**REGISTRATION STAFF SCRIPT TEMPLATE**

*The purpose of this document is intended to assist participating organizations’ healthcare professionals in their legal obligation to notify and inform their patients/clients about their participation in HealthInfoNet and the state of Maine’s Health Information Exchange.*

What is HealthInfoNet?

* HealthInfoNet manages the state of Maine’s Health Information Exchange (HIE), a secure computer system used by the healthcare community to share health information with the purpose of providing you with better and safer care.
* The system in which we store information about the care we provide you is not always connected to the systems used by your other healthcare providers.
* HealthInfoNet makes those connections possible so that we can access your comprehensive health history within a single electronic health record. Having this information available allows us to support and coordinate your care.
* Providers already share your health records via fax, email, and physical mail. HealthInfoNet makes sharing methods easier, faster, and more secure through its computer system.

What is in my HealthInfoNet record?

* Your HealthInfoNet electronic health record includes demographic information and details about your prescription medicines, allergies, test results, reports, and more.
* Sensitive information like mental health information is only included if you say it’s okay, or in the case of an emergency.

What are the benefits of having a HealthInfoNet record?

* HealthInfoNet helps your healthcare providers work together to make informed decisions about your care, especially in the case of an emergency and across different organizations.
* Other benefits may include fewer mistakes, fewer repeat tests, less paperwork, lower costs, and better quality care. You can learn more at [www.hinfonet.org/for-patients](http://www.hinfonet.org/for-patients).

Is my HealthInfoNet record private and secure?

* HealthInfoNet takes every action to keep your records private and secure.
* Information is encrypted and sent over private and secure computer connections, and any information that identifies you will not be sold or added to any mailing lists.
* Only those involved in your health care can look at your record.

What are my choices for participating in HealthInfoNet?

* Your participation in HealthInfoNet is not required; you are not required to share your health information with its computer system.
* HealthInfoNet’s **opt-out form** should only be completed if you DO NOT want to share ANY of your health information with any of your healthcare providers using HealthInfoNet’s computer system.
  + If you do not submit this form, your general medical information, such as your visits, active conditions, allergies, pharmacy prescription history, diagnoses, or lab and test results, will be made available to all of your healthcare providers using HealthInfoNet.
* You do not need to make any decisions at this time. You can take this paperwork home and think about it, or we can talk more about it if you’d like. For more information, see the “Your Choices” chart below.

