

MEDIVIEWER – 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:

							SARs Traineed	
5AR2400010	ABDOLKHINI,	William Born 24/	00/1937 MRN T0889	373 Change selection	Details	Notes	Complete Review	Exit
Reviewers	* .		۹ ۲	e				
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- 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.

module		MEDIVIEWER									ARs Trainee2 ST	
	My requests in	My requests in progress 1 Near breach Breached 1 On hold								Create new	۵	
	Search Search reque	est ID	Filter	Sort by Request ID	~	Sort order Ascending	~	Reset	Show Completed	My requests	~	
	Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject			Status		
	SAR2400010	LPA	Full record	23/07/2024	23/08/2024	156 days overdue	ABDOL Born 24/J NHS No 9 MRN T08	KHINI, Wil lun/1937 (87y 187 504 9565 89373	liam (Mr) (Male)) (00)	Record Review		
	SAR2500001	Court order	Full record	20/01/2025	20/02/2025	24 days	ABAYA Born 16/D NHS No 9 MRN T04	SEKERA, P Dec/2013 (11y) 147 308 5249 147362	Paul (Mr) (Male) Im) (00)	Record Selection	3	
	Showing 1 - 2 of	2 results							K P	rev 1/1 Ne	set >	

If required, click the Requests field, top-right,	The Subject Access Requests List screen now displays all the requests:						
then select All Requests	My requests in progress 1 Near breach 2 Breached 2 On hold 1 Create new 0						
	Search Sort by Sort order Search request ID Filter Request ID V Ascending V Reset Show Completed All requests	_					
SARs Trainee2 ST Create new	Request ID Request Type Services Request Date Breach date Duration remaining Subject Status						
	SAR2400001 Audit Neurology 07/05/2024 18/07/2024 103 days cention KING, PAUL (Mr) (Male) Ban 30(septible 21/b) Net Rev UNROWN (b) Met Trootogia						
	SAR2400002 Subject Access Request Neurology 29/05/2024 29/05/2024 On Hold +2/31 Days Tester/906A, Tester (Mr) Bon DRMs//2024 (Divide) INF No URX/NR K00 INF No URX/NR K00 Completed						
	SAR2400003 Subject Access Repuest Neurology 29/05/2024 30/05/2024 Complete Complete Tester13, Tester (Mr) Ben 02/04/70340 (40:66) MBN 2024371 Complete	I					
My requests 🗸	SAR2400004 Subject Access Repuest Neurology 05/08/2024 06/08/2024 Complete TEST-PATIENT, Edmstwo (Mrs) (Female) Ben E000/IND (44) NMM 55/07/15 Complete						
All requests	SAR2400005 Subject Access Request 12/06/2024 12/07/2024 On Hold statistics (Mark Unknown) Request (Mark Unknown) R						
	SAR2400006 Subject Access 08/07/2024 09/08/2024 Compton Bert Subject Access Bert Subje	*					
Click on the SAR you need Reviewed	See the Subject Access Requests Module – Overview guide for search and filter options in this list. The Subject Access Request screen displays: MEDIVIEWER EXAMPLE: E	further					
	The above screenshot displays the SAR in the Record Selection sont Record Review.	stage,					

Once you have selected all the required Pages, click on the Send for Review	The Subject A	ccess Request	screen n	ow displa	ys in I	Reco	ord Revie	ew:
button	SAR2500001 0000 ABA	VASEKERA, Paul Born Millarota	MRN TO447362	Change selection	Details	Notes	Complete Review	540
SARs Trainee2 ST Send for review Exit	Reviewers	* 10	9. ¥	e				
	SAIs Turk. (1996)	• •	COULDER THE ACT	Select page to view				
	Note: Whilst i Reviewer's se If any of the a button at the	n Review, it is r lection, or Dire bove need cha top, to revert t	not possi ct Upload nging, cli back to th	ble to sele d images a ck on the ne Record	ect Pa and fi Chan Seleo	ages les. age S ction	outside election status.	of the



