

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:

	Y Question			
	?	Legislation permits the patient to view their entire patient record unless there is a justifiable reason to withhold an entry or the whole record from view.		
n Mer		A code on the record has triggered this pop-up box. Would you like the patient to be able to view this entry online?		
		<u>Yes</u> <u>N</u> o <u>P</u> ause		

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:

			Mr Nic DoNotUse
Event Details			
ate & Time	Activities		
Exact date & time 💌 Thu 03 Feb 2022 💌 12:31	Add Delete Amend		
emplate Apply Template New Template	Activity Type	With	Duration
taff	_		
vent done by Known staff member Q X Dr Michelle Sharma			
taff tune Q V Clinical Practitioner Access Role			
uthorised by Dr Michelle Sharma			
ocation			
Irganisation QX Victoria Cross Surgery			
ther location Surgery Save as default			
omments			
iontact		No activities recorded	
ontact method 🔍 🖉 Face to face 💌 💿 Clinically relevant			
Event is incomplete (can be amended later)			
ink to referral No linked referral	1		
Update Referral Status End Referral			
ink to team Q X No team selected			
Talk RA			
Normal (Dart of the shared record)			
Private (Not not of the chared record)			
Safequarding Relevant			
, ourges and reaction			
Vieible in the online record			

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 (51433100000104) Referral to safeguarding children team (51434100000108) 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)