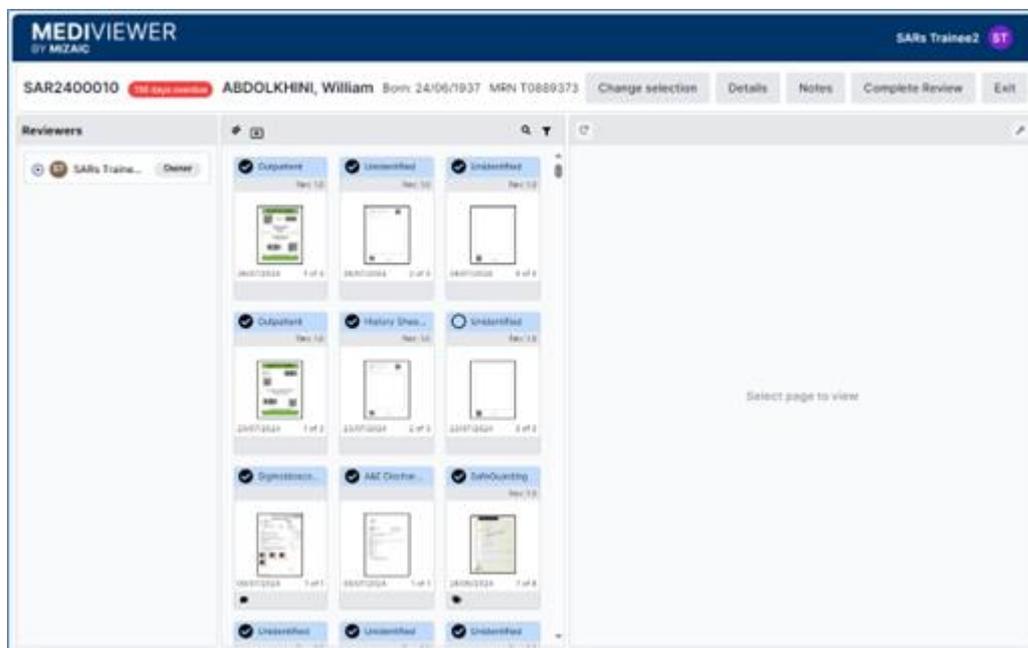


MEDVIEWER – SUBJECT ACCESS REQUEST REVIEW PROCESS

Please note: there is no system notification for this review to take place, so follow your Standard Operating Procedures, for when to carry out the Review.

The **Subject Access Request** screen is where the review takes place, where Pages and Files can be:



- reviewed
- redacted, if necessary
- added if missed:
 - Please see the **Import Images and Files into Subject Access Requests** guide, after using the **Change Selection** button, top-left
 - Please see the **Selecting Pages and Bundles for a SAR** guide, if reqd.
- chosen for the final report

Please note: if you click the **Complete Review** button, on the right, when you have not finished the Review, it IS possible to revert the SAR back to this Review screen.

ALWAYS click **Exit**, if you need to return to the Review later.

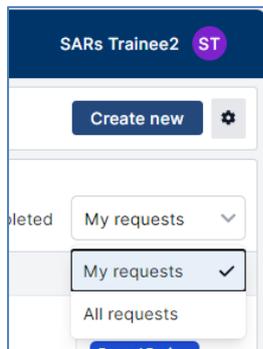
On first entering the **Subject Access Requests** module...

The **Subject Access Requests List** screen displays:

Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject	Status
SAR2400010	LPA	Full record	23/07/2024	23/08/2024	105 days overdue	ABDOLKHINI, William (Mr) (Male) Born: 24/06/1937 (87) NHS No 987 504 9965 (00) MRN T0889373	Record Review
SAR2500001	Court order	Full record	20/01/2025	20/02/2025	24 days	ABAYASEKERA, Paul (Mr) (Male) Born: 16/06/2013 (11yrs) NHS No 947 308 5249 (00) MRN T0447362	Record Selection

Note: the SARs List defaults to “My Requests” that you created.

