MEDIVIEWER – ONE-OFF FILTERS SPECIFIC TO A SINGLE PATIENT RECORD			
As well as Saved Filters, it is possible to apply the following one-off filters:			
Speciality	✓ Document Type	✓ Tags	~ @ Q
<ul> <li>Speciality</li> <li>Document Type</li> <li>Tags</li> <li>Keyword(s)</li> </ul>			
When a filter option is greyed out, like the Tags above, it means there are no Pages in the record with that type of categorisation.			
You can apply one, some or a	ll of these filter options a	gainst a single patient's Heal	th Record.
If the system cannot tell whether to display a Page, because more than one rule is being applied, it will usually display to be on the safe side – which is why you sometimes see pages you wouldn't expect to see in your results.			
<b>Please note:</b> It is not possible to save these individual filter options. Please use the Saved Filters function for filtering by Document Type and/or Keyword. One-off filters cannot be shared either.			
When the Page View is open, the one off and Saved Filters options are available from the <b>Funnel</b> icon in the <b>Bundles</b> sidebar:			
D Q T A >			
FILTER BY SPECIALITY			
Click into the <b>Speciality</b> field at the top of the <b>Bundles</b> View, or <b>Funnel</b> icon if reduced to a sidebar	The <b>Speciality</b> menu dis Speciality	plays: View results	^
	<b>Note:</b> Only Specialities t will display.	hat are present in this patier	าt's Health Record
Click into the <b>tick box</b> of each Speciality you wish to include in this one-off filter	Speciality Trauma & Orthopaedics Clinical Physiology	View results	

## Click View Results Only the selected Specialities now display within the patient's Health Record and a "pill" displays for each Speciality you selected: Speciality 1 ~ Saved Filter T Trai 21/05/2024 1 of 2 21/05/2024 2 of 2 27/01/2023 1 of 6 27/01/2023 2 of 6 27/01/2023 3 of 6 27/01/2023 4 of 6 27/01/2023 5 of 6 2 ø ۲ . Please note: Speciality is derived from the scanning process and only works for Day Forward scanning and therefore linked to an Encounter i.e. only documents scanned since the original bulk of the patient's Health Record was scanned in. These Bundles are noted as having the Speciality appear on the Cover Sheet: TPA T1748666 ABAM Deborah Gender: Female DOB: 16-May-1929 NHS: 9414500138 Clinic: Gastro123 (Gastroenterology) Dr Han (General surgery) 2024/07/15 12:00 DHR Patient Encounter Bundle The i icon goes orange in the Page View to denote an exact match to the Specialty set against the Page. i If you wish to remove the Speciality filter(s) you can:

- Click on the **x** in each pill
- Click on the X in the Blue Filter bar, to clear more than one filter at the same time

FILTER BY DOCUMENT TYPE		
FILTER BY DOCUMENT TYPE Click into the Document Type field at the top of the Bundles View, or Funnel icon if reduced to a sidebar	The Document Type menu displays:         Document Type         Search for document type         Correspondence         UHSussex RSCH A&E Discharge Summary         IP Discharge Summary         Investigations & Procedures         Endoscopy Report         View results	
Click each Document Type	Note: Only Document Types that are present in this patient's Health Record will display. As the Document Types list will be very long, use the Search for Document Type field at the top.	
<b>tickbox</b> that you wish to include	Document Type         history         Clinical History         Anaesthetic Chart         History Sheet - Gynaecology         History Sheet - Neurology         Operation Note         View results	
Click <b>View Results</b>	Only the selected Document Types now display within the patient's Health Record: Image: Comparison Note image: Comparison Note i	

