NCIS GUIDE
Emergency Access in NCIS

National Cancer Control Programme   Document/Version no: NCISTrain4/2
NCIS Guide   Date: 21/02/2025
Emergency Access in NCIS   Review Date: 21/02/2028

Background

The user access and patient access rights are carefully configured in NCIS to ensure compliance with all data privacy and governance policies.

However, it is recognised that there may be occasions where a patient record may require user access outside of these governance policies in an emergency or for specific clinical reasons.

An "Emergency Access" function has been developed which enables users access patient records who are not within the normal cohort of patients that the user can access.

In typical circumstances, users can access NCIS records for all patients who are

1. NCIS patients in the hospital or hospitals for which the user has access rights to.
2. Patients who are NCIS patients in another hospital but for whom a linked PAS record exists in the users' hospital.

Emergency Access will facilitate user access to a patient record outside the user hospital or patient cohort. An audit trail of all Emergency Access searches is available on the system.

Emergency Access Search

- If a user searches for a patient who is not a patient of their hospital, the search result will show "No Patient Found"
- In this example, the user doctor 1 has only access to patients who have records from St Luke's on NCIS or in the MPI.
- The patient Patrick Trimble is a patient in Mayo General Hospital but has no record in St Luke's PAS and therefore no linked MPI record. The user Doctor 1 should not be able to retrieve the record for Patrick Trimble with a normal Search.

National Cancer Control Programme
NCIS Guide
Emergency Access in NCIS

Document/Version no: NCISTrain4/2
Date: 21/02/2025
Review Date: 21/02/2028

- If Doctor 1 has a relevant clinical reason for accessing the record for Patrick Trimble, they can click on Emergency Access.
- The user will be warned that they are using Emergency Access and that the search is documented.

Search/Add patient

Please enter last name, first name or date of birth

Surname   trimble
First name
Date of Birth
Health insurance number

or use a Hospital ID

Hospital ID

Search   Emergency access

Message from webpage

❓ Attention, this is an emergency access. All processes will be documented.

OK   Cancel

- If they Click OK, the full system is searched and the record from MUH is retrieved

Search/Add patient

Please enter last name, first name or date of birth

Surname   trimble
First name   patrick
Date of Birth   02.02.1954
Health insurance number

or use a Hospital ID

Hospital ID

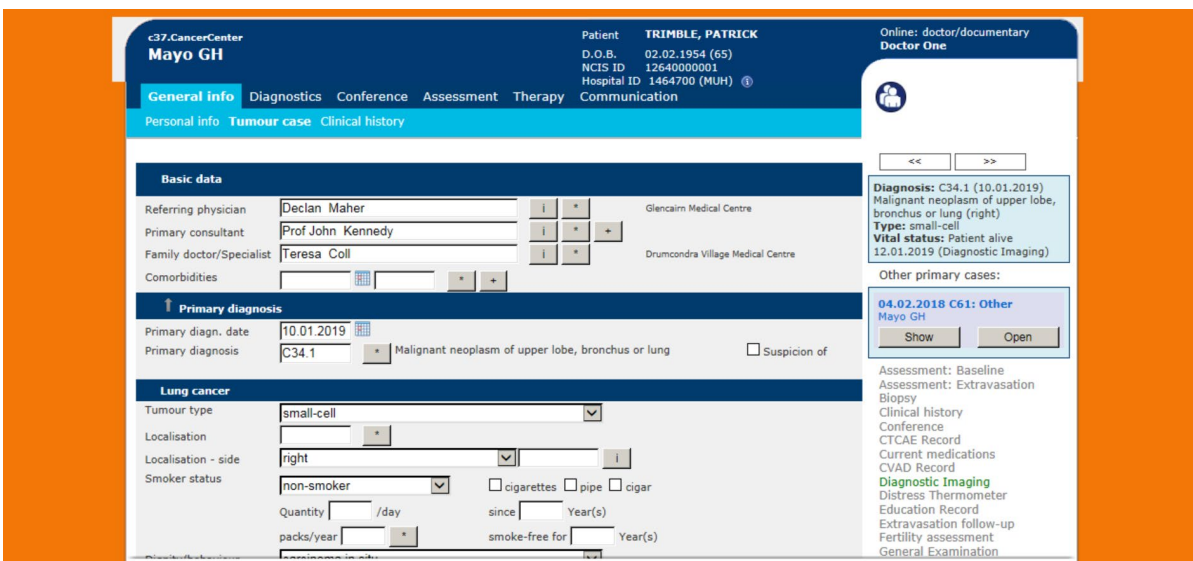Search   Emergency access   Add new case

The following patients were found
Total patients   1
Patients per page: 20 ▾

NCIS ID Hospital ID	Name	Date of birth gender	Address	Hospital
12640000002	TRIMBLE, PATRICK	02.02.1954 (m)	The Villa, 406 Ryevale Lawns Leixlip Co. Kildare	Mayo GH Training

