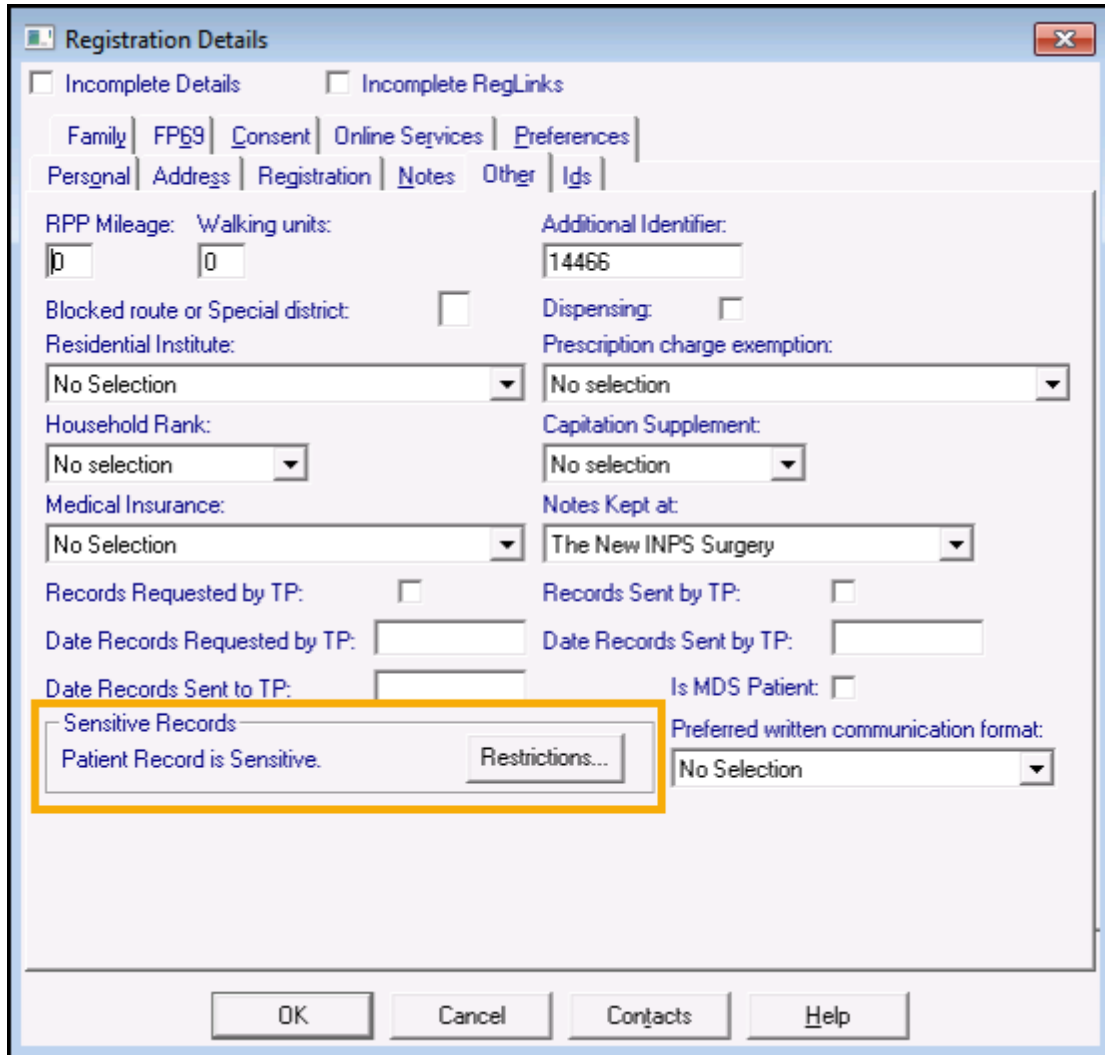# Restricting Access to a Patient's Record

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:

💡 **Remember** - 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:
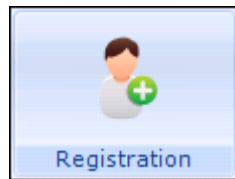
1. From **Registration** , select the relevant patient's record.

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 **Sensitive Restrictions**.

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** to **Users can view the patient's record**. Alternatively, use the double arrow to move all users.

   Note - 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.

6. Select **OK** to close.

   Note - All staff can access **Restrictions** in **Registration**. We recommend that you restrict who has access to this option, see by selecting What are Vision Functions in the **Management Tools Help Centre**
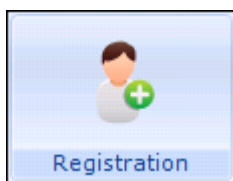
Running the Sensitive Patient Report

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**:

To run the **Sensitive Patient Report**:

1. From **Registration** [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** and 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.