If required, click the **Requests** field, top-right, then select **All Requests**



The **Subject Access Requests List** screen now displays all the requests:

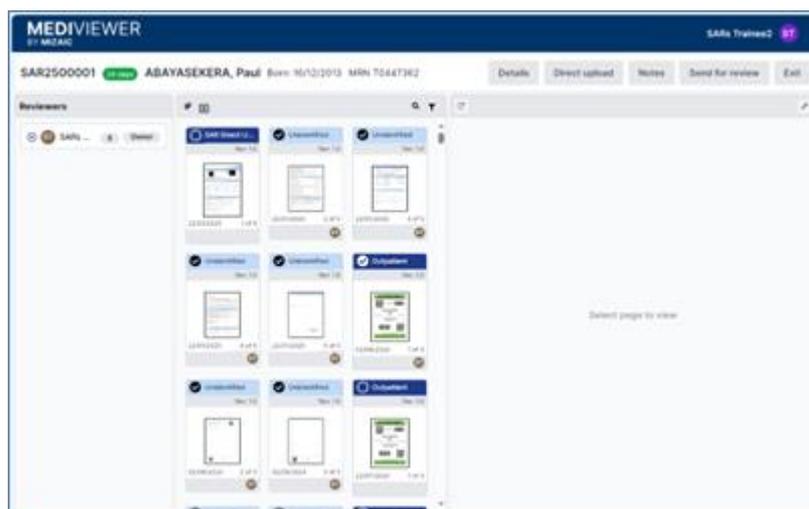
Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject	Status
SAR2400001	Audit	Neurology	07/05/2024	18/07/2024	153 days overdue	KING, PAUL (Mr) (Male) Born: 30/05/1993 (31y) NHS No: UNKNOWN (00) MRN: T0000082	Record Selection
SAR2400002	Subject Access Request	Neurology	29/05/2024	29/05/2024	On Hold +243 Days	Tester9964, Tester (Mr) Born: 08/May/2024 (12w4d) NHS No: UNKNOWN (00) MRN: T2328720	Completed
SAR2400003	Subject Access Request	Neurology	29/05/2024	30/05/2024	Complete	Tester13, Tester (Mr) Born: 02/Apr/2024 (42w5d) NHS No: UNKNOWN (00) MRN: T004371	Completed
SAR2400004	Subject Access Request	Neurology	05/06/2024	06/06/2024	Complete	TEST-PATIENT, Edmstwo (Mrs) (Female) Born: 01/Dec/1970 (54y) NHS No: 343 576 4428 (00) MRN: T3010715	Completed
SAR2400005	Subject Access Request		12/06/2024	12/07/2024	On Hold +229 Days	A ZERO EIGHT TESTING, Epma West (Mx) (Unknown) Born: 03/Fec/1993 (29y) NHS No: UNKNOWN (00) MRN: T5010609	Ready for Download
SAR2400006	Subject Access Request		09/07/2024	09/08/2024	Complete	MC, Testuv (Mr) (Male) Born: 12/Dec/1987 (37y) NHS No: UNKNOWN (00)	Completed

Note: On **Exiting** a Subject Access Request, you will note the **Requests** field returns to **My Requests**. Change this back, if necessary.

See the **Subject Access Requests Module – Overview** guide for further search and filter options in this list.

Click on the SAR you need Reviewed

The **Subject Access Request** screen displays:

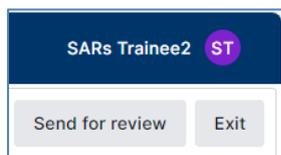


The above screenshot displays the SAR in the **Record Selection** stage, not **Record Review**.

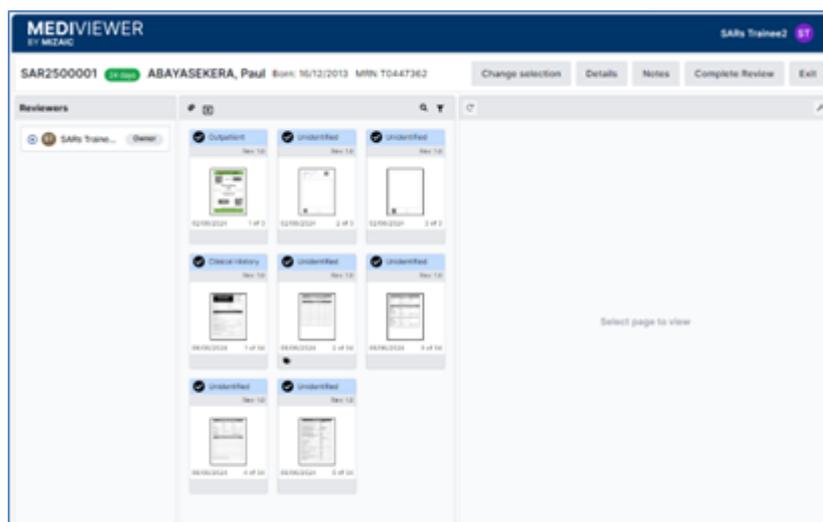
Only click on the **Send for Review** button, once you have selected all the required Pages.

