

HIPAA Audit Trail

Who opened, changed or exported what, and when. Check flagged events, export the log, and keep your privacy records in one place.

Page manual · For Owners, Managers · aminova.health/university/audit

1. THE PAGE AT A GLANCE

The HIPAA Audit Trail is a record of what happens in your clinic's Aminova: who looked at a chart, who changed something, who exported data, and who signed in. Every event says who, when, and from which computer.

Only owners and managers can open it. Nobody can edit or delete an event, and that includes you. It has two tabs: **Audit Trail** and **Compliance**.

The screenshot shows the 'Peak Vitality Clinic' dashboard with a sidebar on the left containing navigation links like Notifications, Dashboard, Patients, Care Plan, Intake Engine, Consents, Appointments, My Schedule, Labs, Treatment Plans, Clinical Notes, Protocols, E-Prescriptions, Refills, and TEAM. The main content area is titled 'HIPAA Audit Trail' and shows a summary of 6802 events, 0 flagged, 0 need review, and 17 today. It includes a search bar, filters for Today, Last 7 Days, Last 30 Days, and Custom, and a filter by patient or staff ID. Below these are tabs for All, Access, Changes, Exports, Auth, and Admin, and risk level filters for All Risk, Flagged, Review, and Normal. The main table lists events with columns for TIME, USER, ACTION / PATIENT, IP / DEVICE, and RISK. The events listed are all from Dr. Alex Rivera (Owner) on September 28th, including Patient Consents Viewed, Appointment Requests Viewed, Subscriptions Viewed, Clinical Notes Viewed, Refill Requests Viewed, Patient Chart Viewed (Sandra Moore), and Patient Progress Viewed.

TIME	USER	ACTION / PATIENT	IP / DEVICE	RISK
▼ TODAY — SEP 28 17 events				
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
12:02 AM Record View	Dr. Alex Rivera Owner	Appointment Requests Viewed	2601:249:8101:2170... Desktop	—
12:02 AM Record View	Dr. Alex Rivera Owner	Subscriptions Viewed	2601:249:8101:2170... Desktop	—
12:01 AM Record View	Dr. Alex Rivera Owner	Clinical Notes Viewed	2601:249:8101:2170... Desktop	—
12:01 AM Record View	Dr. Alex Rivera Owner	Refill Requests Viewed	2601:249:8101:2170... Desktop	—
12:00 AM Record View	Dr. Alex Rivera Owner	Patient Chart Viewed — Sandra Moore Patient: Sandra Moore	2601:249:8101:2170... Desktop	—
12:00 AM	Dr. Alex Rivera	Patient Progress Viewed	2601:249:8101:2170...	—

The HIPAA Audit Trail: filters across the top, every event below.

2. THE LOG IN NUMBERS

Under the page title you see how many events are on record, how many are flagged, how many need review, and how many happened today.

Peak Vitality
Clinic

Growth Plan

Notifications 9+

Dashboard

NTS

Patients

Care Plan

Intake Engine 5

Consents

Appointments

My Schedule

Labs

Audit Trail Compliance

HIPAA Audit Trail

6802 events · 0 flagged · 0 need review · 17 today

Search user, action, patient...

TodayLast 7 DaysLast 30 DaysCustom

Filter by patient

All

Access

Changes

Exports

Auth

Admin

TIME	USER	ACTION / PATIENT
▼ TODAY — SEP 28		
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed

Events, flagged, needing review, and today, in one line.

3. FLAGGED EVENTS

Aminova flags an event that deserves a look, like an account locked after too many wrong codes. When one is waiting, a red box at the top says how many.

Press **View Flagged** to see only those. Owners and managers also get a note in the bell when something is flagged.

4. SEARCH

Type in **Search user, action, patient...** to find events by a staff member's name, what they did, or a patient's name.

Peak Vitality
Clinic

Growth Plan

<<

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HIPAA Audit Trail

6802 events · 0 flagged · 0 need review · 17 today

Q Search user, action, patient...

Today Last 7 Days Last 30 Days Custom

Filter by patient

All Access Changes Exports Auth Admin

TIME	USER	ACTION / PATIENT
▼ TODAY — SEP 28		
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM	Dr. Alex Rivera	

Search by person, action or patient.

