

## Marking items within EMIS Web as not visible via online services

You can hide an item within the patient's GP record to ensure that it cannot be seen by the patient if they already have online services enabled. But it will be useful to do this for items that you know you would not wish to be visible *should that patient be enabled for access in the future*.

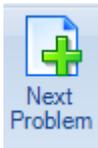
An example would be making a child protection report not-visible online once received by the practice, irrespective of whether that child was enabled for online services, or a proxy enabled on their behalf, now or in the future.

### Consultations

Go to the "**Consultations**" section, choose the consultation, and right click on the banner at the top (with the date and clinician name on it, as seen in blue below). Then click

- "*Online visibility*" and
- "*Do not display on the patient's online care record*"

Note that you can't hide *individual problems* within a consultation (e.g. in the example below, you can't hide the section about "Looked after child" alone, which will have been created by pressing the "Next Problem" button during the consultation).



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06-Sep-2019 12:23		GP Surgery (Yateley Medical Centre)	BHATIA, Nei
Problem	<b>Subject to child protection plan</b> (First)		
Additional	Child protection category physical • Child affected by		
Problem	<b>Vulnerable child</b> (First)		
Problem	<b>Looked after child</b> (First)		
Additional	At risk of emotional/psychological abuse • At risk of mutilation • History of domestic violence • Maternal difficulties • Parent has physical disability • Child is in abuse • Victim of child sexual exploitation • Under emergency department • Admission to hospital • [X]		sexual abuse • family history of i
Problem	<b>Referral to safeguarding children team</b> (First)		poverty • Homeless family • History of emotional abuse • History of pl
Additional	Refer to health visitor • Referral to child and adolescent Safeguarding report sent s17 Safeguarding report sent s47 Child protection conference report submitted		re of paediatrician • Child not brought to appointment • Did not atten her poisoning • [X]Intentional self-harm • Police domestic incident rep

- Edit Consultation
- Delete Consultation
- Complete Draft
- Confidentiality ▶
- Online visibility ▶
- Graphical Trend
- Tabular Trend
- Audit Trail
- Knowledge

- Display on the patient's online care record
- Do not display on the patient's online care record

You have to hide the *entire* consultation for that date. So if a consultation has more than one problem/tab, the whole consultation needs to be hidden/made not visible. If you need to restrict access to part of a consultation, but wish to make another part visible, you'll need to create a separate, [second consultation](#).

From EMIS Web v 9.18.8, any medication within the consultation will also be hidden if online visibility is removed.

Online visibility and [second consultations](#) may also need to be used if you are adding something you do not want the patient to view until you have spoken to them – i.e. a *temporary measure*.

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## During a consultation

Before filing a consultation that you want to make non-visible online, click the "Online Visibility" button in the toolbar at the top of the screen and choose "Do not display on the patient's online care record" before saving the consultation.



## Clinical Documents

That is, work flowed directly into EMIS Web.

You can do this from "Consultations":



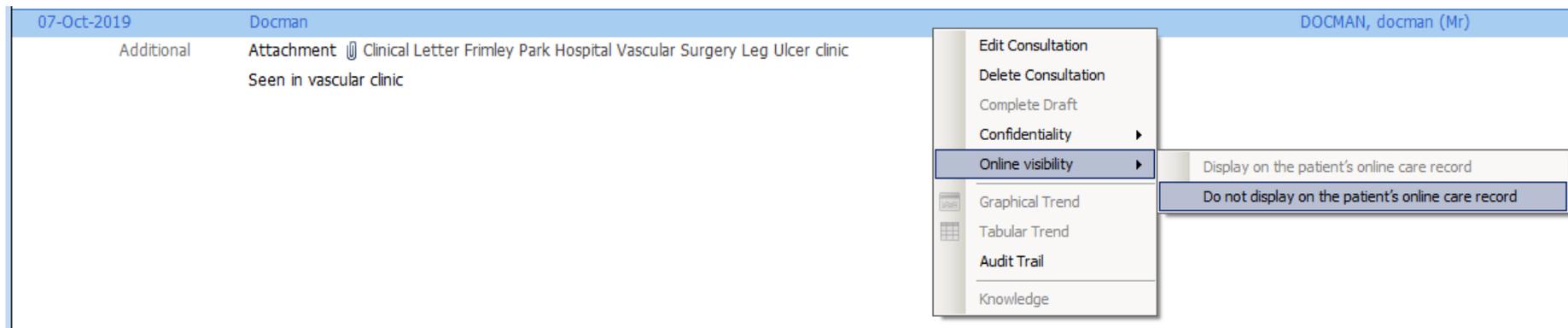
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Or from "Care History":