Apply the following instructions, as per your Department's Standard Operation Procedures.

Once you have selected all the required Pages, click on the **Send for Review** button



The **Subject Access Request** screen now displays in **Record Review**:



Note: Whilst in Review, it is not possible to select Pages outside of the Reviewer's selection, or Direct Upload images and files.

If any of the above need changing, click on the **Change Selection** button at the top, to revert back to the **Record Selection** status.

THE REVIEW - NAVIGATION

Click the thumbnail **Page** in the middle of the screen, to review it on the right

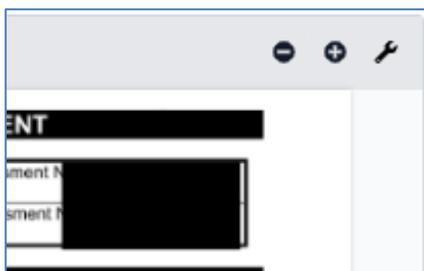
The **Page** displays in full:



Tagged Pages, from the main Health Record, will still display the Tag icon to identify which tag it is.

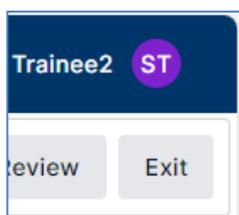
Click on the **Spanner** icon again > **View** to turn off Redaction mode

The Black Box cannot be edited unless Redact mode is switched back on:



EXITING THE REVIEW IF YOU ARE NOT READY TO PRODUCE THE REPORT

If you have not completed the Review and are **not ready to produce the report**, click the **Exit** button



This returns you to the **SARs List** screen:

Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject	Status
SAR2400010	LPA	Full record	23/07/2024	23/08/2024	108 days overdue	ABDOLKHINI, William (Mr) (Male) Born 24/Jun/1937 (87y) NHS No: 987 504 9949 1001 MRN 10889373	Record Review
SAR2500001	Court order	Full record	20/01/2025	20/02/2025	24 days	ABAYASEKERA, Paul (Mr) (Male) Born 16/Dec/2013 (11y9m) NHS No: 547 308 5249 1001 MRN 10447362	Record Review

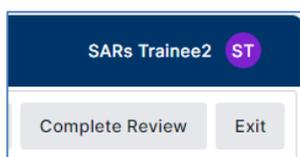
Note: the screen defaults to “My Requests”. If you were working on a Request that was not yours, you may need to change this setting.

Click the **MediViewer** logo if you need to return to the system’s Homepage.

