From the Office of Health Informatics

Oracle Health (Cerner) Millennium HIV ROI and Education Tasks

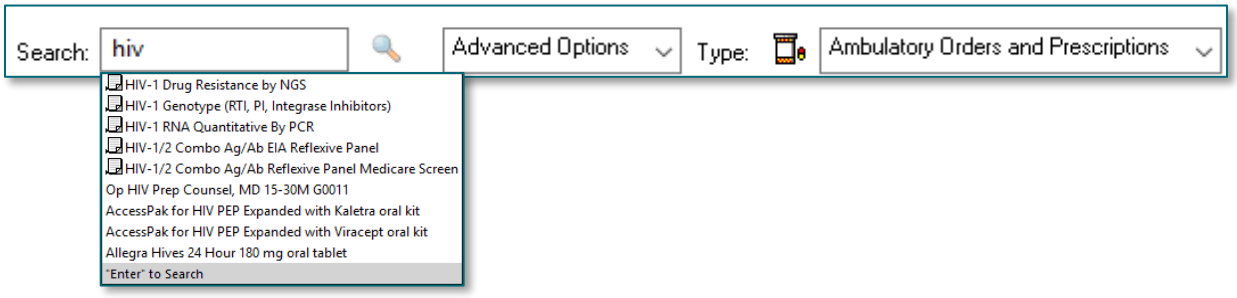
November 20, 2026

When an HIV testing order is placed, the provider reviews verbal education with the patient. The HIV Authorization to Release Information and written education materials must also be provided. The education is a requirement of System Policy 23-015 and meets State of Maine requirements. The patient may refuse to sign the authorization. A signed authorization is not required for HIV testing to be completed.

Provider Workflow

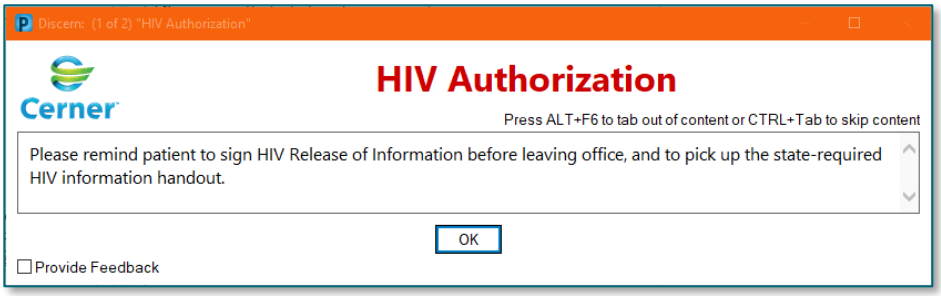
STEP 1: Select the appropriate **HIV Testing Order**

- The rule works for all HIV testing orders.



STEP 2: Acknowledge the **HIV Authorization Alert**.

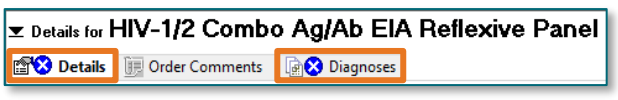
- If the patient has not had a previous HIV test performed, a message displays to remind the patient to sign the HIV Release of Information before leaving the office and to pick up the state-required HIV information handout.



NOTE: The HIV Authorization to Release Information needs to only be signed once per member organization in the patient's lifetime. Once the authorization has been obtained, the documentation is automatically moved to the appropriate folder, and the pop-up will not appear again.

STEP 3: Select **OK**.

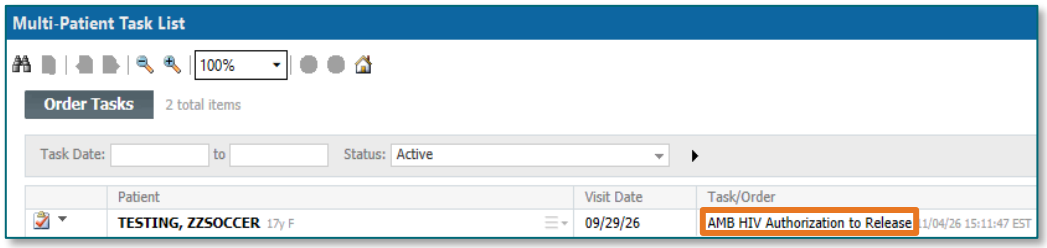
STEP 4: Complete the missing details within the Order Entry window.



