

MEDVIEWER – CREATE A SUBJECT ACCESS REQUEST

From within the SARs module, click on the **Create New** button

Create new

The **New Request** window/screen displays:

The screenshot shows a 'New request' form with the following fields and options:

- Request type***: Select request type (dropdown)
- Requester type***: Select requester type (dropdown)
- Service type**: Select service type (dropdown)
- Purpose of request***: Text input field
- Requester name***: Text input field
- Address line one***: Text input field
- Address line two**: Text input field
- Town***: Text input field
- County***: Text input field
- Postcode***: Text input field
- Phone No.***: Text input field
- Mobile No.**: Text input field
- Email***: Text input field
- Preferred contact method**: Radio buttons for Post, Phone no., Mobile no., Email
- Subject search**: Text input field with radio buttons for MRN (selected) and NHS
- Search for a subject using the MRN or NHS number**: Radio buttons for Patient deceased, Safeguarding
- Required ID provided**: Radio button
- Required consent provided**: Radio button
- Owner**: Text input field
- Reviewer**: Text input field
- Request date***: Date picker (22 / 01 / 2025)
- Breach date***: Date picker (22 / 01 / 2025)
- Notes**: Large text area
- Buttons**: Cancel, Create

Note: Mandatory fields display a red asterisk after their names.

Fill in the required details, as appropriate, following your department's Standard Operating Procedures.

Subject Search – This is the Medical Record Number or NHS Number of the person who has been or is a patient at the Trust.

Required ID Provided and Required Consent Provided – If these are not ticked and information supplied as to what the ID and Consent was, the SAR is set to a status of On Hold.

Owner – will **ALWAYS** be you, unless you are filling this in on behalf of a colleague.

Reviewer – Does not need to be entered at all, as UHSussex does not use this functionality.

Breach Date – When viewing the Calendar, where **Patient Deceased** has been ticked, there is a pre-set option of +40 days that can be selected; otherwise, this is set to +30 days – any date can be selected.

Add any free text notes in the **Notes** section, which will then be attached to the request.

Notes can be added or changed even after the request has been created.

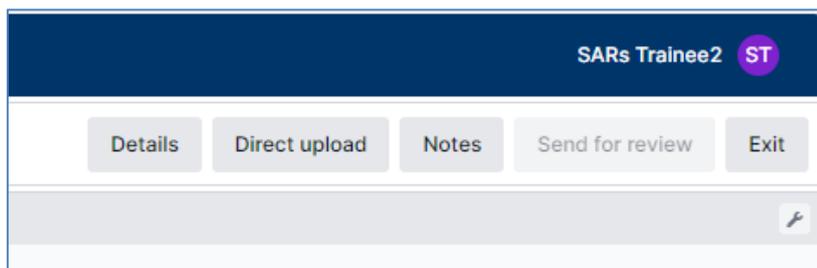
Once all the required details have been input, click the **Create** button

The SAR displays in the SARs list:

Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject	Status
SAR2400010	LPA	Full record	23/07/2024	23/08/2024	011 days remaining	ABDOLKHI, William (Mr) (Male) Born 24/Jan/1937 (87y) NHS No 007 504 8665 (00) MHN 10689323	Record Review
SAR2500001	Court order	Full record	20/01/2025	20/02/2025	02 days	ABAYASEKERA, Paul (Mr) (Male) Born 18/Dec/2013 (11y/1m) NHS No 947 308 5249 (00) MHN 10447362	Record Selection

If it doesn't, after creation, it is likely you created the owner as someone other than yourself as the list always defaults back to My Requests.

To update any of the details of this request, you will need to select the row, to display the SAR and access the **Details** button.



Please see the **View or Update Subject Access Request Details** guide for further details.