



APRIL 2021



# *imMTrax* Consent Q & A

# *imMTrax* Consent Q & A



Highlights and goals for today's discussion:

- ✓ To provide attendees with an overview of *imMTrax* consent and the role it plays in Montana.
- ✓ To provide a response to Frequently Asked Questions.
- ✓ To allow attendees to ask questions or provide scenarios in which the role consent plays is unclear.

*We will do our best to address all questions or scenarios presented. If no response can be provided during the Q & A, we will discuss internally and respond via email at a later date.*

# *imMTrax* Consent Overview



As a public health entity, DPHHS and the Immunization Program can collect and store public health information in *imMTrax*, including immunization and demographic data.

The State of Montana requires consent be obtained in order to release that information from *imMTrax* to another party (e.g., healthcare provider, public health, school personnel).

# *imMTrax* Consent Overview



Montana Code Annotated 2017

TITLE 50. HEALTH AND SAFETY

CHAPTER 16. HEALTH CARE INFORMATION

Part 6. Government Health Care Information

Confidentiality Of Health Care Information

50-16-603. Confidentiality of health care information. Health care information in the possession of the department, a local board, a local health officer, or the entity's authorized representatives may not be released except:

...

(2) when the health care information pertains to a person who has given written consent to the release and has specified the type of information to be released and the person or entity to whom it may be released;

...

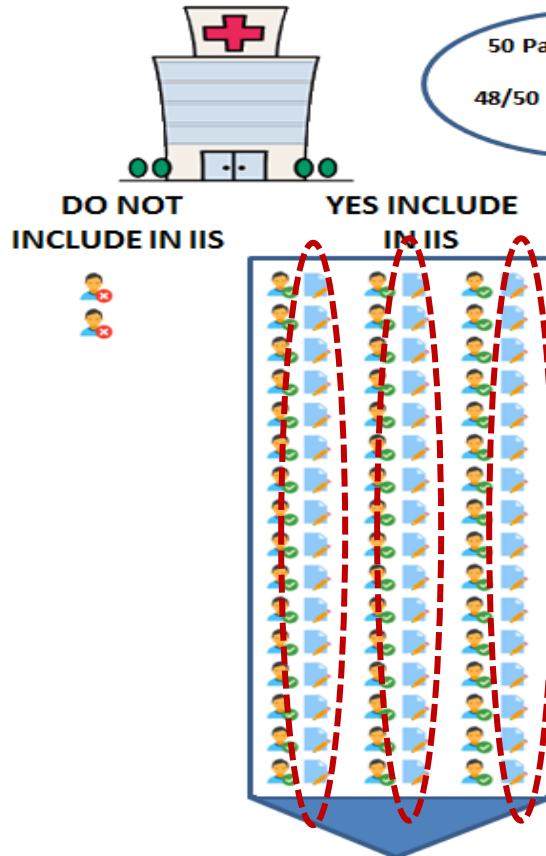
[http://leg.mt.gov/bills/mca/title\\_0500/chapter\\_0160/part\\_0060/section\\_0030/0500-0160-0060-0030.html](http://leg.mt.gov/bills/mca/title_0500/chapter_0160/part_0060/section_0030/0500-0160-0060-0030.html)

# Immunization Information System (IIS)

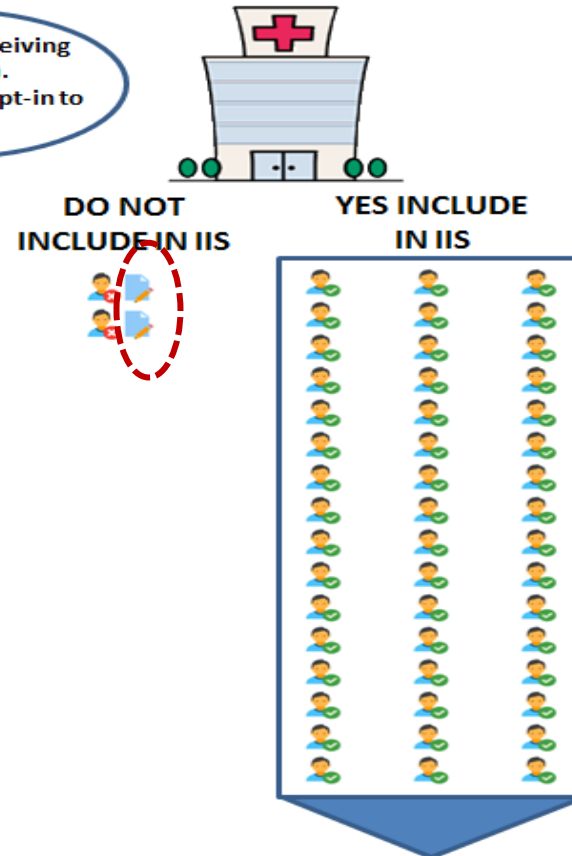
## Opt – In vs. Opt – Out Consent Models