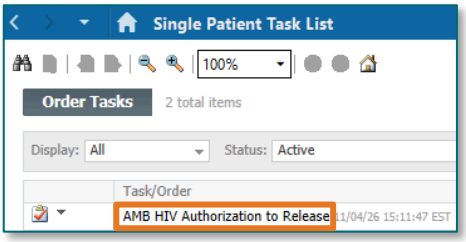
STEP 5: Select **Sign**.

PSR Task Completion

When the provider places the HIV order, a task appears on the **Multi-Patient Task List** if the patient does not have an HIV ROI on file for the member organization.



From the Multi-Patient Task List, the PSR will navigate to the patient's **Single Patient Task List**.



➢ **Order Tasks: AMB HIV Authorization to Release**

The ROI will be signed in iMed using one of the following methods:

- **For practices with an iMed signature pad:** Open the authorization in iMed and obtain the patient's signature using the signature pad.
- **For practices without an iMed signature pad when the patient has a cell phone:** Send the authorization using iMed mobile.
- **For practices without an iMed signature pad when the patient does not have a cell phone:** Print the authorization and have the patient sign it.
    - Scan the authorization into the EHR as soon as possible.
- Complete the task from the **Single Patient Task List** and hand the patient the required education.

Nursing Task Completion (Acute Setting)

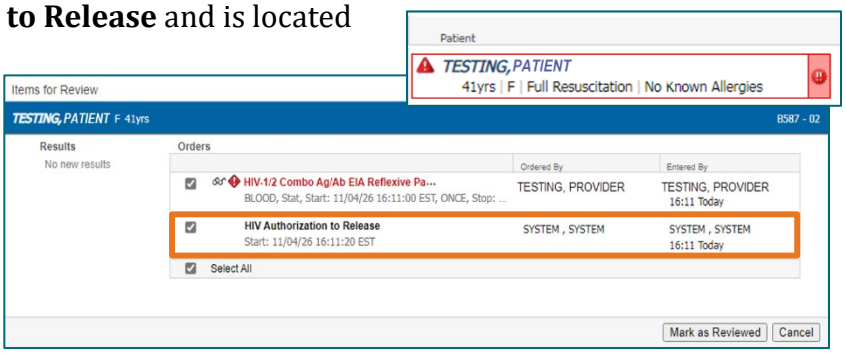
A task will appear to remind the nurse to review the education materials with the patient and to obtain the Release of Information. After the ROI is obtained, the nurse will complete the task as described.

NOTE: The ROI and education may need to be manually printed in certain situations.



➢ **Acute Nursing – CareCompass**

The order is called **HIV Authorization to Release** and is located in the **New Results/Orders** section.



➢ **Emergency Department Nursing – LaunchPoint**

The order is called **HIV Authorization to Release** and **prints automatically when the order is signed**.

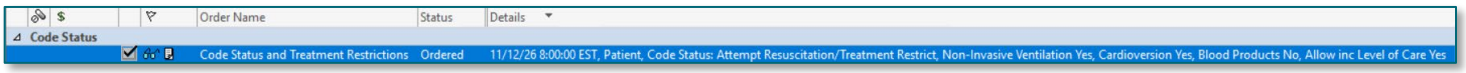


IMPORTANT: The patient may refuse to sign the authorization. The patient does not need to sign the authorization for testing to be completed.

Manual Printing of the ROI and Education

If the ROI does not automatically print, use **Reprint Requisition** to manually send the order to the printer.

STEP 1: Locate the **HIV Authorization to Release** order in the Code Status section of the orders profile. (This order is generated by the system when the HIV testing order is entered).



STEP 2: Right-click the order and select **Print** from the dropdown menu.

STEP 3: Select **Reprint Requisition**.

