

# Subpoena Tool



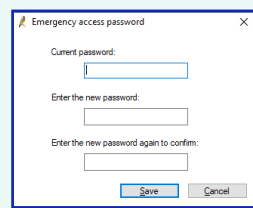
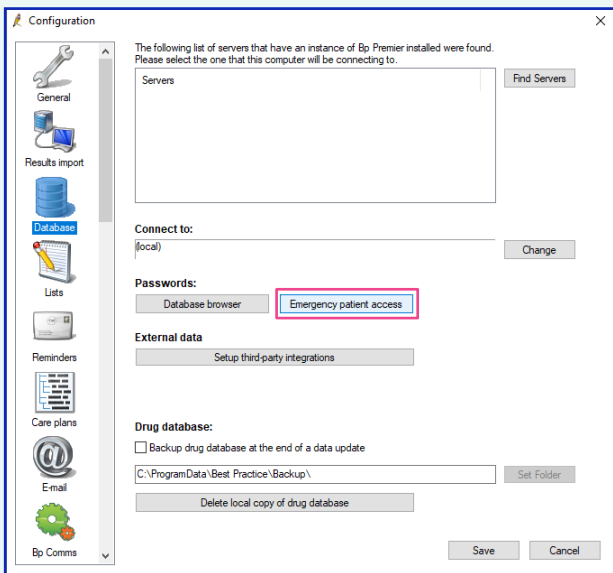
Emergency access password

## Setting the Emergency access password

After upgrading to the Indigo (or higher) release, one of the first things you should do as a practice is set the **Emergency access password**.

You will **need to know** your current password, or it will need to be set in order to export confidential patient information either by the *Subpoena Tool* or the *patient record export function*. Please speak to your Principal Doctor or PM for your current password.

To set the Emergency access password, go to **Setup > Configuration > Database > Emergency access password**.



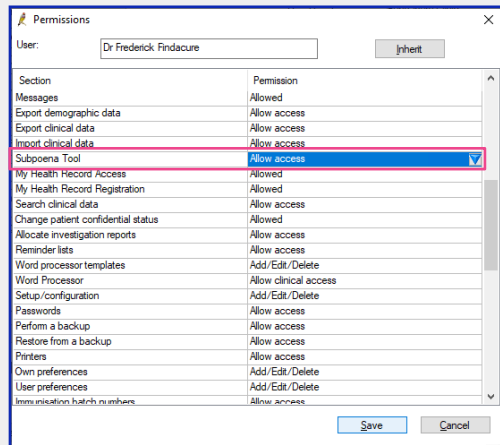
Subpoena tool access

## Accessing the Subpoena tool

The Subpoena tool includes **all** notes, diagnoses, reasons for visit, procedures, correspondence, and clinical images marked confidential. You cannot choose to exclude confidential information. Therefore, it is important that the permission to access this tool only be provided to senior staff.

Access to the Subpoena Tool must be setup in user permissions. Go to **Setup > Users > Edit > Set Permissions**.

If this permission is set to '**Allow access**', the Subpoena tool option will appear in the Utilities menu. Otherwise, this option will not be visible.



Conditions

## Conditions of using the Subpoena tool

1. **If the patient has a usual doctor set and the 'Deny access to other users' checkbox is ticked in the patient demographic:**
  - If the user doing the export IS the usual doctor, it will not prompt for the Emergency access password
  - If the user doing the export IS NOT the usual doctor, it will prompt for the Emergency access password
2. **If the patient has a usual doctor set and the 'Deny access to other users' checkbox is NOT ticked in the patient demographic :**
  - The user doing the export will be prompted for the Emergency access password
3. **If the patient does NOT have a usual doctor set:**
  - The user doing the export will NOT be prompted for the Emergency access password