5. PICK THE DATES

1. The log opens on **Last 7 Days**.
2. Switch to **Today** or **Last 30 Days**.
3. Or press **Custom** and pick a start and end date.

Compliance

Audit Trail

0 flagged · 0 need review · 17 today

Search user, action, patient...

Today Last 7 Days Last 30 Days Custom

Filter by patient or staff ID

Access Changes Exports Auth Admin

All Risk Flagged Review

TIME	USER	ACTION / PATIENT	IP / DEVICE
— SEP 28			
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop
12:03 AM	Dr. Alex Rivera		2601:249:8101:2170...

Today, the last 7 or 30 days, or your own dates.

6. ONE PERSON ONLY

In **Filter by patient or staff ID**, type a staff member’s name to see only what they did. Paste a patient’s ID to see only events about that patient. Press the small x to clear it.

DaysLast 30 DaysCustom

Filter by patient or staff ID

All Risk

Flagged

Review

Normal

Export Log

	IP / DEVICE	RISK
17 events		
nts Viewed	2601:249:8101:2170... Desktop	—
nts Viewed	2601:249:8101:2170... Desktop	—
nts Viewed	2601:249:8101:2170... Desktop	—
nts Viewed	2601:249:8101:2170...	—

Narrow the log to one staff member or one patient.

7. BY KIND OF EVENT AND BY RISK

- 1. **Access** is charts and records opened, consents and messages. **Changes** is anything created, edited or released. **Exports** is anything downloaded. **Auth** is sign-ins and sign-outs. **Admin** is settings and staff changes.
- 2. On the right, pick **Flagged**, **Review** or **Normal** to see one level of risk. **All Risk** shows everything again.

Notifications 9+

Dashboard

NTS

Patients

Care Plan

Intake Engine 5

Consents

Appointments

My Schedule

Labs

Treatment Plans

HIPAA Audit Trail

6802 events · 0 flagged · 0 need review · 17 today

Today
Last 7 Days
Last 30 Days
Custom

Filter by patient

All
Access
Changes
Exports
Auth
Admin

TIME	USER	ACTION / PATIENT
▼ TODAY — SEP 28		
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed

Pick one kind of event: Access, Changes, Exports, Auth or Admin.

8. READ THE LOG

- Events are grouped by day, newest first. Click a day's heading to fold it away.
- Each row shows the time, who did it and their role, what they did and to which patient, the computer it came from, and a risk tag.
- The page loads 20 events at a time. Press **Load older entries** at the bottom for more.
- All times are in your clinic's time zone.

Peak Vitality Clinic Growth Plan		TIME	USER	ACTION / PATIENT	IP / DEVICE	RISK
Notifications Dashboard PATIENTS Patients Care Plan Intake Engine 5 Consents Appointments My Schedule Labs Treatment Plans Clinical Notes PROTOCOLS Protocols E-Prescriptions Refills TEAM Dr. Alex Rivera Owner / Director		TODAY — SEP 28 19 events				
		12:04 AM Record View	Dr. Alex Rivera Owner	Patients Viewed	2601:249:8101:2170... Desktop	—
		12:04 AM Record View	Dr. Alex Rivera Owner	Refill Queue Viewed	2601:249:8101:2170... Desktop	—
		12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
		12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
		12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
		12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	2601:249:8101:2170... Desktop	—
		12:02 AM Record View	Dr. Alex Rivera Owner	Appointment Requests Viewed	2601:249:8101:2170... Desktop	—
		12:02 AM Record View	Dr. Alex Rivera Owner	Subscriptions Viewed	2601:249:8101:2170... Desktop	—
		12:01 AM Record View	Dr. Alex Rivera Owner	Clinical Notes Viewed	2601:249:8101:2170... Desktop	—
		12:01 AM Record View	Dr. Alex Rivera Owner	Refill Requests Viewed	2601:249:8101:2170... Desktop	—
		12:00 AM Record View	Dr. Alex Rivera Owner	Patient Chart Viewed — Sandra Moore Patient: Sandra Moore	2601:249:8101:2170... Desktop	—
		12:00 AM Record View	Dr. Alex Rivera Owner	Patient Progress Viewed	2601:249:8101:2170... Desktop	—
		12:00 AM Record View	Dr. Alex Rivera Owner	Viewed lab results	2601:249:8101:2170... Desktop	—
		12:00 AM Record View	Dr. Alex Rivera Owner	Clinical Notes Viewed	2601:249:8101:2170... Desktop	—

Every event, grouped by day, newest first.

