# **USER GUIDE**



## **Patient Opt-Out Application**

The Patient Opt-Out Application has been designed to meet the national guidance from NHS Digital (<a href="https://digital.nhs.uk/services/national-data-opt-out">https://digital.nhs.uk/services/national-data-opt-out</a>) and UHPNT's Trust Privacy Notice (<a href="https://www.plymouthhospitals.nhs.uk/your-personal-info">https://www.plymouthhospitals.nhs.uk/your-personal-info</a>).

This application allows you to check if a patient has currently opted out of the National Data Programme and returns the results. The program supports copy/paste

### Accessing the Application

You can access the application at <a href="https://optoutdev.plymouth.nhs.uk/">https://optoutdev.plymouth.nhs.uk/</a>

When loaded, the terms of use will be displayed, as shown below:

Terms of Use

The central register of nationally opted out patients is held by NHS Digital.

University Hospitals Plymouth NHS Trust update the local data warehouse once a week with the nationally opted out patients.

This app queries the local data warehouse.

This app should only be used for dataflows that are in scope of the National Opt Out. Access is audited.

I Agree

Click 'I Agree' to access the application

### Using the Application

NHS/Hospital Numbers can be entered or pasted into the text input box in the application. Please enter one number per line, and be aware that all special characters will be removed automatically. The application will only accept Hospital Numbers in the A000000, AA000000 and 000000 formats, and NHS Numbers in the 0000000000 and 000-000-0000 formats

To search to see if a patient has opted-out, select the 'Check' button and wait for the search to finish. All patients that have opted-out will be shown at the top of the text input box with '—OPT OUT' displayed next to their Hospital/NHS Number.

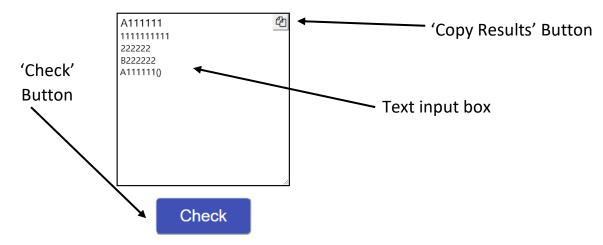
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## **Opt Out Checker**

**Before** 

### NHS or Hospital Numbers:

Please enter one number per line, any special characters will be removed



After

# **Opt Out Checker**

### NHS or Hospital Numbers:



## Copying Results

In order to copy the results of a search, select the 'Copy Results' button. This will copy the current contents of the text input box. Can be used before or after a search, and the format of the text input box will be retained, with a single Hospital/NHS Number per line.