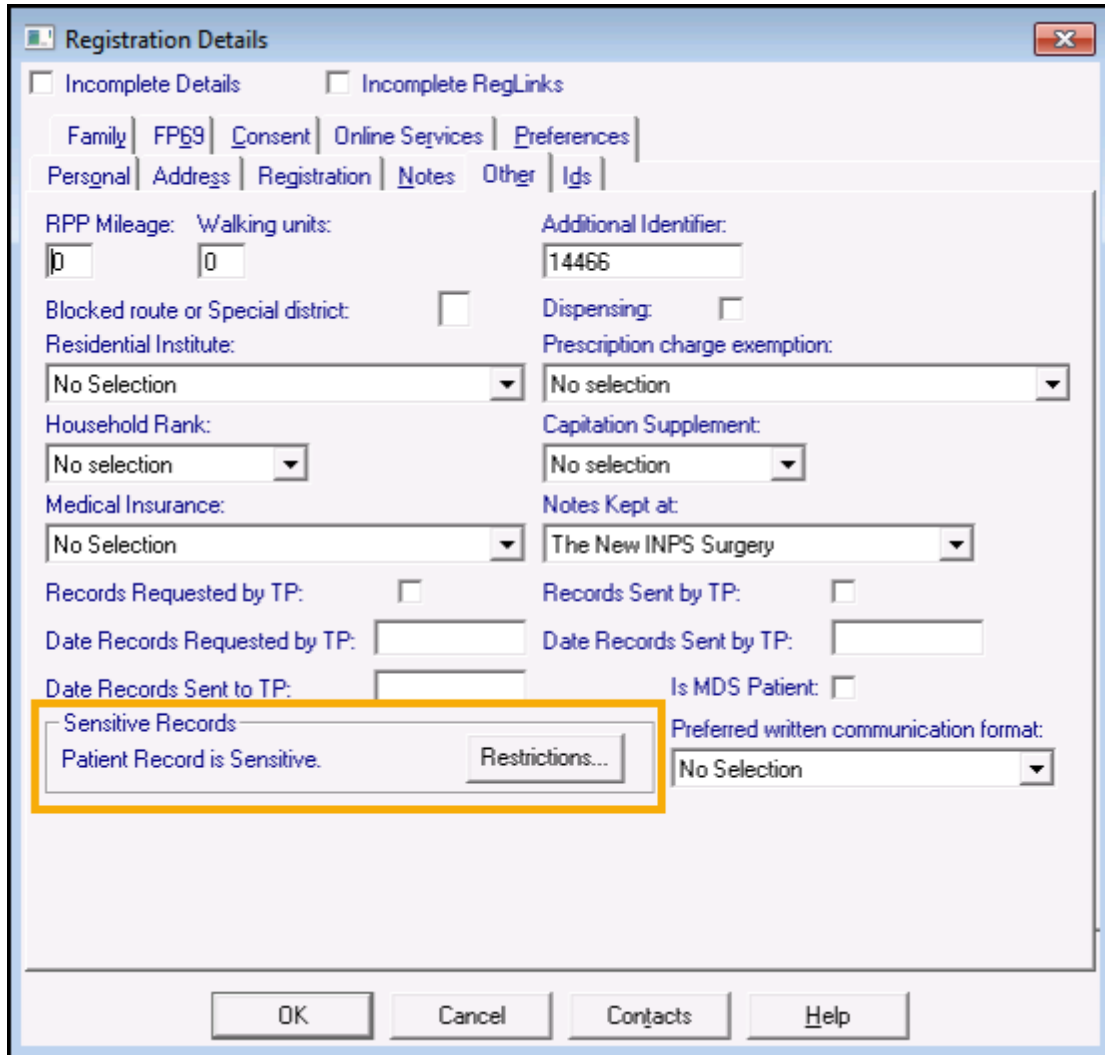


## Restricting Access to a Patient's Record

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:  
 0 0 14466

Blocked route or Special district: ☐ Dispensing: ☐

Residential Institute: Prescription charge exemption:  
 No Selection No selection

Household Rank: Capitation Supplement:  
 No selection No selection

Medical Insurance: Notes Kept at:  
 No Selection The New INPS Surgery

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**  
 Patient Record is Sensitive. Restrictions...

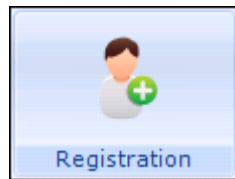
Preferred written communication format:  
 No Selection

OK Cancel Contacts Help



**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

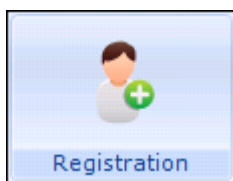
The **Sensitive Patient Report** displays those patients who have restrictions applied to their record along with the names of the people who can view the patient record in **Consultation Manager**:

Patient details

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

Sensitive Patient Report		
Report on patients marked with a sensitive record and staff that have permission to view the patient record.		
Registration Status: All		
Patient	Staff	DoB NHS Number
MRS JOYCE JONES	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	29/03/1924 911 135 1950

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** 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.