9. OPEN ONE EVENT

1. Click a row. **Event Detail** opens beside the log.
2. It shows the exact time, the person, the IP address, where it came from and the device.
3. For a flagged event, read the reason, then press **Mark as Reviewed**. Your name and the time are added. The event itself doesn't change.
4. Press **Export This Event** to download just this one, or copy its event ID.

Peak Vitality
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Growth Plan

Notifications 9+

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PATIENTS

Patients

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My Schedule

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Treatment Plans

Clinical Notes

PROTOCOLS

Protocols

E-Prescriptions

Refills

TEAM

Dr. Alex Rivera
Owner / Director

Audit Trail Compliance

HIPAA Audit Trail

6804 events · 0 flagged · 0 need review · 19 today

Search user, action, patient...

Today Last 7 Days Last 30 Days Custom

Filter by patient or staff ID

All Access Changes Exports Auth Admin

All Risk Flagged Review Normal

TIME	USER	ACTION / PATIENT	RISK
TODAY — SEP 28 19 events			
12:04 AM Record View	Dr. Alex Rivera Owner	Patients Viewed	—
12:04 AM Record View	Dr. Alex Rivera Owner	Refill Queue Viewed	—
12:03 AM Consent	Dr. Alex Rivera Owner	Patient Consents Viewed	—
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12:02 AM Record View	Dr. Alex Rivera Owner	Subscriptions Viewed	—
12:01 AM Record View	Dr. Alex Rivera Owner	Clinical Notes Viewed	—
12:01 AM Record View	Dr. Alex Rivera Owner	Refill Requests Viewed	—
12:00 AM	Dr. Alex Rivera	Patient Chart Viewed — Sandra Moore	—

EVENT DETAIL

Record View

Patients Viewed

Timestamp
Sep 28, 2026, 12:04:58 AM

User
Dr. Alex Rivera · Owner

IP Address
2601:249:8101:2170:5029:e75c:4235:c5e2

Location
—

Device
Desktop — Chrome

User Agent
Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/537.36 (KHTML, like Gecko) HeadlessChrome/151.0.7922.34 Safari/537.36

Event ID
FA485B13-FB10-46BE-811F-714D32280ECC

Export This Event

Event Detail: who, when, where and on what device.

10. EXPORT THE LOG

Press **Export Log** to download every event that matches your filters as a spreadsheet file, not just the ones on screen.

The export is recorded in the log too, before the file is made.

 Export Log

Staff ID

All Risk

 Flagged

 Review

 Normal

IP / DEVICE

RISK

19 events

2601:249:8101:2170...

 Desktop

—

2601:249:8101:2170...

 Desktop

—

2601:249:8101:2170...

