

Partners in improving local health

NECS Clinical Systems Specialist Team

EMIS Web – Setting Confidentiality and Online Visibility

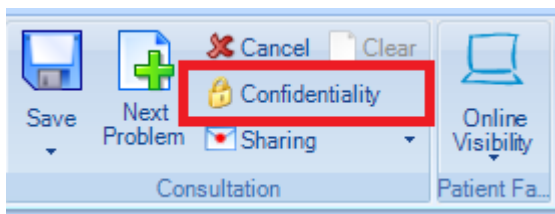
Confidentiality and Online Visibility can be set while in a consultation or when editing a consultation. This could be at the patient's request or a clinical decision.

Setting Confidentiality in a Consultation

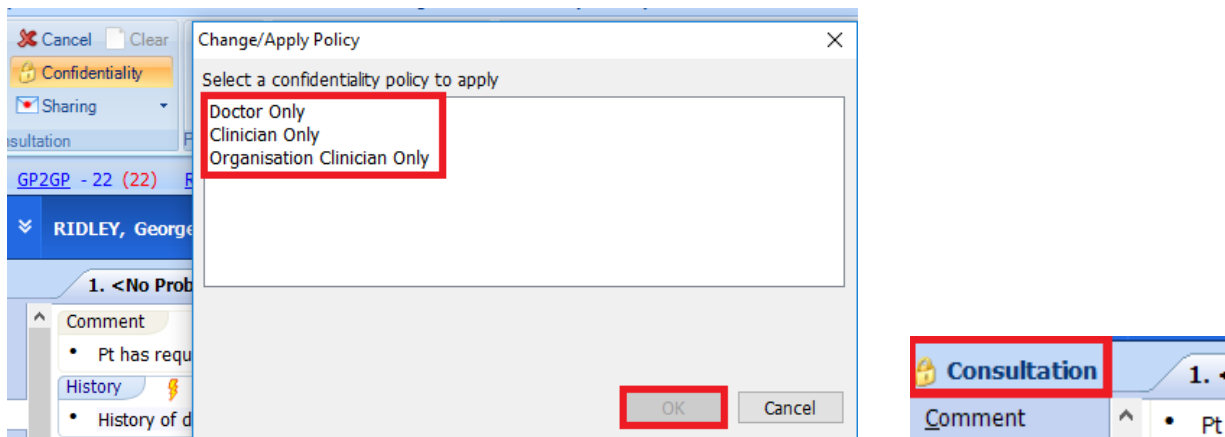
Note: This functionality is limited to certain job roles; you can only apply confidentiality policies if you have RBAC B0080 in your job role. This should be included in all clinical practitioner roles. You will only be able to apply a confidentiality policy if your job role is included in the work group attached to that policy.

Any entry marked as confidential will only be visible to users in the work group included in the policy applied.

1. Start a consultation as normal
2. Click **Confidentiality** in the Consultation ribbon



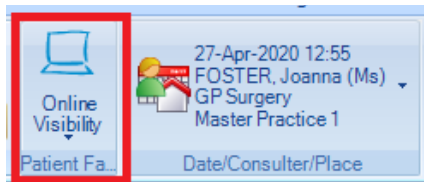
3. Select the relevant policy and click **OK**, a symbol will display to the right of the consultation to confirm



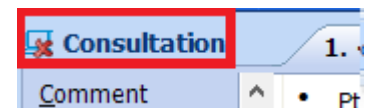
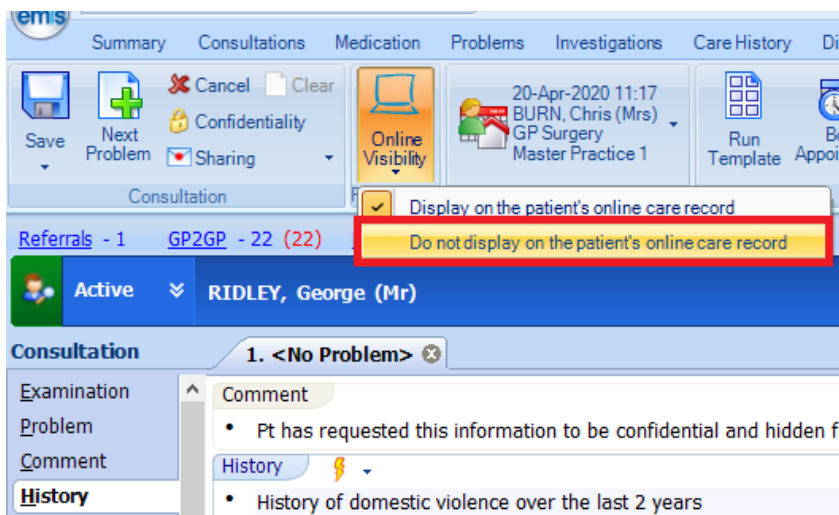
Setting Online Visibility in a Consultation

Online Visibility can be used to hide information held within the patient record, from their online record

1. Start a consultation as normal
2. Click **Online Visibility** in the consultations care record ribbon



3. Select **Do not display on the patient's online care record**, a symbol will display to the right of the consultation to confirm



Note: To change confidentiality or online visibility after a consultation has been saved, locate the entry in the consultation screen, and right click over the consultation header and select the required option.

