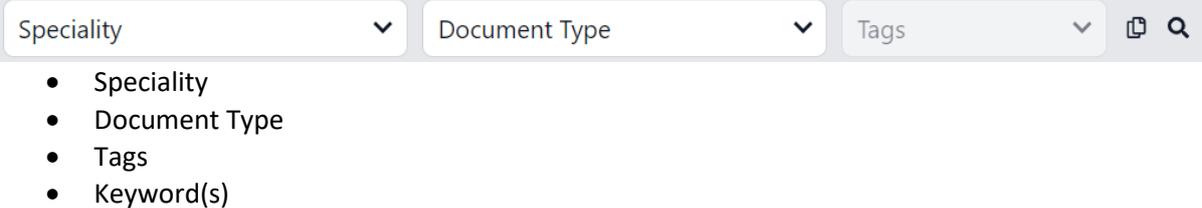


## MEDVIEWER – ONE-OFF FILTERS SPECIFIC TO A SINGLE PATIENT RECORD

As well as Saved Filters, it is possible to apply the following one-off filters:



- Speciality
- Document Type
- Tags
- Keyword(s)

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 all of these filter options against a single patient's Health 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.

**Please note:** 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.

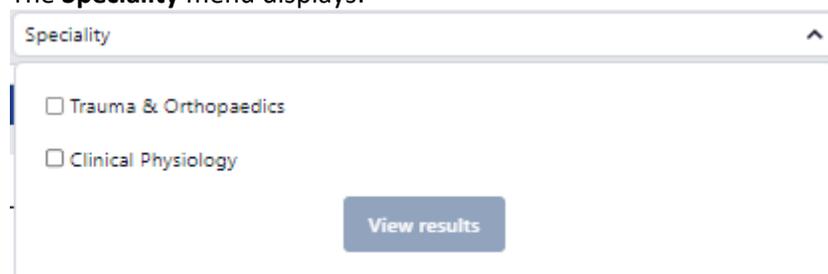
When the Page View is open, the one off and Saved Filters options are available from the **Funnel** icon in the **Bundles** sidebar:



### FILTER BY SPECIALITY

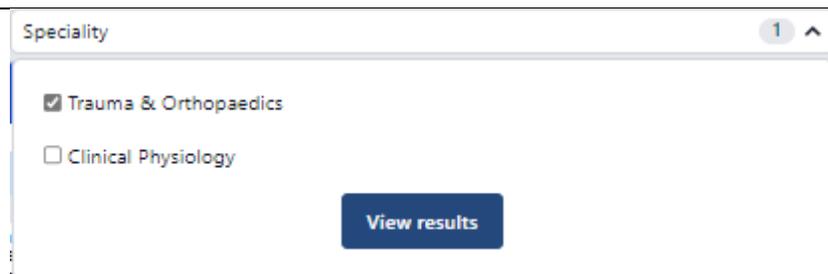
Click into the **Speciality** field at the top of the **Bundles** View, or **Funnel** icon if reduced to a sidebar

The **Speciality** menu displays:



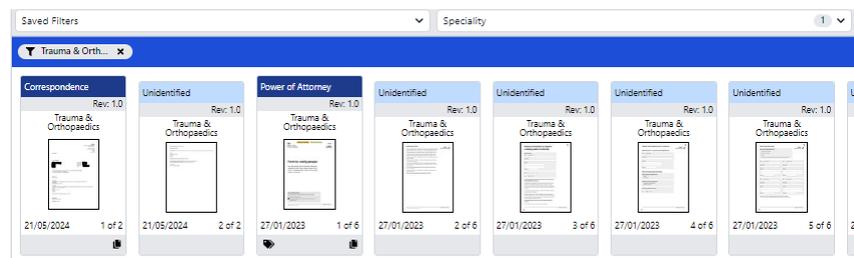
**Note:** Only Specialities that are present in this patient's Health Record will display.

