Instructions for importing and amending the pop-up box

The purpose of the pop-up box is to prompt the Primary Care Staff member as to whether they would like to allow patient online access to a record entry where a safeguarding code exists in a patient record.

The pop-up box triggers can be amended once the pop-up box is up and running within a surgery.

To set up the pop-up box feature:

1. All users who will use the pop-up box will need to deselect the side window when running windows. To do this:
   a. for all users in the surgery, type "user preferences" in the search box
   b. Click on protocols in the left-hand bar
   c. Deselect "show the side window when running protocols.

2. To set up the pop-up box, three things will need to be imported into the surgery IT system:
   - Two protocols
   - A safeguarding report

3. These three things can be found and imported from the SystmOne Resource Library

4. To go to the resource library type "resource library" in the bottom left hand search box within SystmOne.

5. Within the research library search for the following:
   - Safeguarding
   - Filter by "type" and select the type, "report" and name "safeguarding"
   - Click "download resource"
   - Go to "reporting" in the top toolbar, then choose "clinical reporting"
   - The report will now be available within the surgery IT system.

6. Within the research library search for the following:
   - Pop-up box
   - Two protocols should then appear entitled, "patient online access pop-up box" and "patient online access – read code added"
   - Download both these resources by clicking "Download resource"
   - For each of these, a "new protocol" box will appear
   - A category will need to be selected
   - The protocols can then be saved to the IT system

7. Once the report is added to the system and the protocols added, the pop-up box should then function.

If there are any problems with the functioning, please email
england.nhseimplementation@nhs.net

The pop-up box looks like this:

If the staff members click "yes" it will proceed to save the record and make it visible to the patient online.

If the staff member clicks "no" then it will bring up the patient consultation details screen where online visibility can be deselected:
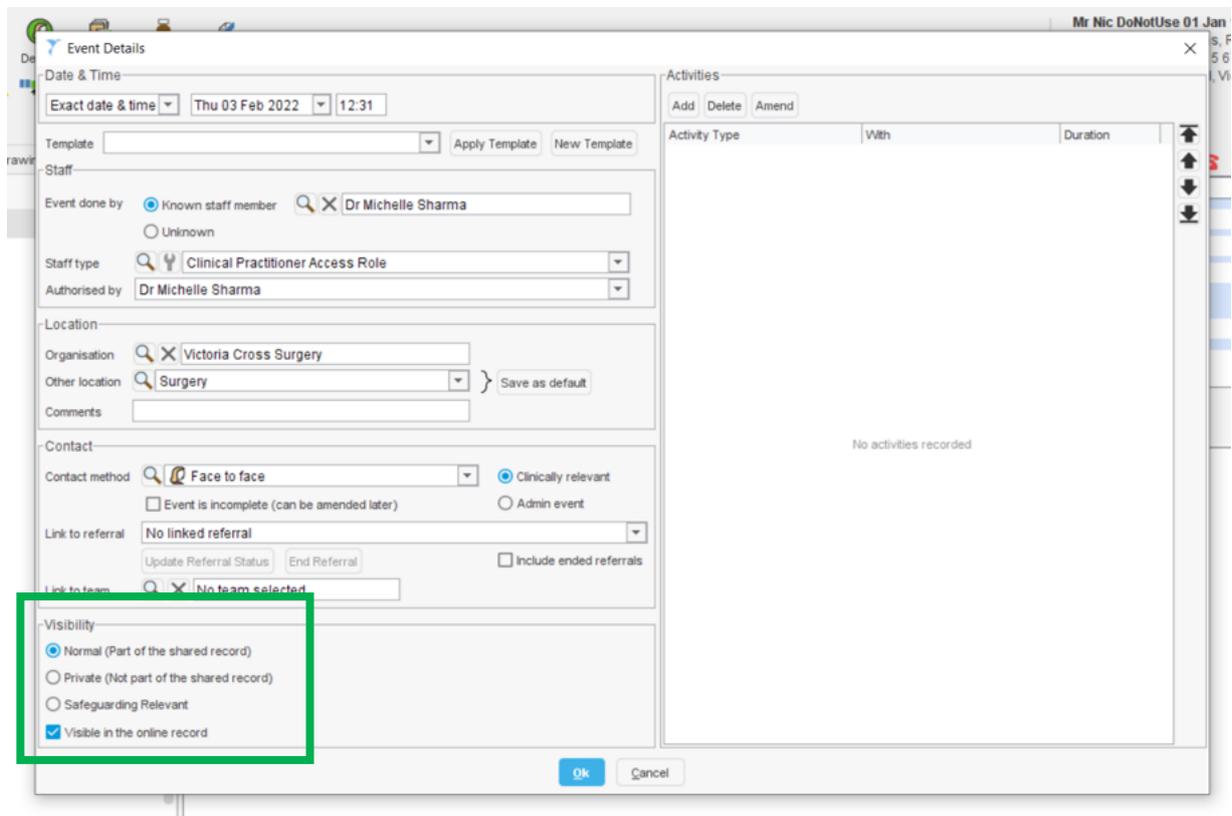
The pop-up box will trigger for the following read codes:

Adult safeguarding concern (766561000000109)
Child in family is safeguarding concern (1064961000000107)
Child in need (135891007)
Child is cause for safeguarding concern (836881000000105)
Child protection conference report submitted (1036511000000100)
Child protection strategy meeting (762931000000105)
DASH (Domestic Abuse, Stalking and Harassment and Honour Based Violence) 2009 Risk Checklist
Family member subject of child protection plan (375041000000100)
History of domestic abuse (429746005)
Lack of mental capacity to make decision (Mental Capacity Act 2005) (787381000000106)
Looked after child (764841000000100)
Referral to domestic abuse agency (758599003)
Referral to multi-agency risk assessment conference (978091000000105)
Referral to safeguarding adults team (514331000000104)
Referral to safeguarding children team (514341000000108)
Safeguarding adults protection plan agreed (943001000000107)
Subject of child in need plan (836931000000102)
Subject of multi-agency public protection arrangements (495021000000105)
Subject of multi-agency risk assessment conference (758941000000108)
Subject to child protection plan (342191000000101)
Unborn child is cause for safeguarding concern (878111000000109)