 Desktop

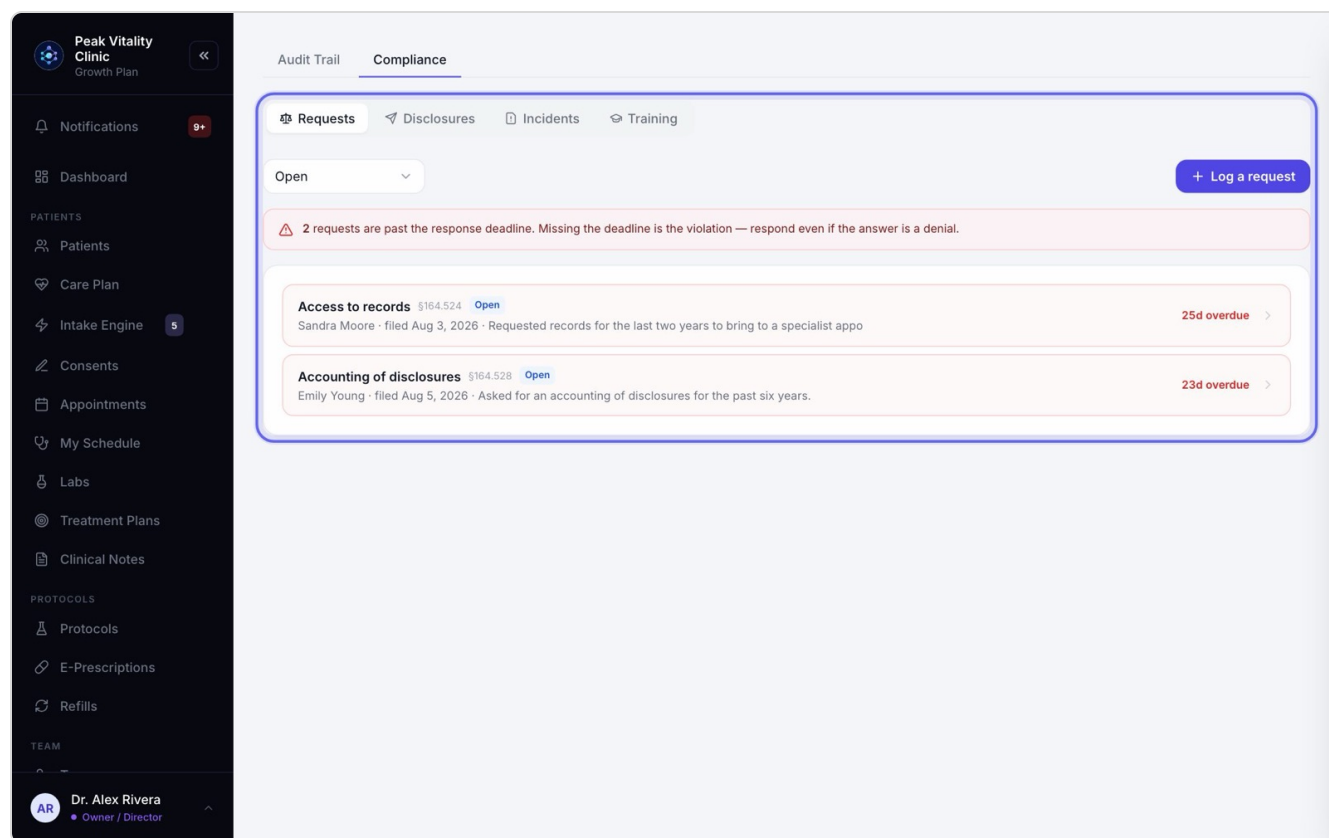
—

Export Log downloads every event that matches your filters.

11. THE COMPLIANCE TAB

Open **Compliance** for the privacy records you may be asked to show: **Requests**, **Disclosures**, **Incidents** and **Training**.

The audit trail shows your team doing their jobs. The Compliance tab holds the records you keep by hand.



Compliance: requests, disclosures, incidents and training in one place.

12. PATIENT REQUESTS

1. **Requests** lists what patients have asked for under their privacy rights, like a copy of their records or a change to them. Requests made from the patient app land here on their own.
2. Press **Log a request** to add one that came by phone or letter: pick the **Patient**, the **Request type** and the **Date received**.
3. Each request shows how many days are left to answer. Late ones turn red.
4. Open one, choose the **Outcome**, write the **Response to the patient**, and press **Record response**. A denial asks you to pick an allowed reason.

13. DISCLOSURES

1. Log a time you sent a patient's information outside the practice, like records to another doctor or an answer to a court order. Press **Log a disclosure**.

2. Fill in the **Patient**, **Date**, **Recipient type**, **Who received it**, **Purpose** and **What was disclosed**.
3. Pick a patient under **Filter by patient**, then press **Accounting for this patient** to get their list of disclosures.

Tip. Staff opening a chart to do their job is not a disclosure. That is already in the audit trail.

14. PRIVACY INCIDENTS

1. Log every incident, big or small, with **Log an incident**. For example, a lab result emailed to the wrong patient.
2. Enter the date it was **Discovered on**, the **People affected**, **What happened** and **What information was involved**.
3. Fill in all four parts of the **Risk assessment**. Each incident then shows the days left to notify.

15. STAFF TRAINING

Training lists everyone on your team, when they last finished privacy training, and when it runs out. It lasts 12 months.

After someone finishes their training, press **Record training** on their row.