Montana is one of only three states that use an opt-in rather than an opt-out consent model. An opt-out model reduces the administrative burden for healthcare providers, public health agencies, and school administrations while still allowing for personal or parental choice regarding participation in imMTrax.

### Opt – In Consent Collection



### Opt – Out Consent Collection



# What does that mean for the Immunization Program?



## *imMTrax* Functionality

**Patient Search** [Click here to use the 'advanced' search](#)

First Name or Initial:	<input type="text" value="Draco"/>	ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="Malfoy"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="mm/dd/yyyy"/>	Chart Number:	<input type="text"/>

**Family and Address Information:**

Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Country:	<input type="text" value="United States"/>		

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.  
 Check here if adding a new patient.

**Patient Search Results**

Records Found = 1      Search Criteria: First Name / Last Name (Exact)

Show  entries

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
DRACO		MALFOY	06/05/2010	1393324	LUCIUS	MALFOY

Showing 1 to 1 of 1 entries

**Confirm Status** ✕

imMTrax consent for this patient is either denied or has not been documented. Please ensure consent is obtained prior to updating or viewing this record.

# What does that mean for the Immunization Program?



## Electronic Data Exchange

An organization choosing to send immunization information electronically should have a system capable of collecting and/or sending consent status.

Learning provided by:

Patient agrees (consents) to have vaccine documentation sent to the state registry?



Consent Not Given

**Consent Given**

# What does that mean for the Immunization Program?



## Consent Forms

### imMTrax Consent Forms – Adults and Children



#### imMTrax Consent Form for Children

Child's Name: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_ Date of Birth: \_\_\_\_\_

I authorize my health care provider and a public health agency to collect and enter my child's immunization records into the Department of Public Health and Human Services' Immunization Information System (IIS). The IIS is a confidential, computer system that contains immunization records. I understand that information in the registry may be released to a public health agency as well as my health care providers to assist in my child's medical care and treatment. In addition, information may be released to child care facilities and schools in which my child is enrolled to comply with state immunization requirements. I understand that I can revoke this authorization and have my record removed at any time by contacting my local health department.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 10/2017

Link to *imMTrax* Consent Forms:

<https://dphhs.mt.gov/assets/publichealth/Immunization/imMTrax/combinedimmtraxconsentadultchildren.pdf>



# *imMTrax* Consent Forms



Sites may utilize their own consent forms. In order for patients/guardians to have the opportunity to fully understand *imMTrax* consent, we provide the following as basic guidelines for creating a comprehensive consent form:

- Agree to have information entered/sent to *imMTrax*.
- Agree to have information accessed/extracted by another participating party (i.e. healthcare provider, public health, school personnel, etc).
- Stated ability to withdraw consent at any time.
- Consent is specific to *imMTrax* and not part of any other consent agreement.

# How does *imMTrax* Consent affect me?



The ways in which *imMTrax* is used around Montana varies, so it depends:

- How do you use *imMTrax*?
- What access permissions to you have?
- How do others at your location use *imMTrax*?
- If you enter immunization information- how does is entered? Manually or via electronic transfer?
- How is your location collecting *imMTrax* consent?

# *imMTrax* Consent Q & A



**Q:** Can we obtain consent verbally from a patient, parent, or guardian?

**A:** Montana DPHHS does **not** recommend or support the use of verbal *imMTrax* consent collection.

Montana recommends the use of paper or electronic *imMTrax* consent forms or modules. Whatever the method used, it should allow, by its own action, the patient or parent/guardian to accept or decline to participate in *imMTrax* by signing in some auditable way.