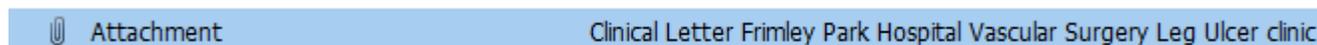
## Docman Attachments

You can do this from "Consultations", for documents *already filed into EMIS Web*:

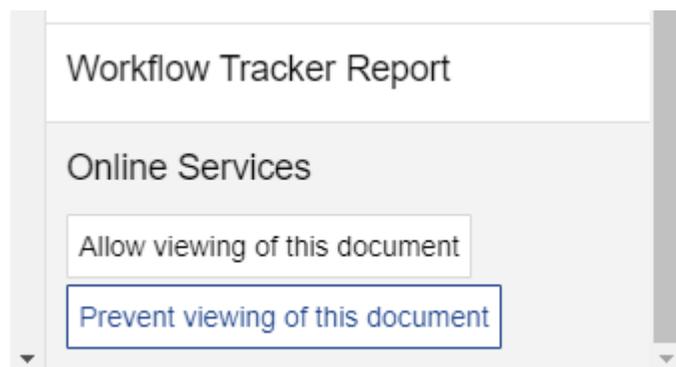


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Or from "Care History":



You can set a document to be not visible online when filing a task (incoming or scanned letter) in your inbox. Go to the bottom of the "Actions" column (right of the screen) and choose "Prevent viewing of this document".



By default, Docman now sets all such documents as *temporarily* ("provisionally") not visible online in EMIS Web:

Date	Consultation Text	
02-Nov-2021	Docman	DOCMAN, docman (Mr)
Additional	[Provisional] Attachment  Heart Failure Nurse Consultation Report Frimley Park Hospital Cardiology	
	Seen in cardiac clinic	

Choosing "Prevent viewing of this document" when filing **makes this non-visibility permanent.**

Choosing "Allow viewing of this document" when filing **makes the document visible online.**

Doing nothing when filing **makes the document visible online.**

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## Investigations & Values

Do this from "Care History":

06-Jun-2019	!	▲	SERUM FREE LIGHT CHAINS	
	!		Serum kappa light chain level	43.90 mg/L (3.3 - 19.4)
	!		Serum lambda light chain level	24.00 mg/L (5.71 - 26.3)
	!		Se kappa:lambda lght chn ratio	1.83 (0.26 - 1.65) Please note in patients with low GFR (<15) the K:L ratio normal range changes to 0.37 - 3.1
29-Apr-2019			O/E - weight	107 kg

## Medication

From EMIS Web v 9.18.8 onwards, existing medication can be hidden by right-clicking on the item:

The screenshot shows a medication list in EMIS Web. The list includes:

- A Paracetamol 500mg tablets One To Be Taken Every 4-6 Hours Up To Four Times A Day, 32 tablet** (TEST, Emis (Dr))
- B Aspirin 300** (Issue) (four To Six Hours When Required, 32 tablet) (02-Sep-2022 TEST, Emis (Dr) Print (Stored))
- C Aspirin 300** (Reauthorise) (four To Six Hours When Required, 32 tablet) (06-Sep-2022 TEST, Emis (Dr) Print (Stored))
- D Dicycloveril** (One-Off Issue) (three Times A Day, 84 tablet) (06-Sep-2022 TEST, Emis (Dr) Print (Stored))

A right-click context menu is open over the Aspirin 300 entry. The menu items are:

- Issue
- Reauthorise
- One-Off Issue
- Cancel Issue
- Reprint
- Edit
- Replace
- End Course
- Restart
- Rx Type
- G/T Switch
- Online visibility** (highlighted)
  - Display on the patient's online care record
  - Do not display on the patient's online care record** (highlighted)
- Match
- Link problems
- Extra Label
- Drug History
- Safety Check
- Drug Information

At the bottom of the screen, there are links for: Regime Review Date, Exemption Expiry Date, Prescription Destination, and a Screen Message button.