Click into the **tick box** of each Speciality you wish to include in this one-off filter



Click **View Results**

Only the selected Specialities now display within the patient's Health Record and a "pill" displays for each Speciality you selected:



**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:



The **i** icon goes orange in the Page View to denote an exact match to the Specialty set against the Page.



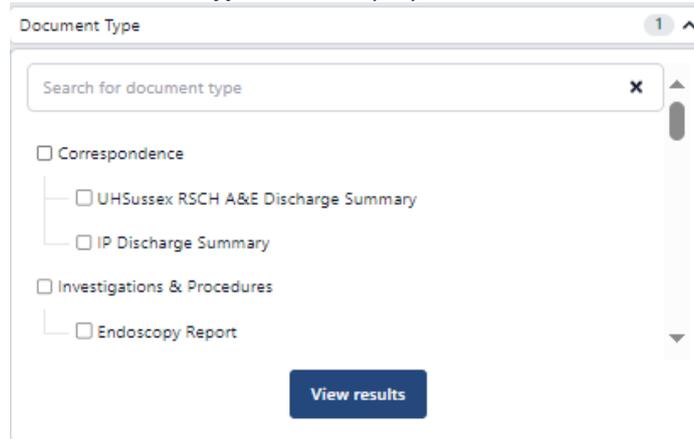
If you wish to remove the Speciality filter(s) you can:

- 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**

Click into the **Document Type** field at the top of the **Bundles View**, or **Funnel** icon if reduced to a sidebar

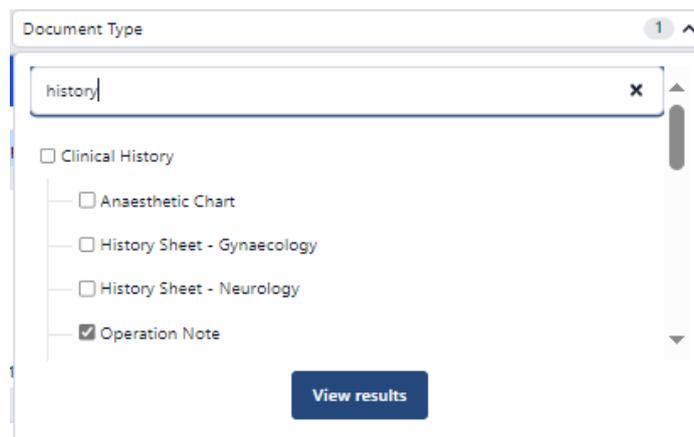
The **Document Type** menu displays:



**Note:** Only Document Types that are present in this patient's Health Record will display.

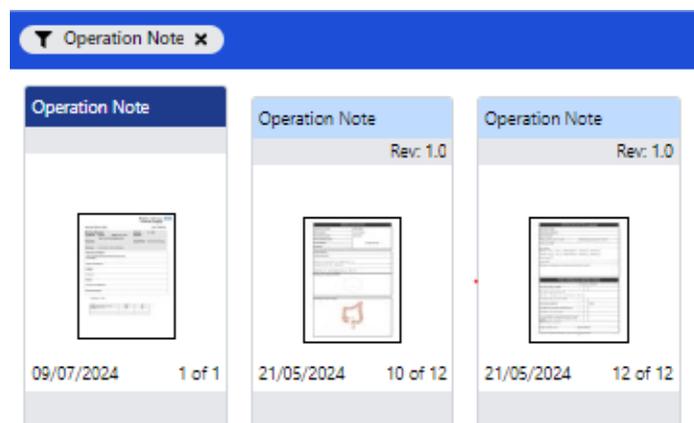
As the Document Types list will be very long, use the **Search for Document Type** field at the top.

