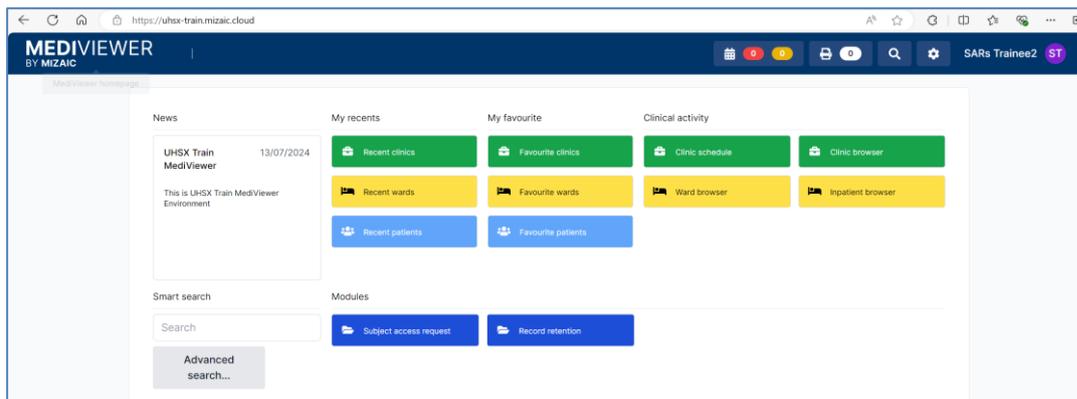


MEDVIEWER – SUBJECT ACCESS REQUESTS – OVERVIEW

Access MediViewer via **UHSussex Applications** so you arrive on the homepage.



Please note: If you access MediViewer via Affinity or Panda then you will be taken directly to the Patient record, cannot access the homepage and therefore cannot access the SARs module.

Click on the **Subject Access Request** button



The **Subject Access Requests (SARs)** list displays:

Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject	Status
SAR2400010	LPA	Full record	23/07/2024	23/08/2024	150 days overdue	ABDOLKHINI, William (Mr) (Male) Born 24/Jan/1927 (87y) NHS No: 197 504 9555 (00) MRN: T0889373	Record Review

Note: The SARs on display are, by default, filtered to **My Requests**. The **Cog** icon (SARs module Settings) only displays for those with the highest-level permission.

Click on the **My Requests** filter field then click **All Requests**

Known bug – When set to All Requests, it still shows My Requests top-left where Filter buttons are – this will be showing All Request values in the buttons.

The **SARs list** redisplay with more entries on it:

Request ID	Request Type	Services	Request Date	Breach date	Duration remaining	Subject	Status
SAR2400001	Audit	Neurology	07/05/2024	18/07/2024	27 days overdue	KING, PAUL (Mr) (Male) Born 20/Sep/1993 (31y) NHS No: UNKNOWN (00) MRN: T0000082	Record Selection
SAR2400002	Subject Access Request	Neurology	29/05/2024	29/05/2024	On Hold +237 Days	Tester9964, Tester (Mr) Born 08/Mar/2024 (0y45d) NHS No: UNKNOWN (00) MRN: T0248792	Completed
SAR2400003	Subject Access Request	Neurology	29/05/2024	30/05/2024	Complete	Tester13, Tester (Mr) Born 02/Nov/2024 (0y46d) NHS No: UNKNOWN (00) MRN: T0243371	Completed
SAR2400004	Subject Access Request	Neurology	05/06/2024	06/06/2024	Complete	TEST-PATIENT, Edmstwo (Mrs) (Female) Born 01/02/1976 (48y) NHS No: 943 576 4428 (00) MRN: T5000715	Completed
SAR2400005	Subject Access Request		12/06/2024	12/07/2024	On Hold +233 Days	A ZERO EIGHT TESTING, Epma West (Ms) (Unknown) Born 03/Feb/1995 (29y) NHS No: UNKNOWN (00) MRN: T5000609	Ready for Download
SAR2400006	Subject Access Request		09/07/2024	09/08/2024	Complete	MC, Testmv (Mr) (Male) Born 02/Oct/1987 (37y) NHS No: UNKNOWN (00) MRN: T5000600	Completed
SAR2400007	test	test	09/07/2024	09/08/2024	24 days overdue	NEWMC, Mv (Mr) (Male) Born 03/Oct/1985 (39y) NHS No: UNKNOWN (00)	Ready for Download

Filter: by the set options at the top; namely, In Progress, Near Breach, Breached and On Hold.

SAR STATE	DESCRIPTION
In Progress	Any request not in the Completed, Rejected or On Hold states that has more days remaining than the current Impending Breach Days setting.
Near Breach	Any request that is within the current Impending Breach Days setting.
Breached	Any request that has passed the set Breach Date.
On Hold	Any request which has not had the ID and Consent ticked or the Status field's Clock set to On Hold.

At the time of writing, the Trust's current Impending Breach Days was set to 10.

Note: the buttons to quickly filter are not toggles, once selected you cannot deselect them, only select another option. To clear back to the full list, either click the **Reset** button or close the Blue filter bar with the **X** icon:

The screenshot shows the SAR management interface. At the top, there are search and sorting options: 'Search request ID', 'Filter', 'Request ID', 'Ascending', 'Reset', 'Show Completed' (checked), and 'All requests'. A blue filter bar is active, showing 'Breached' with an 'X' icon to close it. Below the filter bar is a table with the following columns: Request ID, Request Type, Services, Request Date, Breach date, Duration remaining, Subject, and Status. The table contains one row for SAR2400001, which is an Audit request for Neurology, dated 07/05/2024, with a breach date of 18/07/2024 and a duration remaining of 187 days overdue. The subject is KING, PAUL (Mr) (Male), born 30/Sep/1993 (31y), with NHS No UNKNOWN (00) and MRN T0000082. A 'Record Selection' button is visible in the status column.