Once in the Page view , on tr	ne right, the following o	ptions are ava	ailable:		
C PRE OPER	ATIVE ASSESSMENT	• • F • View • Annotate	C Rotate the Page		
Signature of Pre Assessment Nurse: STAF	Initials of Pre Assessment Nurse: F SIGNATURES Staff number Designation	Redact	O Zoom Out		
			O Zoom In		
			View or Redact mode		
			Previous Page in Review selection		
			Next Page in Review selection		
<		2	It is also possible to move the Page around with your mouse in Page View		
BUG WARNING – v6.3.1 – UI will break the Subject Access be created.	NTIL ADVISED OTHERW Request making it com	ISE – DO NOT opletely inacce	USE the Annotate function, as this essible and another SAR will need to		
THE REVIEW - REDACTION					
If you need to block out portions of the page, click on the Redaction icon, on the far-right	Redaction mode is not	w switched or	n and the cursor becomes a Cross:		
Drag your mouse across the Page	A Black Box shape app	Dears on top o NT Tent Nurse: nent Nurse:	 Position the box around with your mouse, after click-holding the mouse button. 		
Shape the box size by dragging it out from one of its corners. You can only Delete the redaction, with the Bin , whilst in Reda mode – click on the redaction at this time, to see the icons abc					



EXITING THE REVIEW IF YOU ARE NOT READY TO PRODUCE THE REPORT If you have not completed This returns you to the SARs List screen: the Review and are not ready to produce the report, click the Exit button My requests In progress 1 Near breach i Breached 1 On hold i Sort order Filter V Reset Show Completed Request ID Ascending Request ID Request Type Breach date Duration rema Subject Services **Request Date** Trainee2 ST ABDOLKHINI, William (Mr) (Male) Born 24/Jun/1937 (87y) NHS No 987 504 9565 (00) ABAYASEKERA, Paul (Mr) (Male) Court order 20/01/2025 24 days NHS No 947 308 5249 (00) MRN T0447362 leview Exit 1/1 Next > Showing 1 - 2 of 2 results 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 T	O PRODUCE THE REPORT
Whilst in the SARs screen,	The Confirmation pop-up window displays:
click the Complete Review	
button on the top-right	Confirm
SARs Trainee2 ST	Confirm you have completed the review stage for this request and would like to mark it as Ready to Output. Please note that documents assigned to reviewers that have not signed off will not be included in the request output.
Complete Review Exit	Cancel Confirm
	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	The SAR now shows a screen to create the output:							
button to proceed								
	E MEDIVIEWER O SARS Trainee2							
	Request ID: SAR2500001 Duration Remaining: 23 days Notes Dupdate Details Comments (2) (2 Lat							
	O Modify Output Selection							
	Before proceeding please confirm you are satisfied that the relevant selected records are ready for output and your output options are correct.							
	PDF							
	Charle Kotpor							
	If you were to Evit this series new a Ready for Output status shows							
	in the SARs List:							
	SAR2500001 Court order Full record 20/01/2025 20/02/2025 Fet boys ABARY Mode State Mode Main 100-per/2014 Full record 20/01/2025 20/02/2025 Fet boys Main 100-per/2014 Main 100-per/2014 Main 100-per/2014 Full record 20/01/2025 20/02/2025 Fet boys Main 100-per/2014 Main 100-per/2014							
	Please note: if you need to add further content at this point, due to a							
	the Subject Access Request then Modify Output Selection:							
	You will be presented with a Confirmation pop-up window:							
	Confirmation ×							
	Are you sure the output selection requires changing for this request and would like to return it to Record Review?							
	Cancel Confirm							
	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.							
- Cleate Output	need.							

CREATING THE OUTPUT i.e.	PRODUCING THE REPORT	
Click the Create Output	The Processing message displays:	
button when you are sure		
no further work is required	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.	:
Request ID: SAR2500001	Duration Remaining: 23 days RNotes Update Details P Comment	s (2) C Exit
Output Summary Your generated records are no Press download PDF to downl download a ZIP of the output password protected ZIP of the	w ready with the following options applied. coad a PDF of the request, press download ZIP to press download & password ZIP to download a coutput or complete request. Download & Password ZIP Download & Password ZIP The 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
The PDFs are now available The Ready for Download sta Follow your Departmental p	to Download . atus stays until you Complete the Request . rocesses 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 and the status to Completed: SAR2500001 Court order Full record 20/01/2025 20/02/2025 Complete Max ASEKERA, Paul (M) (Mail Marketera, Paul (M) (Mail M) (Mail Marketera, Paul (M) (Mail M) (Mail M) (Mail M) (Mail M) (Mail M) (Mail M) (M) (Mail M) (M) (M) (M) (M) (M) (M) (M) (M) (M)	•) Complete
Members of a SARs Team (Ir informed when a SAR has be	nformation Governance and Medico-Legal) are not automatic een reviewed or completed by another member of the team.	ally
Ensure that the team's Stand	dard Operating Processes are followed to ensure its smooth i	running.