Please note: Document Type is derived from the scanning process. If the term you wish to search by is not covered by a Document Type, use the Text Filter Search (Keyword). The i icon goes orange in the Page View to denote an exact match to the Document Type set against the Page. If you wish to remove the Document Type filter(s) you can: Click on the x in each pill Click on the X in the Blue Filter bar, to clear more than one filter at the same time **FILTER BY TAG** Whilst in a patient's Health The Tags menu displays: Record, click into the Tags Tags ~ field at the top of the Bundles View, or Funnel 🔖 Safeguarding icon if reduced to a sidebar LPA DNACPR Note: Only Tags that are present in this patient's Health Record will display. Click into the tickbox of 1 ^ Tags each Tag you wish to include in this one-off filter 🔶 Safeguarding LPA DNACPR View results Click View Results Only the selected Tags now display within the patient's Health Record: DNACPR × DNACPR Rev: 1.0 03/06/2024 1 of 1 ۲

<b>Please note:</b> Tags are manually applied by authorised users. Tags enable easy access to Pages identified by the Trust for specific situations e.g. Safeguarding.
Bundles with at least one tag within will display with a Tags icon. Individual tagged pages will also display the Tags icon.
The <b>i</b> icon goes orange in the Page View to denote an exact match to the Tag set against the Page.
If a patient does not have any tags against any Pages in their Health Record, the Tags filter field will be greyed out:

If you wish to remove the Tags filter(s) you can:

- Click on the **x** in each pill
- Click on the X in the Blue Filter bar, to clear more than one filter at the same time

## FILTER BY KEYWORD

There are 5 expressions that can be used to find printed words with a patient's Health Record, whether a whole word or a partial spelling, from version 6.3.1 onwards:

Expression	Required Result	Example
Single piece of text	This must be on the page	sigm
More than one	EVERY word must be on the page, in no particular order	
More than one, divided by	ANY word must be on the page	sigm   colon
[\s\S]* between text	EVERY word must be on the page, in this particular order	heart[\s\S]*attack
.* between text	EVERY Word has to be on the same line,	discharge.*summary
	in the same order	

**Please note:** when using the  $.^*$  or the  $[\s\S]^*$  expressions, the words or partial spellings do not need to be exactly next to each other on the page, just in that order.

**peak.\*flow heart.\*rate** highlights Heart rate as well as the rate from Resp rate in the example page returned below. Peak flow displays below it because these two expressions can appear in any order as a space was typed, with the spacebar, between them.

Heart rate: Regular/Irregular	Resp rate:	Temperature:	
Oxygen saturation: %	NEWS:	Blood Sugar:	mmols
Peak flow (In asthma/ COPD	Can patient open mouth (3 verti If No contact Anaesthetist	cal fingers breadth): Ye	s / No

Whilet in a nationt's Health	The Text Filter Cearch field displays	
Record, click on the	The <b>Text Filter Search</b> field displays:	
Magnifying Glass icon at the top of the Bundles	Search	
View, whether reduced to a sidebar or not	<b>Diagon actor Tout filter convehen de not reconsise handuriting.</b> Only	
	typed text.	
Q		
Type in the keyword(s) you wish to include in this one-		
Press the Enter/Return key	A "pill" displays for each word you typed	
on your keyboard	Q sigmoidoscopy x	
	Sigmaidaccony, Papart Sigmaidaccony, Papart	
	Sigmoldoscopy - Neport	
	Weiner E. Kan     Weiner E. Kan       Barrier E. Million     Weiner E. Kan	
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	<b>Please note:</b> A highlight bar will display over the word(s) in the Pages that are returned by your filter.	
Brighton & Sussex University Hospitals Endoscopy Unit		
	SIGMOIDOSCOPY REPORT	
	High Street Handcross Haywards Heath RH17 6BL	
	If the word(s) typed matches the Page's Bundle Name or Document	
	Type exactly, the i icon goes orange in the Page View.	
If you wish to remove the Te	xt filter(s) you can:	
Click on the <b>x</b> in each	n pill	

- Click on the X in the Blue Filter bar, to clear more than one filter at the same time
- Click on the X at the end of the **Text Filter Search** field to remove both the field and the filter