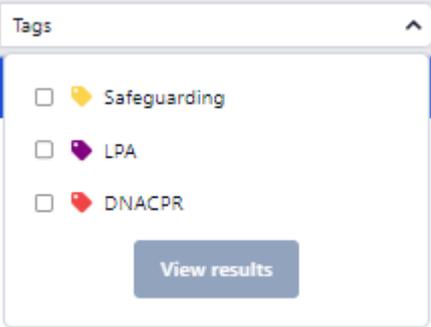
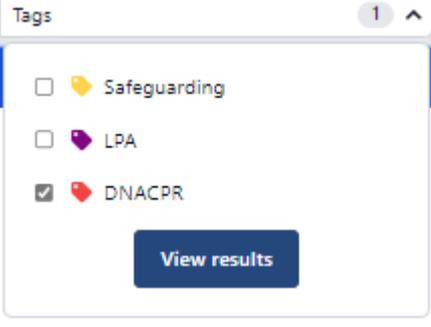
Click each Document Type **checkbox** that you wish to include



Click **View Results**

Only the selected Document Types now display within the patient's Health Record:



	<p><b>Please note:</b> 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).</p> <p>The <b>i</b> icon goes orange in the Page View to denote an exact match to the Document Type set against the Page.</p>
<p>If you wish to remove the Document Type filter(s) you can:</p> <ul style="list-style-type: none"> <li>• Click on the <b>x</b> in each pill</li> <li>• Click on the <b>X</b> in the Blue Filter bar, to clear more than one filter at the same time</li> </ul>	
<p><b>FILTER BY TAG</b></p>	
<p>Whilst in a patient's Health Record, click into the <b>Tags</b> field at the top of the <b>Bundles View</b>, or <b>Funnel</b> icon if reduced to a sidebar</p>	<p>The <b>Tags</b> menu displays:</p>  <p><b>Note:</b> Only Tags that are present in this patient's Health Record will display.</p>
<p>Click into the <b>checkbox</b> of each Tag you wish to include in this one-off filter</p>	
<p>Click <b>View Results</b></p>	<p>Only the selected Tags now display within the patient's Health Record:</p> 

**Please note:** 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 **i** 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

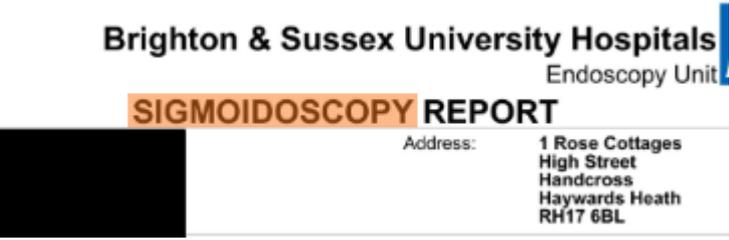
There are 5 expressions that can be used to find printed words with a patient's Health Record, whether a whole word or a partial spelling, from version 6.3.1 onwards:

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
<code>[\s\S]*</code> between text	EVERY word must be on the page, in this particular order	heart <code>[\s\S]*</code> attack
<code>.*</code> between text	EVERY Word has to be on the same line, in the same order	discharge.*summary

**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 patients only)	Can patient open mouth (3 vertical fingers breadth): Yes / No If No contact Anaesthetist	

<p>Whilst in a patient's Health Record, click on the <b>Magnifying Glass</b> icon at the top of the <b>Bundles</b> View, whether reduced to a sidebar or not</p> 	<p>The <b>Text Filter Search</b> field displays:</p>  <p><b>Please note:</b> Text filter searches do not recognise handwriting. Only typed text.</p>
<p>Type in the keyword(s) you wish to include in this one-off filter</p>	
<p>Press the <b>Enter/Return</b> key on your keyboard</p>	<p>A "pill" displays for each word you typed</p>  <p><b>Please note:</b> A highlight bar will display over the word(s) in the Pages that are returned by your filter.</p>  <p>If the word(s) typed matches the Page's Bundle Name or Document Type exactly, the <b>i</b> icon goes orange in the Page View.</p> 
<p>If you wish to remove the Text filter(s) you can:</p> <ul style="list-style-type: none"> <li>• Click on the <b>x</b> in each pill</li> <li>• Click on the <b>X</b> in the Blue Filter bar, to clear more than one filter at the same time</li> <li>• Click on the <b>X</b> at the end of the <b>Text Filter Search</b> field to remove both the field and the filter</li> </ul>	