MEDIVIEWER – CREATE A SUBJECT ACCESS REQUEST

From within the SARs module, click on the **Create New** button	The **New Request** window/screen displays:

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.

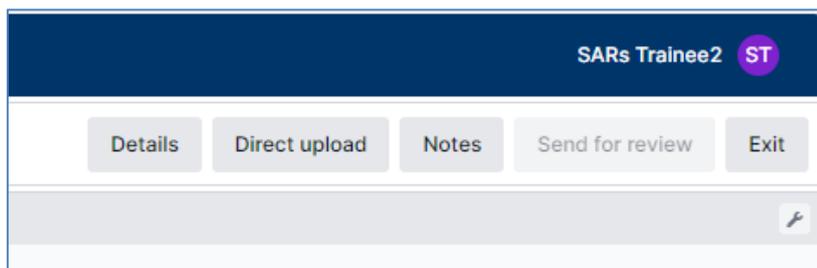Notes can be added or changed even after the request has been created.

Once all the required details have been input, click the **Create** button	The SAR displays in the SARs list:
	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.