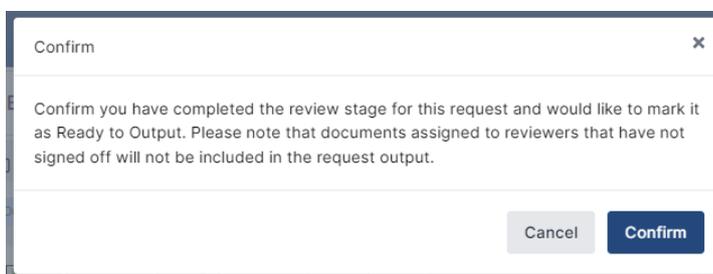
ONLY PROCEED WITH THE NEXT STEP WHEN THE REVIEW IS COMPLETE

COMPLETING THE REVIEW TO PRODUCE THE REPORT

Whilst in the SARs screen, click the **Complete Review** button on the top-right



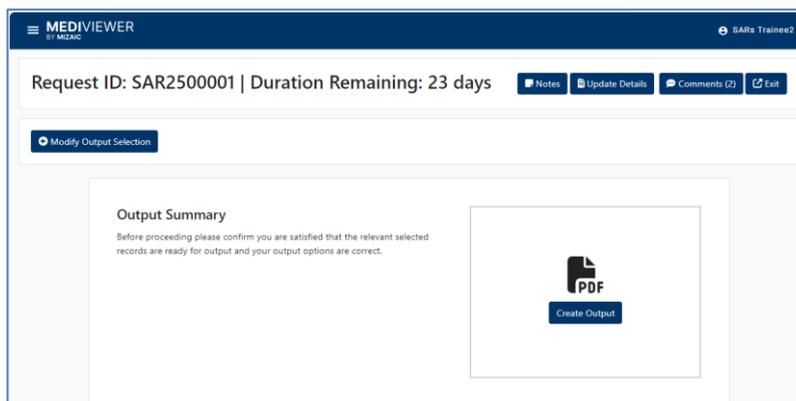
The **Confirmation** pop-up window displays:



Please note: Whilst it is possible to reverse this stage, if selected in error, by clicking **Confirm** you are telling everyone it IS complete and the report can be produced. If you are not wanting to proceed, click the **Cancel** button.

Click on the **Confirm** button to proceed

The SAR now shows a screen to create the output:

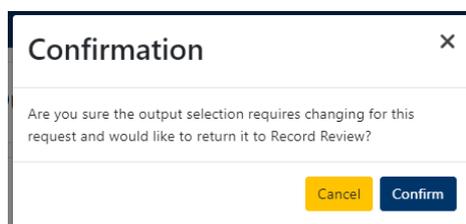


If you were to **Exit** this screen now, a **Ready for Output** status shows in the **SARs List**:

SAR2500001	Court order	Full record	20/01/2025	20/02/2025	23 days	ABAYASEKERA, Paul (Mr) (Male) Born 16/Dec/2013 (11y1m) NHS No 047 308 5249 (00) MRN 10447362	Ready for Output
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Please note: if you need to add further content at this point, due to a last-minute requirement or continue with the Review, you can enter the **Subject Access Request** then **Modify Output Selection**:

You will be presented with a **Confirmation** pop-up window:



If you are not wanting to proceed, click the **Cancel** button. Clicking **Confirm** returns you to the **Record Review** and sets the status back.



WARNING: The **Create Output** button is truly the point of no-return, and you will never be able to return to the Record Review or Record Selection stages of this process. **ONLY** click this when you are sure you have everything you need.

CREATING THE OUTPUT i.e. PRODUCING THE REPORT

Click the **Create Output** button when you are sure no further work is required

The Processing message displays:

Output Summary

Your records are currently being processed with the following settings. Please wait while they are generated. Once processing has completed, you will have the chance to download.


Processing

Request ID: SAR2500001 | Duration Remaining: 23 days

[Notes](#)
[Update Details](#)
[Comments \(2\)](#)
[Exit](#)

[Complete request](#)

Output Summary

Your generated records are now ready with the following options applied. Press download PDF to download a PDF of the request, press download ZIP to download a ZIP of the output, press download & password ZIP to download a password protected ZIP of the output or complete request.


[Download ZIP](#)
[Download & Password ZIP](#)

If you **Exit** this screen now, a **Ready for Download** status shows in the **SARs List**:

SAR2500001	Court order	Full record	20/01/2025	20/02/2025	24 days	ABAYASEKERA, Paul (Mr) (Male) Born 16/Dec/2013 (11y1m) NHS No 947 308 5249 (00) MRN T0447362	Ready for Download
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The PDFs are now available to **Download**.

The **Ready for Download** status stays until you **Complete the Request**.

Follow your Departmental processes for when you should click this button.

Click on the **Complete Request** button which stops the clock against the SAR

This ends the workflow and changes Duration Remaining to Complete and the status to **Completed**:

SAR2500001	Court order	Full record	20/01/2025	20/02/2025	Complete	ABAYASEKERA, Paul (Mr) (Male) Born 16/Dec/2013 (11y1m) NHS No 947 308 5249 (00) MRN T0447362	Completed
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Members of a SARs Team (Information Governance and Medico-Legal) are not automatically informed when a SAR has been reviewed or completed by another member of the team.

Ensure that the team's Standard Operating Processes are followed to ensure its smooth running.