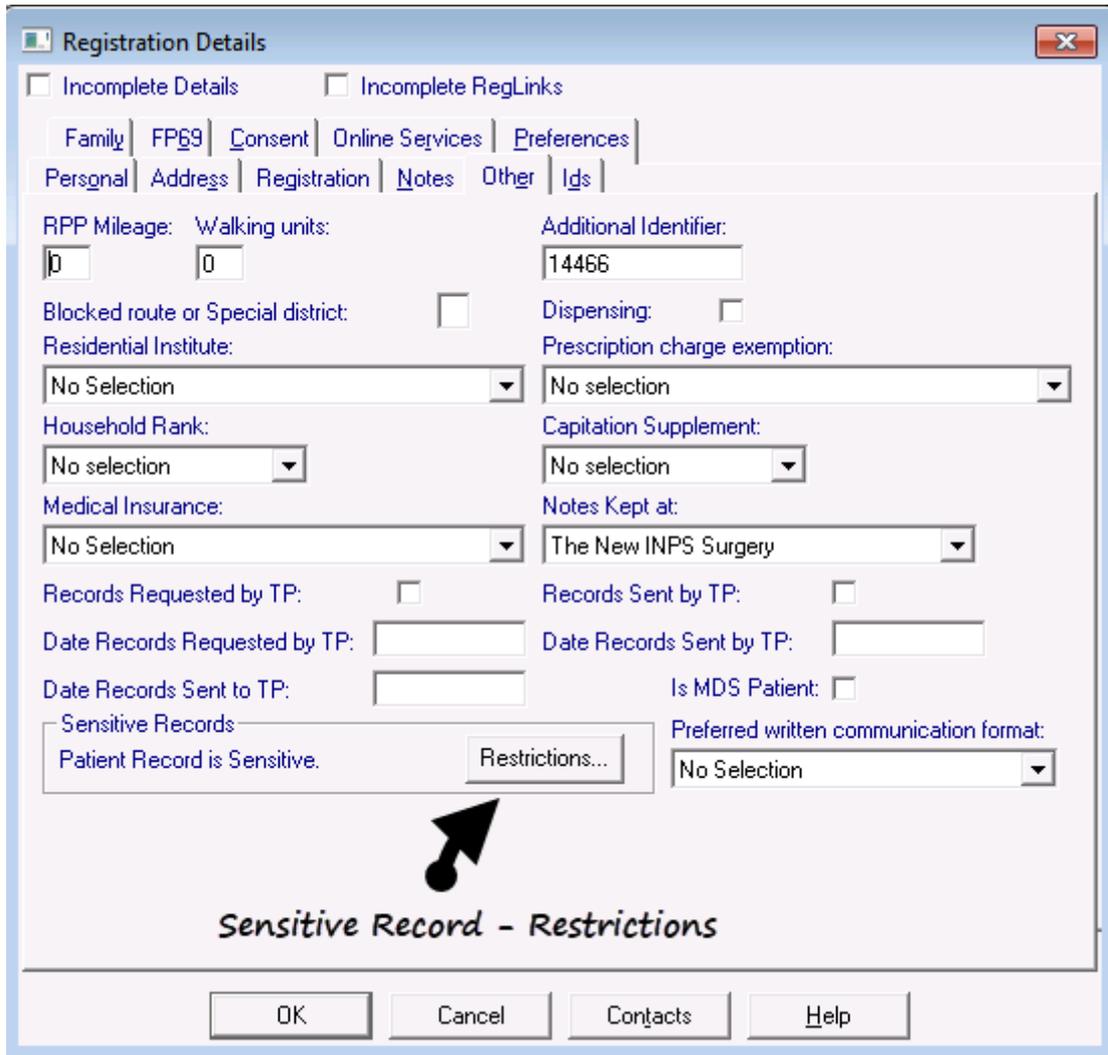


Restricting Access to a Patient's Record

Did you know that you can restrict access to a patient's record and mark it as sensitive? This is particularly useful if you have staff or relatives who work at the practice.



Registration Details

Incomplete Details Incomplete RegLinks

Family | FP69 | Consent | Online Services | Preferences
 Personal | Address | Registration | Notes | Other | Ids

RPP Mileage: Walking units: Additional Identifier:

Blocked route or Special district: Dispensing:

Residential Institute: Prescription charge exemption:

Household Rank: Capitation Supplement:

Medical Insurance: Notes Kept at:

Records Requested by TP: Records Sent by TP:

Date Records Requested by TP: Date Records Sent by TP:

Date Records Sent to TP: Is MDS Patient:

Sensitive Records: Preferred written communication format:

Patient Record is Sensitive.

Sensitive Record - Restrictions

 **Reminder** - If you restrict a patient's record and limit who can view it, when a new clinician joins the practice you must remember to give them access to the patient's record, as below.

To mark a patient record as sensitive:



- 1.** From the **Registration module**, select the relevant patient's record.
- 2.** From the **Registration Details** screen, select **Other**.
- 3.** In the **Sensitive Records section**, select **Restrictions**.
- 4.** Select **Edit**, a tick is automatically inserted in the **Sensitive Restrictions** box.
- 5.** Select which users can access the currently selected record. Use the single arrow to move an individual user from the "Users cannot view the patient's record" column to the "Users can view the patient's record" column. Alternatively, use the double arrow to move all users.
- 6.** You must select at least one user from the list. If you select **OK** without doing so, you are prompted; "You must select at least one user from the list". Select **OK** to return to the Select Users screen and select the required users.
- 7.** Select **OK** to close.

 **Note** - All staff can access **Restrictions** in **Registration**. We recommend that you restrict who has access to this option by selecting [Control Panel - Security](http://help.visionhealth.co.uk/DLM660/Control_Panel/index.htm#30204)
http://help.visionhealth.co.uk/DLM660/Control_Panel/index.htm#30204.

Running the Sensitive Patient Report

The Sensitive Patient Report displays those patients who have restrictions applied to their record along with the names of the people who can view the patient record in Consultation Manager.

Sensitive Patient Report

Report on patients marked with a sensitive record and staff that have permission to view the patient record.

Registration Status: All

<u>Patient</u>	<u>DoB</u>	<u>NHS Number</u>
Staff MRS JOYCE JONES	29/03/1924	911 135 1950
Dr A Amethyst		
Mr Wright Dailey		
Dr A Diamond		
Dr A Emerald		
Dr A Opal		
Mrs BETRYS PENNYMAN		
Mrs Nurse Prescriber		
Dr A Sapphire		
Mr Sys System Supervisor		
Dr Dxs User		
Dr Vision User		

Patient details

*Details of Staff/Clinician's
who can view the patient
record*

To run the **Sensitive Patient Report**:



1. From **Registration**, select **Report - Sensitive Patient Report**.
2. Select the Patient's **Registration Status** or leave the default as **All**.
3. Select **OK**.
4. Select the **Output Type** then **OK**.
 - **Window** - the report is shown on screen and can be printed if required
 - **Printer** - prints the report
 - **File** - enter a filename and save as a text file