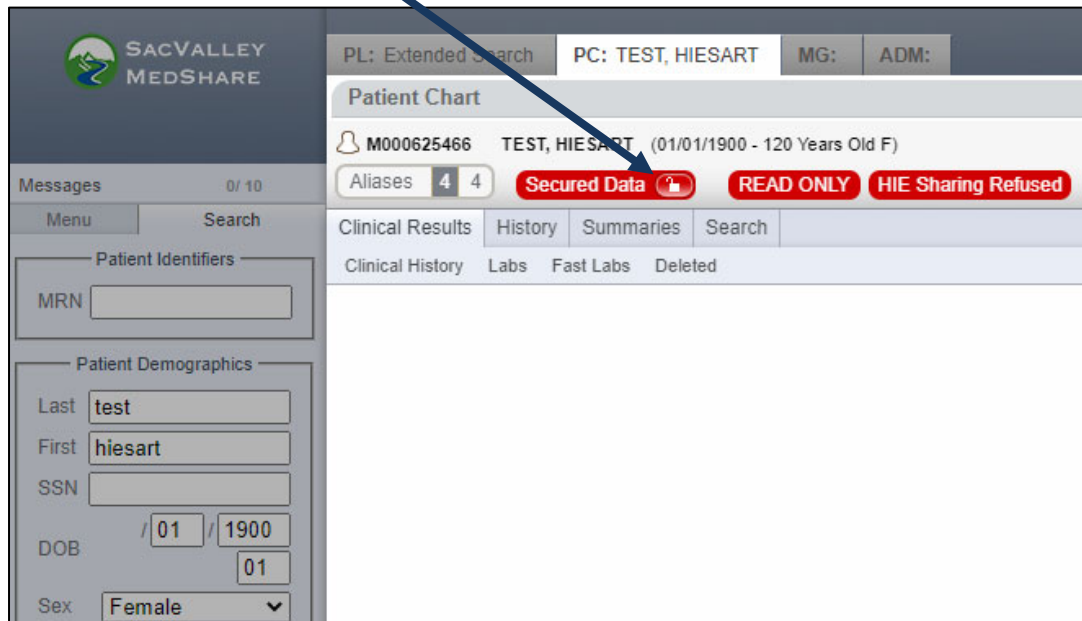


7. Choose one of the reasons or you can choose OTHER and type in your own reason.



8. Click on **Override Security**

9. This will take you back to the Patient Chart. You will notice that everything except the chart is greyed out and the Secured Data notice is unlocked.



10. You can now move around the chart and get the information you are needing.

11. When you are finished with the chart, you will need to click on the unlocked button to relock the chart.

