Prospective Record Access means access to all future coded data and free text: from 1st November 2022, or from the date that the patient creates an online account, whichever is the later.

Detailed Coded Record Access means access to some/all coded data and none/some/all free text from a specific date in the past. This might be since the patient’s DoB, or date of registration with the practice, or date of access request, or some other specific date.

1. To fulfil your contractual obligation, EMAS Manager must have all sections enabled in Detailed Coded Record (including free text)
2. NHS England, EMIS and SCW recommend that you enter 1/1/1900 into each of the “display free text from” fields, as this date is earlier than any date you may wish/need to enter into any individual patient access, so will not accidentally/inadvertently restrict a specific patient’s access
3. All patients (aged 16+ on 1st November) with an existing online account will be given access to all data entered after 1st November
4. All patients (currently aged 16+) without an existing online account will be given access to all data entered after their date of registration for an online account
5. Patients turning 16 will be given access to all data from their 16th birthday if they already have an online account (or from their date of registration for an online account if they don’t already have an online account)
6. Patients aged 13-16 can have prospective access (and detailed coded record access) if deemed Gillick competent and agreed by a clinician

What about patients for whom online record access might not be appropriate (e.g. safeguarding, mental health, etc.)?

1. If you add the “104” code to a patient’s record before 1st November, the script will not affect that patient’s online access (i.e. they will not be given prospective access unless they already have it)
2. If you review a “104”-coded record prior to 1st November and decide that access can be given, add the “106” code which will ‘release’ the record and allow the script to uplift the patient settings to prospective access
3. If you review a “104”-coded record after 1st November and decide that access can be given, you should add the “106” code (in case the patient moves practice), and add the “granted” code, then manually apply that decision in the patient’s online access settings.
4. If you review a “104”-coded record at any time and decide that access should not be given, add the “withheld” code and manually apply that decision in the patient’s online access settings.
5. If you review a patient record for online access where the 104 code has not been used, record the outcome of the review (granted or withheld) and then manually apply that decision in the patient’s online access settings.

Add **104** code before 1st November  
(to block prospective access until after review)

**1**

Review the record prior to 1st November

*1364731000000****104*** *Enhanced review indicated before granting access to your own health record*

*1364751000000****106*** *Enhanced review not indicated before granting access*

Access should not be granted:  
Add **withheld** code  
Update patient’s online access settings

Access can be granted:  
Add **106** code  
*Optionally add* ***granted*** *code*

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Access should not be granted:  
Add **withheld** code  
Update patient’s online access settings

Access can be granted:  
Add **106** code  
Add **granted** code  
Update patient’s online access settings

Add **104** code after 1st November (review required)

**2**

Review the record after 1st November

*1290311000000106  
Online access to own health record* ***granted*** *following enhanced health record review*

*1290301000000109  
Online access to own health record* ***withheld*** *following enhanced health record review*

Review the record after 1st November (access requested)

**3**

Access should not be granted:  
Add **withheld** code  
Update patient online access settings

Access can be granted:  
Add **granted** code  
Update patient online access settings