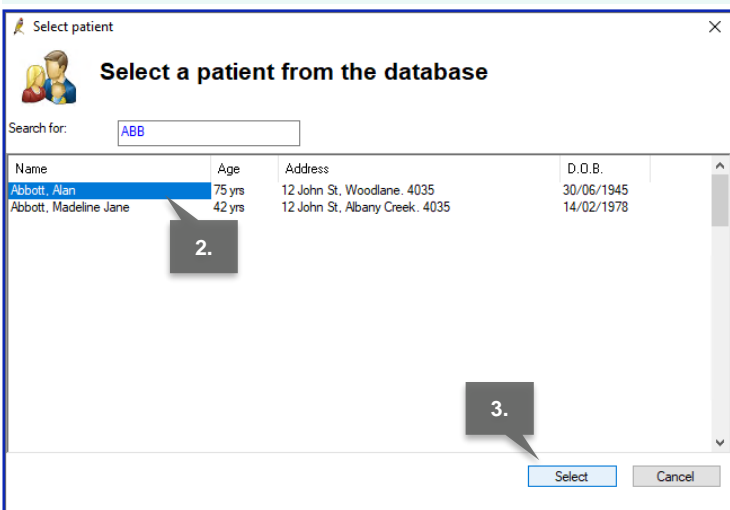
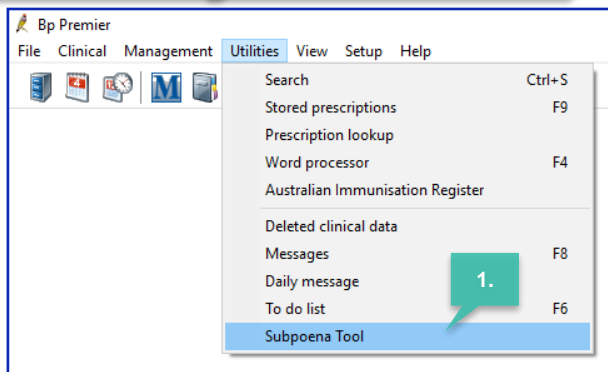


# Subpoena Tool



## Export a record

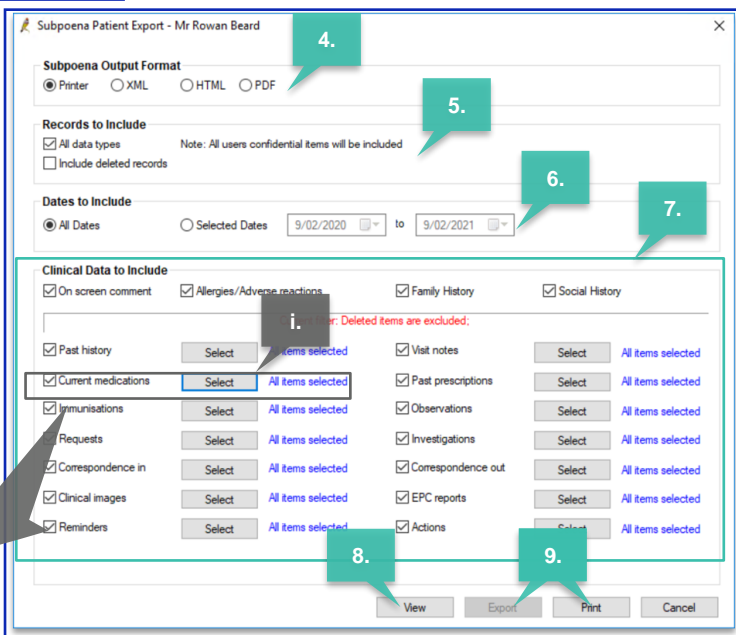
- From the main screen, select **Utilities > Subpoena Tool**. The Open Patient screen will appear.



- Search for and select the patient you need to export.
- Click **Select**. The Subpoena Patient Export screen will appear.

Export a record

- Select whether to export the record to a printer, XML, HTML or PDF.
- You have the ability to include deleted records which may be requested for legal reasons. When this option is checked, you will be able to see those deleted records listed if you click the select button to view the clinical data. These records will be marked as deleted in the output.
- Select the **dates** to include.
- Select the **clinical data** to include.
- Select **View** to preview how the data will present in the word processor.
- Select **Print** or **Export** to export the data and either save to your computer as HTML, XML, PDF or to send to your printer.



- If you select **Current medications**, a window will appear with all the patient's current medications.
- All items are ticked by default, untick the items that you do not want included in the export.
- Click **Insert**.

