



Topic: Digital Opt Out Forms

Request Date: September 26, 2019

Information Requested:

The City of Chicago is looking for examples of Opt Out forms in a digital format. They currently utilize a paper form in their CareVan and would like to digitize the form as a way to leverage technology and create efficiencies in their workflow.

Specifically:

1. What products/technology do you use to present an Opt Out form to patients? (i.e., third party apps, in-house built app, spreadsheets, Adobe forms, combined with tablet, smartphone, laptop, etc.)
2. Does the product or form tool interface with the IIS so that patient records, if already existing in the IIS, can be flagged (and locked) per the patient's wishes. Or is the IIS updated manually from a report or list generated within the app or tool?
3. What specific questions are on the electronic Opt Out form? What data does it collect?

Requesting Member: David Juen (Chicago)

Responding Member(s): Sherri Dunton (ME), Sydney Kuramoto (MN), Mary Woinarowicz (ND), Kathryn Cruz (NM), Verónica Rodríguez (PR), Lonnie Peterson (WA)

Results:

ME:

Maine still uses paper opt-out forms.

MN:

1. MIIC uses a REDCap survey to capture MIIC privacy setting requests for individuals and parents/guardians to update their privacy settings in MIIC. This information can be found on the MN Department of Health public web page at Data Privacy and MIIC Records (<https://www.health.state.mn.us/people/immunize/miic/privacy/dataprivacy.html>). There is a link in this page to the REDCap form that individuals or parents/guardians can fill out to request their MIIC privacy settings be changed.



2. MIIC is updated manually by a staff person. Once a REDCap survey is completed, we receive an email notification from REDCap that a form (survey) has been completed. The staff person will review the information and update the specific MIIC record with the privacy setting request.
3. Specific questions are on the electronic Opt Out form and data it collects:
 1. Who the person is submitting the request for? - Self or Minor Child (17 years or younger)
 1. If minor child- certification checkbox that requestor is parent or guardian
 2. Privacy Setting Options
 1. No Longer Receive MIIC-based immunization Reminders
 2. Limit MIIC record access to select health care facility (must provide name of facility, phone and address to identify facility)
 3. Opt-Out
 1. Seal
 2. Purge
 3. Requested Record to be updated
 1. First, Middle, and Last Name (Required)
 2. Date of Birth (required)
 3. Former names/nicknames/maiden name
 4. Gender
 5. Mother's first name
 6. Mother's maiden name
 7. Current Address
 8. Former Addresses
 4. Requestor Info (if minor child)
 1. First and Last Name (Required)
 2. Phone number (Required)
 5. Signature (Required)

ND:

North Dakota allows adults 19 years of age and older to opt out of the IIS. We have a mandatory reporting requirement for kids 18 and younger so they cannot opt out. We have a simple form built into our website and we have a PDF version of the form that can be mailed or emailed to our office. I have a link to the web form below. We do provide a detailed explanation letting people know the potential consequences of opting out and we provide an option to opt back in to the IIS if they had previously opted out.



The form captures basic demographics (first name, last name, birthdate, and address). If the form is submitted electronically, the information is captured in an Access database and sends an email notification to the IIS staff. We have to manually mark records as opted out in the IIS. We have had a very small number of adults opt out of the IIS so the workload to manually update the records in the IIS is very small. Once a record is marked as opt out in the IIS, it is only visible to IIS staff. No new information can be added to a record (through the IIS user interface or through our HL7 interfaces) unless the record is opted back in.

<https://www.ndhealth.gov/Immunize/OptOut/>

NM:

Please see the attached Opt Out form for New Mexico. It is an Adobe form available on our website and the IIS is updated manually upon the IIS program staff receiving the form.

PR:

1. Yes, we have staff from schools outside of Puerto Rico with access to IIS, with the role of read only, to see patient immunization information. In order to access our registry, they have to complete the security and confidentiality agreement. You can access the agreement thru: <https://prir.salud.gov.pr>, select in the FORMS screen the agreement.
2. Because we are the Department of Health, we do not give the patient the alternative of blocking their information so that other providers cannot see it.
3. The security and confidentiality agreement is a form for all users who access the IIS.

TN:

In Tennessee, we use the attached Immunization Registry Change of Status Request form for Opt Out requests. The form is a fillable Word document that individuals can complete and return electronically. The form can also be printed and filled out by hand, then returned by mail or fax. When the completed form is returned to us, we manually flag the patient record in the IIS as Opt Out.

WA:

Washington State doesn't have its opt-out forms electronically, but I thought it may be of interest to you to see what ours look like and what questions we ask/information we provide (see attached). We have two forms—one for a parent/guardian wanting to opt out a child and one for adults who want to opt out. Our state also has a Health Promotion System, so we include questions and information about opting out of it as well.