

## Part 2 Quick Start Guide

### \*Complete the Required Training for Part 2 Access if User Role Permits\*

Part 2 training is located at Contexture.org in the [Resource Hub](#)

### Definition

Part 2 Data, defined under Title 42 of the Code of Federal Regulations, 42 C.F.R. part 2 (“Part 2”) refers to substance use disorder health information (including, but not limited to, treatment, referrals, and conditions) from federally supported substance abuse treatment programs.

### Access

- Participants must notify Contexture before submitting any Part 2 data so the proper privacy settings are enabled
- User Roles and Access to view Part 2 data:

Role	With Consent Form	Emergency Exception	No Access to Part 2
Medical Providers	✓	✓	
Clinical and Support Staff	✓		
Health Plan Users	✓		
Billing Staff*			✓
Paramedics and EMTs	✓	✓	

*\*Billing Staff could have access to Face Sheets that may include Part 2 data if the user has been given Part 2 Data access privileges after taking the training.*

- Permitted Purpose for Use and Access:
  - Treatment
  - Payment
  - Limited Health Care Operations
- Emergency Exception Criteria
  - There is a bona fide medical emergency (for example, the patient is unconscious);
  - The HIE user cannot obtain the patient’s consent in time;
- The user’s role (e.g., physician, nurse, PA, paramedic, EMT) permits emergency access; and
  - The patient is not opted out of the HIE.

### Consent

- Patients are Opted-Out of Part 2 data sharing by default
- Access requires the official, unaltered Contexture Consent Form to be uploaded to patient details
- Consent forms expire after 2 years unless another date is entered on the form
- Consent can be revoked at any time

## Uploading Patient Consent

1. Navigate to the **Sensitive Data Consent Management** button located in the top right of the patient details page
2. Upload the proper consent document from the computer
3. Set an expiration date
4. Click **Save & Submit**
5. Return back to patient search and click on the desired patient again to view data

## Uploading Patient Consent

### If Patient is Opted Out of the HIE

1. Navigate to the desired patient in patient search and locate the **consent action** field on the far right of the patient's row and click
2. Upload the proper consent document from the computer
3. Set an expiration date
4. Click **Save & Submit**
5. This process will automatically opt the patient into the HIE as well as Part 2 and you may enter the patient chart

## Viewing a Patient with Part 2 Data

1. Navigate to the desired patient in patient search and click
2. Choose an access purpose
3. Agree to an attestation

## Emergency Exception

1. Check the box on the patient search page located beneath the expanded search criteria that says **Emergency exception to view sensitive data protected by federal confidentiality**
2. Choose an emergency reason from the drop down
3. Click search
4. Click on the desired patient
5. Choose an access purpose
6. Agree to an attestation

## Revocation

1. A patient can revoke consent at any time to any provider
2. Navigate to the desired patient in patient search
3. Choose an access purpose
4. Agree to an attestation
5. On the patient details page navigate to the **Sensitive Data Consent Management** button
6. Check the **Revoke Consent** box in the bottom left corner
7. Click **Save & Submit**