



# Patient Record Screening

Quick userguide for screening a patient's medical record

**1** Launch iGPR from the system tray by double clicking the icon shown.

**2** Click the Online Record Screening icon from the home screen in iGPR.

**3** Type in patient's name and search for your patient, then select them from the results list. Select the type of report you want to create - DCR only, or full record including attachments.

Surname	Forenames	D.O.B	NHS Number
Peters	Eric	21-Mar-1985	

**4** Click Create Report and the report will be displayed. You will see different coloured highlights where iGPR has found third party or potentially harmful information. To screen attachments, click on the attachment section and click 'Auto-Screen Attachments'.

Date	Event	Author
12-Jul-2018	Consultation (Surgery)	Dr Niche Health
23-May-2018	Consultation (Surgery)	Dr Niche Health
01-May-2018	Consultation (Surgery)	Dr Niche Health
22-May-2016	Consultation (Surgery)	Dr Niche Health

**5** You can leave this open in iGPR to review while making changes to visibility in the clinical system, or save as a PDF to workflow to another member of staff. To do this, click Finish Report and then on 'Save Report'.