

FEATURE SHEET

New Ways to Share a Completed SAR

Send directly to your Patient and/or 3rd Party (Solicitor)

Plus: The uploading of a consent form is optional

This new improved SARs process gives you all the options you need - as requested by our users.

Please see below: **'Ways to Share the Record'** screen.

Patient

Name*: Title* First name* Last name* Date of Birth*
Mrs. Sarah Giles 21/09/1962

Address*: Address postcode Address name number NHS #
CF24 0EB Admiral Law, Brunel House, 2 Fitzalan Road, Cardiff, South

Ways to share the record

There are different ways to return the record to your patient / third party. You can select multiple options.

1. Direct to the patient (if this option is applicable, please select one option)
☐ Use MDX Dual Consent
☐ Confirmed to patient that agreement exists with Medidata Exchange Limited

2. Return to a third party
☐ Send report back to a third party

3. Print within the Surgery
You will always have the option of printing the record in the Surgery. You can do this from the pipeline view, by clicking on a any completed record. You do not need to select this option.

[Go back](#) [Save and Return to Pipeline](#) [Reject Instruction](#) [Proceed](#)

Here you can choose to

- i) Share secure access with your patient
- ii) Share secure access with a Solicitor or other 3rd party who has made the request with a signed SAR by your patient
- iii) Print out a copy
- iv) Perform a combination of the above - by ticking more than one box.

i) Send directly to the patient

Simply enter in the Patient's email and mobile phone number details.

These details are essential and will allow us to provide the patient with secure online access to their medical record.

FEATURE SHEET

The first stage is sending a text to your patient, advising that the surgery has completed their SAR and that an email has been sent to them, including a secure link to the MediData patient portal. Once in the secure portal, your patient will request a single use token code number which will be sent as a text to their mobile.

You are not required to upload the consent form, but you must take responsibility for ensuring that appropriate consent is in place before processing a SAR using eMR.

The screenshot shows the 'Ways to share the record' interface in the eMR system. The left sidebar contains navigation links: Instruction Pipeline, User Management, Account, Dashboard, Fee and Payment, and Resource Centre. The main content area is titled 'Ways to share the record' and includes a sub-header 'There are different ways to return the record to your patient / third party. You can select multiple options.'

Option 1: Direct to the patient (if this option is applicable, please select one option)

- ☐ Use MDX Dual Consent
- ☒ Confirmed to patient that agreement exists with MediData Exchange Limited

Warning: It is the Surgery's responsibility to ensure that all consent forms are signed correctly by the patient and the Surgery, where appropriate.

Contact information

Email:

Confirm Email:

Mobile Phone: +44

Mobile Phone number is max 11 characters.

Alternate Phone (optional): +44

Mobile Phone number is max 11 characters.

Option 2: Return to a third party

- ☐ Send report back to a third party

Option 3: Print within the Surgery

You will always have the option of printing the record in the Surgery. You can do this from the pipeline view, by clicking on a any completed record. You do not need to select this option.

Buttons: < Go back, Save and Return to Pipeline, Reject Instruction, Proceed >

ii) Send to a Third Party

Simply enter in their email address and mobile phone number details of the 3rd party.

The report will be made available to them using secure online access as before.

The screenshot shows the 'Ways to share the record' interface in the eMR system, specifically the 'Return to a third party' option. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Ways to share the record' and includes a sub-header 'There are different ways to return the record to your patient / third party. You can select multiple options.'

Option 1: Direct to the patient (if this option is applicable, please select one option)

- ☐ Confirmed to patient that agreement exists with MediData Exchange Limited

Option 2: Return to a third party

- ☒ Send report back to a third party

Company (if applicable):

Case Reference (if known):

Email:

Contact Name:

Confirm Email:

Two factor authentication.

Office Phone (for solicitor for example): +44

Mobile Phone number is max 11 characters.

Option 3: Print within the Surgery

You will always have the option of printing the record in the Surgery. You can do this from the pipeline view, by clicking on a any completed record. You do not need to select this option.

Consent (optional)

Drag and drop files here.

FEATURE SHEET

iii) Printing and downloading the report

This option is available to you once the report is finalised.

eMR has been designed to reduce costs and save time by delivering reports electronically- but this feature is there should you wish to use it.

Please note: the print option has been configured, so that you can print out the record AND attachments in one print command!

Consent Forms

Uploading the patient consent form is now optional.

However, you must take responsibility if you decide not to upload a consent form into eMR that appropriate consent has been sought prior to processing a SAR.

There are different ways to return the record to your patient / third party. You can select multiple options.

1. Direct to the patient (if this option is applicable, please select one option)
 - ☐ Confirmed to patient that agreement exists with Medidata Exchange Limited
2. Return to a third party
 - ☐ Send report back to a third party
3. Print within the Surgery
 - You will always have the option of printing the record in the Surgery. You can do this from the pipeline view, by clicking on a any completed record. You do not need to select this option.

Consent (optional)

Drag and drop files here.

You must upload a valid consent form to proceed with the instruction. Your instruction may be rejected by the Surgery if it is considered invalid.

Select file... [Browse ...](#)

Warning: It is the Surgery's responsibility to ensure that all consent forms are signed correctly by the patient and the Surgery, where appropriate.

[< Go back](#) [Save and Return to Pipeline](#) [Reject Instruction](#) [Proceed>](#)

Simply press **'Proceed'** to move forward with the report.