



Entering Common Notes

MINNESOTA CAREWARE POLICY AND PROCEDURE

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Purpose

The Ryan White Program requires client level data for reporting to HRSA and for Parts A, B and state HIV services grant management. In Minnesota, these data are collected in Minnesota CAREWare. Minnesota's Ryan White database has a feature which allows providers to share information about the clients they see in common.

Policy

To reduce duplication of effort, promote uniformity of information, and improve data sharing, providers will use a consistent method for writing common notes in clients' records. Only information that needs to be seen by all providers should be placed in the common notes section of the client record. Common notes are protected health information and covered by confidentiality and privacy practices.

Procedure

When entering a common note, begin the note with the date, the name of your organization, and your first and last initials.

Example:

5/26/09 ABD Agency AR: Client needs an American Sign Language interpreter.

Minnesota Department of Health

STD/HIV/TB Section

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