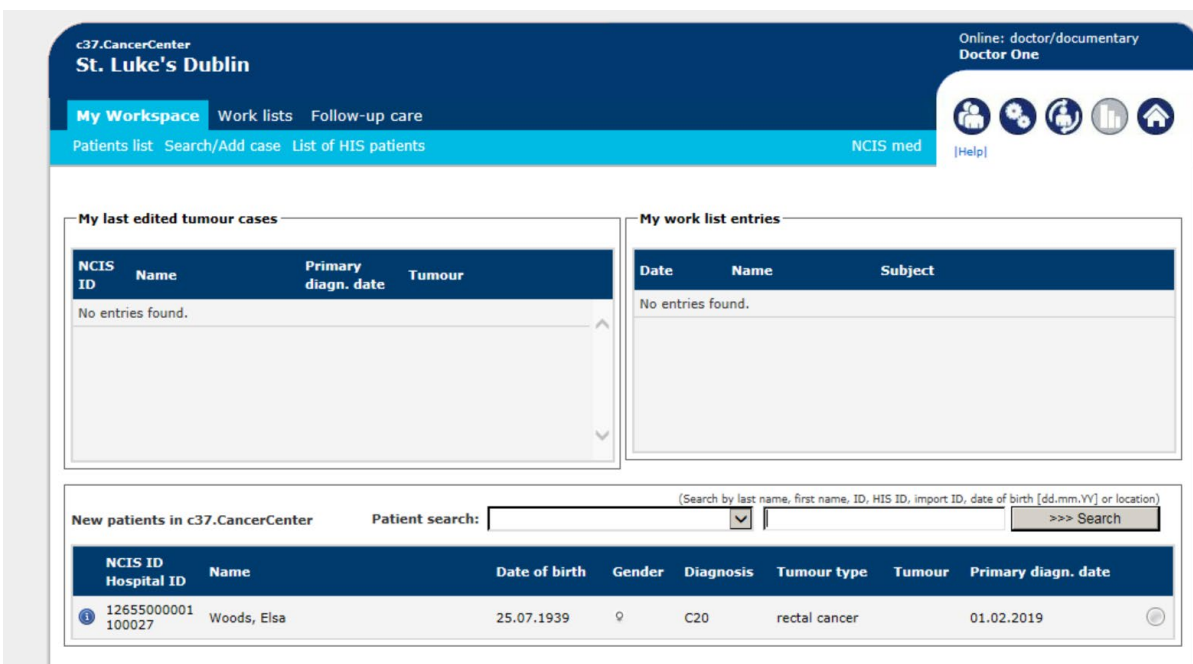- If the user selects the patient record, the option to open an existing case or create a new case is presented.

National Cancer Control Programme
NCIS Guide
Emergency Access in NCIS

Document/Version no: NCISTrain4/2
Date: 21/02/2025
Review Date: 21/02/2028

- If Open Case is selected, the user is redirected to the Tumour Case in Mayo GH
- The background colour of the screen changes indicating to the user that they are using the system in an extraordinary manner.
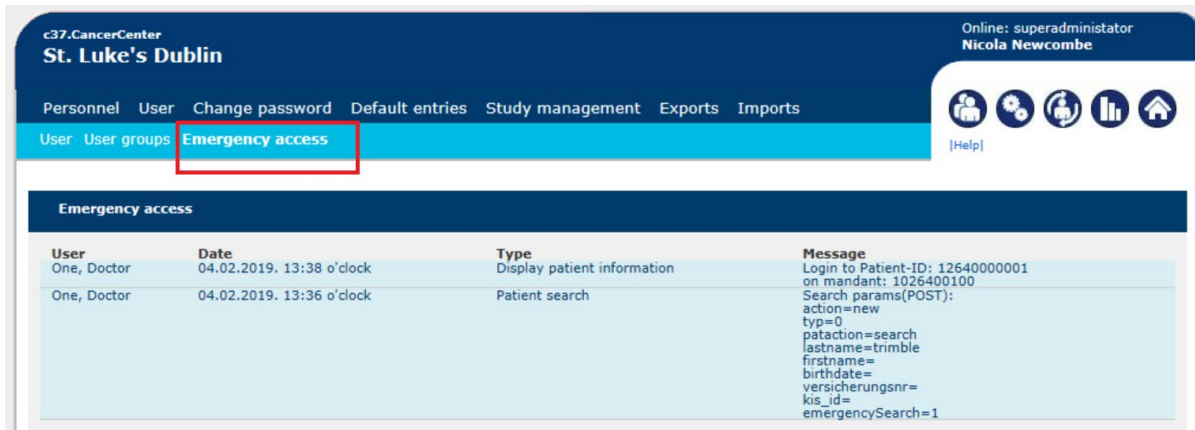

- The user can only access this patient record in the Mayo GH hospital. The only navigation option they have is the "My Workspace" button which brings them directly back to St Luke's Hospital

National Cancer Control Programme
NCIS Guide
Emergency Access in NCIS

Document/Version no: NCISTrain4/2
Date: 21/02/2025
Review Date: 21/02/2028

Auditing Emergency Access

The Emergency Access functionality is automatically audited on the system. The Audit can be reviewed by an administrator.

- Go to Settings → User →Emergency Access

- The details of all Emergency Access are displayed