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Acute	
A <b>Paracetamol 500mg tablets</b> One To Be Taken Every 4-6 Hours Up To Four Times A Day, 32 tablet	TEST, Emis (Dr) 
B <b>Aspirin 300mg tablets</b> One To Be Taken Every Four To Six Hours When Required, 32 tablet	02-Sep-2022 TEST, Emis (Dr) <i>Print (Stored)</i>
C <b>Aspirin 300mg tablets</b> One To Be Taken Every Four To Six Hours When Required, 32 tablet	06-Sep-2022 TEST, Emis (Dr) <i>Print (Stored)</i>
D <b>Dicycloverine 10mg tablets</b> One To Be Taken Three Times A Day, 84 tablet	06-Sep-2022 TEST, Emis (Dr) <i>Print (Stored)</i>

When adding a new item or course of medication, you will see an additional option for Online Visibility at the top of the 'Add a Drug' screen. By default, the item will be visible online.

Add a Drug ✕

Generic / Trade Switch  Online Visibility  Drug Information  Medication Review  Local Mixtures  My Record

**DEMO, Meds (Mr)** Born **01-Apr-1990 (32y)** Gender **Male**  
NHS No. **Unknown** Usual GP **TEST, Emis (Dr)**

Display on the patient's online care record  
 Do not display on the patient's online care record

Name:   
Dosage:   
Quantity:  inhaler x 200 dose Duration:  Day(s)  
Rx Types:   
Authorising Clinician:   Private  Personally-administered  
 For STI – free of charge

**Pack Details**

Description	Price	Supplier
200 dose	£1.50	Drug Tariff England/Wales
200 dose	£1.46	Teva UK Ltd

Optional Prescription Information

Warnings  Drug Information  Current Medication  Past Medication  Allergies  Problems

Selected Drug - **Salbutamol 100micrograms/dose inhaler CFC free**  
Contains - Salbutamol 100 micrograms/puff

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## WHERE NOT TO TRY

You can't make anything non-visible from:

- Documents
- Investigations
- Referrals
- Problems
- Diary

## BE CAREFUL

Don't confuse "not-visible online" with a confidentiality policy. A confidentiality policy controls who *within* the practice can access information, and from EMIS Web 9.18.8 it will have no effect on online visibility.

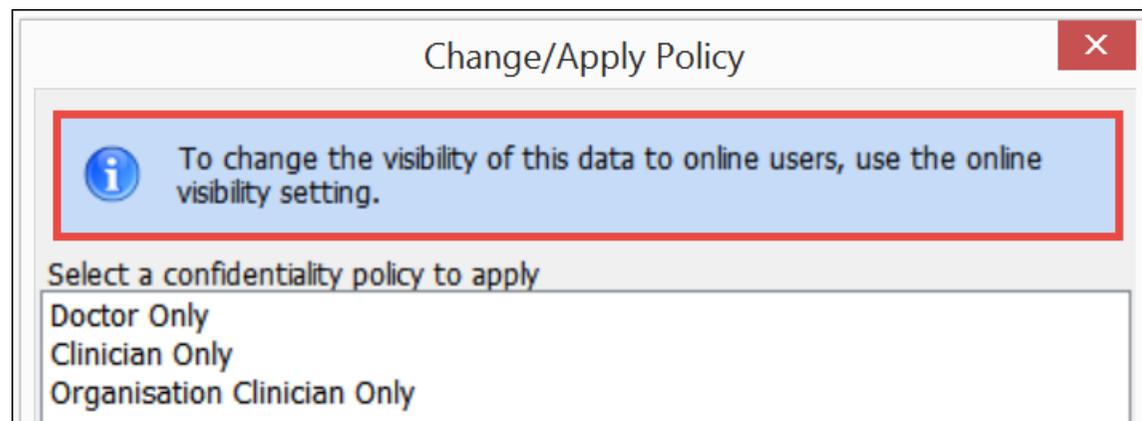
If you have hidden an item from online access, make sure the red-cross symbol is next to it:



Make sure you haven't accidentally applied a confidentiality policy, when a golden padlock will appear instead:



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In EMIS, you cannot redact anything *within* a consultation or document. So if you save an email from a hospital colleague to the EMIS record (e.g. as a *.tif*), and that email contains direct contact information that you would not want the patient to know (e.g. your/your colleague's email address or mobile phone number) then *the entire document needs to be made not visible*.

There is, currently, no third-party redaction software "within" EMIS.