

## Subject Access Requests

Quick userguide for processing redacted Subject Access Requests



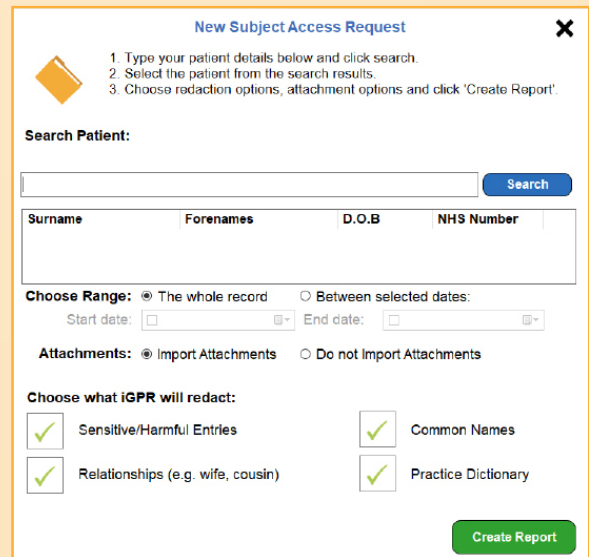
1

- From the main menu click 'Subject Access Requests'



2

- Enter the patient's details into the Search bar and click Search.
- Select your patient from the search results.
- Choose if you would like a report for the whole medical record, or choose to use a date-range if needed.
- Use the tick boxes to choose which items iGPR will redact from the report.
- Click Create Report to generate the SAR - you will now be taken to your report.

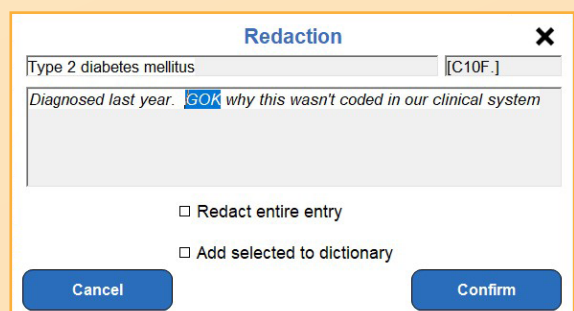


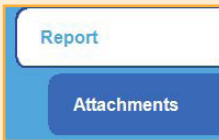
3

Anything highlighted is a redaction - these entries will be not be visible on the final report.

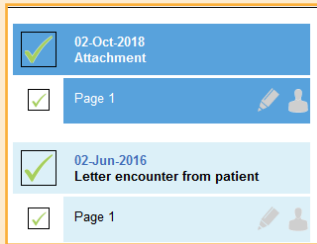
Active Problems (2 Items)			(Hide)
17-Oct-2018 Problem	Type 2 diabetes mellitus <i>Diagnosed last year. <b>GOK</b> why this wasn't coded in our clinical system</i>	READ2 [C10F]	
10-Mar-2012 Problem	<b>Child is cause for concern</b>	READ2 [13R]	
Significant Past Problems (1 Items)			(Hide)
17-Jul-2018 Problem	History of <b>domestic violence</b>	READ2 [14X3]	

- To redact an entire entry, click the pencil icon to redact it.
- If you want to remove part of an entry, click on the entry to bring up the redaction dialog.
- Using your mouse you can now highlight any text you want to redact. Click on Confirm to make your redaction.



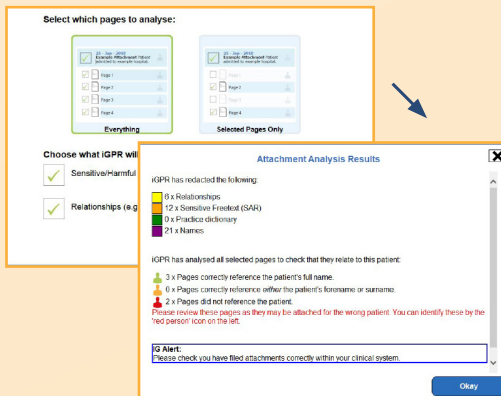


- Click on the Attachments tab to go to the Attachments section. This section has tools to review and redact your attachments.



### Include/Exclude Attachments

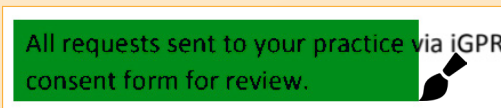
Attachments, or individual pages, can be included in the report or excluded in the report by using the tick boxes in the attachment list.



### iGPR Attachment Analysis

The analyse attachments function will scan all attachments and make redactions for you. Click the 'Auto-Redact Attachments' button and choose which redactions you want iGPR to apply.

The results section will show you what redactions were made and also if any attachments may be misfiled (i.e. do not relate to this patient, added into the record in error).



### Make your own redactions

To make your own redactions, use the draw redaction button and click-and-drag over any page to make a redaction. These can be removed by clicking on them and pressing the delete key, or by using the 'Clear Redactions' button in the bottom left.

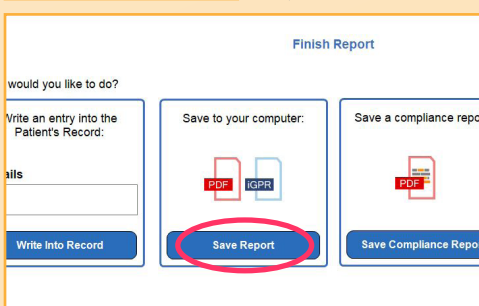
If you need to import more attachments (such as the scanned Lloyd George) importing more attachments is easy - click the 'Add more attachments' button and follow the instructions.

Save for Later

### Saving for later

If you want to continue working on this report later, click the 'Save for Later' button and save your report. You can open this later by clicking on the 'Open a Report I Have Saved' button on the iGPR Home Screen.

Finish Report



### Finishing the Report

Click Finish Report.

Click on Save Report. Choose what type of file you would like the report to save as and click Save. The report will now be saved to your PC.