Reset resets all settings apart from **Show Completed** tickbox and **My Requests**.

Filter: by SAR ID, by typing into the Request ID field then clicking the **Filter** button

The relevant SARs display in the list:

The screenshot shows the SAR management interface with the 'My requests' filter bar active. The filter bar shows counts for 'In progress' (0), 'Near breach' (0), 'Breached' (3), and 'On hold' (1). Below the filter bar is a search field with '2400005' entered and a 'Filter' button. The table below shows one result for SAR2400005, which is a Subject Access Request for Neurology, dated 12/06/2024. The status is 'Breached'.

Filter: using the **Filter** button

Sort by

Filter Request ID

The **Request Filter** window displays:

You can combine the filters in this window before clicking on the **Apply** button.

Note that both Request Status and Services (Service Type) allow you to select more than one option from the list, toggling them on and off.

Sort: by clicking into the **Sort By** field

The **Sort By** values display:

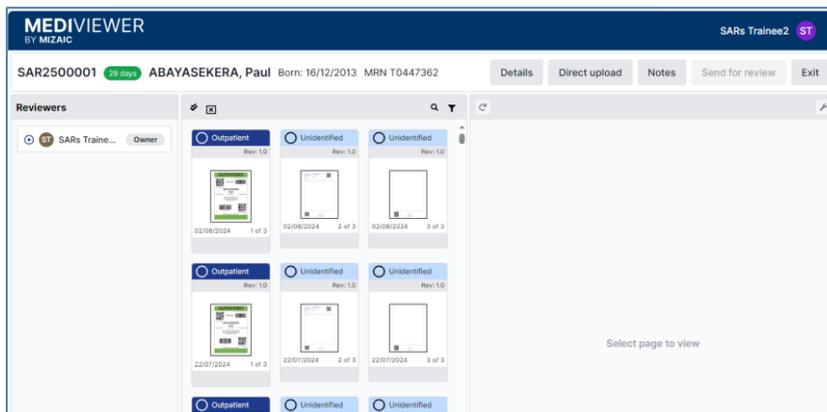
Sort By matches the headers in the list; namely, Request ID, Request Type, Services, Request Date, Breach Date, Duration Remaining, Subject.

Sort Order can be Ascending or Descending.

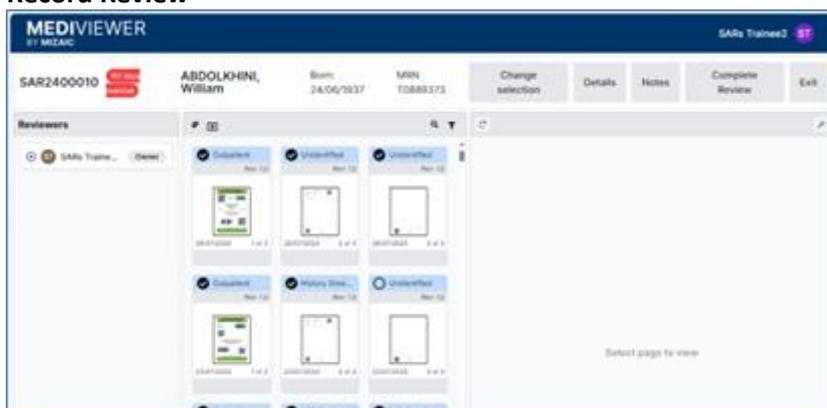
You can choose to include completed SARs or not. The default is to include them. Tick/Untick **Show Completed**, accordingly.

Click anywhere on the SAR row, to open the record in the Status it is currently in

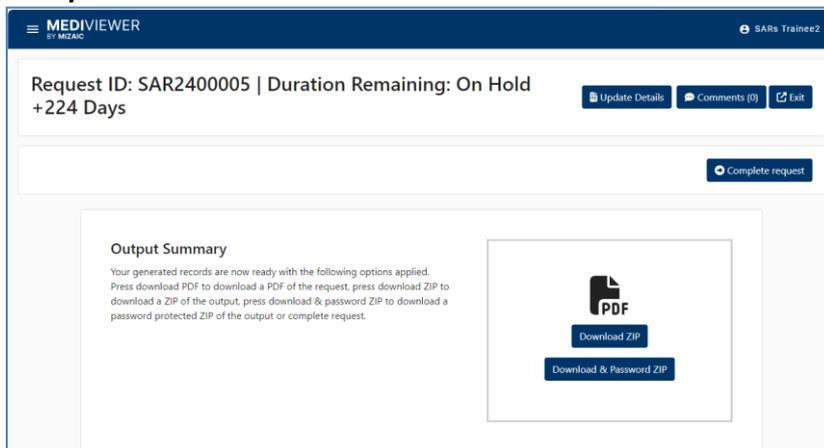
Record Selection



Record Review



Ready for Download



Completed

MEDIVIEWER
SARs Trainee2

Request ID: SAR2400008 | Request complete

Update Details
Comments (0)
Exit

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

Create New SAR: click the **Create New** button, top-right of the list

The **New Request** window displays:

New request [X]

Request type * Requester type * Service type

Purpose of request *

Provide a brief description on the purpose of the request

Requester name * Address line one * Address line two

Town * County * Postcode *

Phone No. * Mobile No. Email *

Preferred contact method
 Post Phone no. Mobile no. Email

Subject search
 MRN NHS

Search for a subject using the MRN or NHS number

Patient deceased Safeguarding

Required ID provided Required consent provided

Owner Reviewer

Request date * Breach date *

Notes

Please see the **Create a Subject Access Request** guide for further details.

Last updated: 10/03/2025

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