iGPR

Electronic Insurance Reports

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 Insurance Reports button on the home screen, to go to the Inbox.

Alternatively, you can click the Inbox button in the top-right corner from anywhere in iGPR.

Electronic Reports

Inbox

3

Select the report you want to start.

If the patient is marked as 'patient found' proceed to step 4. If not you will need to match the patient manually, click 'Match Patient' and search for a match.
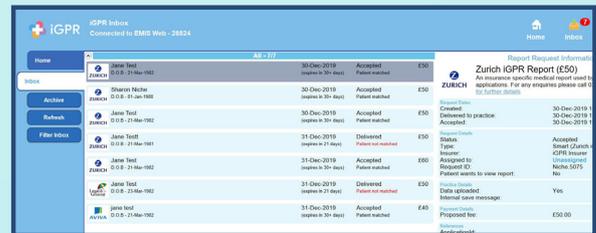
4

Click 'View Consent' to review their consent form.

If acceptable click 'Accept Consent'.

You will be asked if the patient wants to see the report before sending to the insurer. Answer 'Yes' or 'No'.
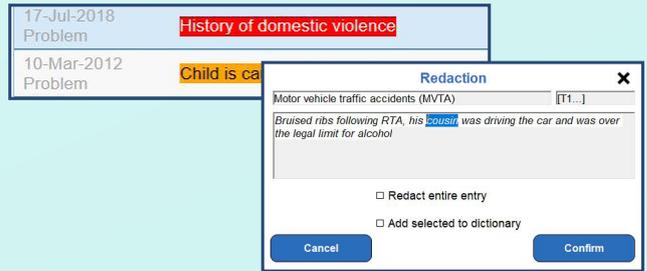
View Consent

Match Patient
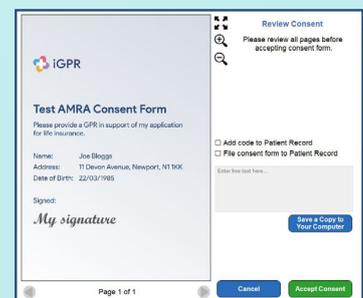
5

iGPR will then build the report for you.

Click on 'Open Report' when ready.

Open Report

Reset Report

6

iGPR will automatically redact reports for non-permitted information and third party information. All redactions will be highlighted.
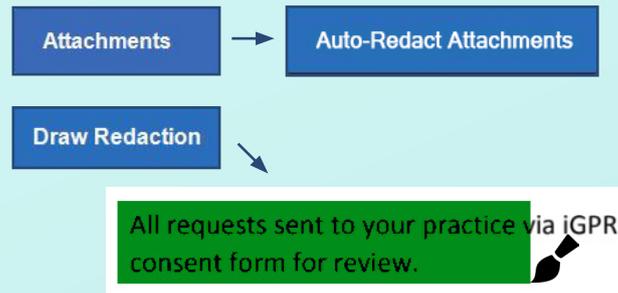
To make your own redactions, click any item, highlight the text you want to redact and click on 'Confirm'.

| 17-Jul-2018 Problem | History of domestic violence |
| 10-Mar-2012 Problem | Child is ca |

Redaction ✕

Motor vehicle traffic accidents (MVTA)   [T1...]

Bruised ribs following RTA, his cousin, was driving the car and was over the legal limit for alcohol

☐ Redact entire entry

☐ Add selected to dictionary

[Cancel]   [Confirm]

7

To review attachments, click the attachments tab. Click 'Analyse Attachments' and iGPR will make redactions.
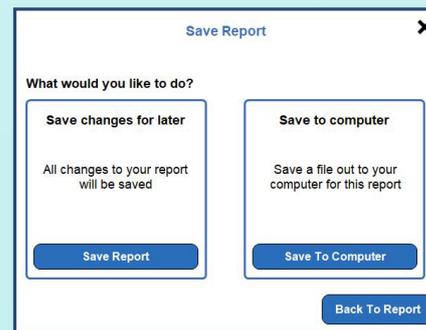
To make your own redactions, select an attachment and click on the 'Draw Redaction' button. Draw over any part of the document you want to obscure.

[Attachments] → [Auto-Redact Attachments]

[Draw Redaction] ↘

All requests sent to your practice via iGPR consent form for review.

8

When finished, you may wish to save a copy for your records. Click the 'Save Report' button and click 'Save to Computer'.

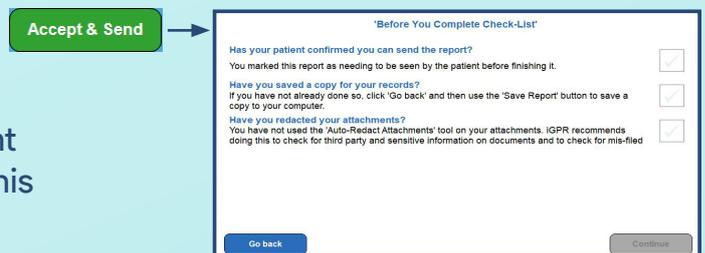Choose a location and click 'Save'. A PDF of the report will be saved.

Save Report ✕

What would you like to do?

Save changes for later	Save to computer
All changes to your report will be saved	Save a file out to your computer for this report
[Save Report]	[Save To Computer]

[Back To Report]

9

When ready to send to the insurer, click on 'Accept and Send'.

iGPR will check the report - for example, if you answered 'Yes' when asked if the patient wanted to review, you will be prompted at this point to check that this has been done.

Tick each item if complete and click 'Continue'.

[Accept & Send] →

'Before You Complete Check-List'

Has your patient confirmed you can send the report?
You marked this report as needing to be seen by the patient before finishing it.

Have you saved a copy for your records?
If you have not already done so, click 'Go back' and then use the 'Save Report' button to save a copy to your computer.

Have you redacted your attachments?
You have not used the 'Auto-Redact Attachments' tool on your attachments. iGPR recommends doing this to check for third party and sensitive information on documents and to check for mis-filed

[Go back]   [Continue]

10

Review the payment details on this screen and add a payment reference if desired.

Click 'Confirm' to send the report directly to the insurer.

Accept & Send ✕
Do you wish to send this report now?

Payment method:	BACS Cheque
Bank Account Name:	The Demo Surgery
Bank Account Number:	********
Sort Code:	******
Cheque Payee Name:	*** **** *******

ApplicationId:	AN88838383
GP Surgery Reference:	
Completed by:	NICHE NICHE

☐ Add code to clinical system (285033014)
Free text: iGPR Report
☐ File consent form (285031011)
Free text: iGPR Consent Form

[Cancel]   [Confirm]