# *imMTrax* Consent Q & A



**Q:** Does the Montana Immunization Program collect and retain *imMTrax* consent forms?

**A:** No. Collection and retention of consent forms is the responsibility of the location obtaining consent.

# *imMTrax* Consent Q & A



**Q:** How long does our location need to retain consent documentation?

**A:** Montana DPHHS provides no guidelines for the retention of consent documentation and defers to each location's internal protocols for retention.

# *imMTrax* Consent Q & A



**Q:** Is consent required per person or per immunization?

**A:** Per person.

# *imMTrax* Consent Q & A



**Q:** We have a new patient in our clinic. They were previously seen by another Montana practice and have a consented record in *imMTrax*. Does our clinic need to obtain consent again?

**A:** Montana DPHHS recommends as a best practice each immunization provider to obtain sufficient consent documentation on all patients.

# *imMTrax* Consent Q & A



**Q:** Is a consent form required to look up a record in *imMTrax*?

**A:** No- If the record is accessible to all users in *imMTrax*, consent for the record to be looked up and accessed has already been given. If the record is not accessible by all users (Consent Undetermined or Denied), consent must be obtained and updated in order to access the record.

A core feature of *imMTrax* consent is permission given to have authorized users/entities access immunization records (such as a school or new healthcare provider).



# *imMTrax* Consent Q & A



**Q:** We have consent on file for our patient, however there has been a change in guardianship (or who may sign for patient consent). Do we need to get consent again?

**A:** Montana DPHHS recommends as a best practice consent be updated when a change in guardian or signee is identified.

# *imMTrax* Consent Q & A



**Q:** I provided our new patient with a consent form and they declined. What now?

**A:** If a patient declines to participate in *imMTrax*, their wishes should be honored. You will need to understand how your location uses *imMTrax* to know the next steps.

# *imMTrax* Consent Q & A



**Q:** I provided our new patient with a consent form and they declined. They have a record in *imMTrax* that has consent. Do I have to update it to “Consent Denied”.

**A:** No. A patient may see many healthcare providers over their lifetime. It is possible patients will consent to one provider and not to another. Your responsibility is to ensure that you and your location are honoring their decision not to participate in *imMTrax* from that point forward and in line with how your location uses *imMTrax*.

# *imMTrax* Consent Q & A



Q: I provided our new patient with a consent form and they declined. They said they had agreed previously, when at another location and have now changed their mind. They have a consented record in *imMTrax*. Do I have to update it to “Consent Denied”.

A: Yes. All persons have the right to withdraw consent to participate in *imMTrax*.

# *imMTrax* Consent Q & A



**Q:** I provided our new patient with a consent form and they declined. They know they have a record in *imMTrax* already and have stated they don't want their information in the system at all. What now?

**A:** Contact the Montana Immunization Program at (406) 444-5580 to submit a request.

# *imMTrax* Consent Q & A



**Q:** We have patients with a consent status of undetermined, but they show on my immunization coverage report. Is this an error?

**A:** No error has occurred. *imMTrax* functionality allows for the insertion of a record as consent undetermined and is then eligible for inclusion on a coverage report or extract.

In order for the user to access the record once inserted, consent must be updated at that time.

# *imMTrax* Consent Q & A



**Q: Why can the undetermined patient's be included on my coverage report?**

**A:** The patient record may be inserted giving your facility active ownership and a consent status of Undetermined. The inserting provider site is at that time for all intents and purposes the sole owner of the record and the immunization data it contains.

Since they own the data, it has been decided they can be included in immunization coverage assessment for that provider site.

# *imMTrax* Consent Q & A



**Q:** What are the main reasons records are in *imMTrax* as consent undetermined?

**A:** Certain information was transferred from past versions of *imMTrax* as consent undetermined and the facility retained active ownership. If still in *imMTrax*, the record has yet to be accessed/updated.

In fairly rare instances, providers send electronic information with consent undetermined. It can be held in *imMTrax*, and even added to, until a time anyone attempts to access the information.



# *imMTrax* Consent Q & A



**Q:** We have patients with a consent status of undetermined, will they be included in our Reminder/Recall?

**A:** No. Only client records that are consent = YES are eligible for inclusion in Reminder/Recall reports output.

# *imMTrax* Consent Q & A



Michelle Funchess  
[mfunchess@mt.gov](mailto:mfunchess@mt.gov)  
(406) 444-2969

