



## NCIS GUIDE Emergency Access in NCIS

## 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.

| c37.CancerCenter<br>St. Luke's Dublin   | Online: doctor/documentary<br>Doctor One |
|---|--|
| My Workspace Work lists Follow-up care Patients list Search/Add case List of HIS patients |  |
| 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   |  |
| No patient found  |  |

T F

- 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.

| an data of histh   |   |
|--|---|
| or date of birth   |   |
| Message from webpage   | ×   |
| Attention, this is an emergency access. All processes will b documented. | e   |
| OK Can   | cel   |
|  | le  Message from webpage  Attention, this is an emergency access. All processes will b documented.  OK Cano |

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

| Search/Add pa   | atient       |                         |                         |   |                  |
|---|--------------|-------------------------|-------------------------|---|------------------|
| Please enter last   | t name, firs | t name or date of birth |                         |   |                  |
| Surname   | ()           | trimble                 |                         |   |                  |
| First name  |              | patrick                 |                         |   |                  |
| Date of Birth   |              | 02.02.1954              |                         |   |                  |
| Health insurance n  | umber        |                         |                         |   |                  |
| or use a Hospita  | ID           |                         |                         |   |                  |
| Hospital ID   |              |                         |                         |   |                  |
| Search Emerge   | ency access  | Add new case            |                         |   |                  |
| T <b>he following patie</b><br>Total patients<br>Patients per page: | ents were f  | ound<br>1<br>20 ¥       |                         |   |                  |
| NCIS ID<br>Hospital ID  | Name         |                         | Date of birth<br>gender | Address   | Hospital         |
| 1264000002  | TRIMBLE,     | PATRICK                 | 02.02.1954 (m)          | The Villa,<br>406 Ryevale Lawns<br>Leixlip<br>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.

| e enter las      | Patient TRI    | MBLE, PATRICK *02.02.1954 (m)   |         |            |
|------------------|----------------|---|---------|------------|
| me               | Diagnosis date | Client/Diagnosis  | Staging | Action     |
| name<br>of Birth | 10.01.2019     | Mayo GH<br>C34.1 Malignant neoplasm of upper lobe, bronchus<br>or lung small-cell |         | Open case  |
| insurance r      | 04.02.2018     | Mayo GH<br>C61 Malignant neoplasm of prostate Other                               |         | Open case  |
| e a Hospita      |                |   |         |            |
| tal ID           |                |   | Close   | O New case |

- Search T Emergency access T Add new case T
  - 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.

| c37.CancerCenter<br>Mayo GH               | Patient <b>TRIMBLE, PATRICK</b><br>D.O.B. 02.02.1954 (65)<br>NOTE DD 112640000001  | Online: doctor/documentary<br>Doctor One   |
|---|--|--|
| General info Dia                          | Hospital ID 1464700 (MUH) ()<br>gnostics Conference Assessment Therapy Communication   | <b>(</b>   |
| Personal info Tumou                       | r case Clinical history  |  |
| Basic data                                |  | << >><br>Diagnosis: C34.1 (10.01.2019)   |
| Referring physician<br>Primary consultant | Declan Maher i * Glencaim Medical Centre Prof John Kennedy i * +   | Malignant neoplasm of upper lobe,<br>bronchus or lung (right)<br><b>Type:</b> small-cell |
| Family doctor/Specialist                  | Teresa Coll i * Drumcondra Village Medical Centre  | 12.01.2019 (Diagnostic Imaging)  |
| Comorbidities                             |  | Other primary cases:   |
| 1 Primary diagnos                         | is   | 04.02.2018 C61: Other<br>Mayo GH   |
| Primary diagn. date<br>Primary diagnosis  | 10.01.2019       C34.1       • Malignant neoplasm of upper lobe, bronchus or lung       □ Suspicion of                             | Show Open  |
| Lung cancer                               |  | Assessment: Baseline<br>Assessment: Extravasation<br>Biopsy                              |
| Tumour type                               | small-cell   | Clinical history<br>Conference   |
| Localisation - side                       | right i  | Current medications<br>CVAD Record   |
| Smoker status                             | non-smoker         Image: cigarettes         pipe         cigarettes           Quantity         /day         since         Year(s) | Diagnostic Imaging<br>Distress Thermometer<br>Education Record                           |
|   | packs/year * smoke-free for Year(s)  | Extravasation follow-up<br>Fertility assessment  |

• 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

| c37.CancerCenter<br>St. Luke's Dublin   |               |        |                   |                                  | Online: doctor/documentary<br>Doctor One   |
|---|---------------|--------|-------------------|----------------------------------|--|
| My Workspace Work lists Follow-up care Patients list Search/Add case List of HIS patients |               |        |                   | NCIS med                         | 🚷 🗞 🏟 🕕 🏠  |
| My last edited tumour cases   |               | My w   | ork list entri    | es                               |  |
| NCIS Primary Tumour<br>ID Name diagn. date  |               | Date   | Nam               | e Subjec                         | t.   |
| No entries found.   |               | No en  | itries found.     |                                  |  |
| New patients in c37.CancerCenter Patient search:  | Date of birth | Gender | (Search by last n | ame, first name, ID, HIS ID, imp | bort ID, date of birth [dd.mm.W] or location) >>> Search bur Primary diagn, date |
| Hospital ID           12655000001           100027  | 25.07.1939    | Ŷ      | C20               | rectal cancer                    | 01.02.2019   |

## Auditing Emergency Access

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

• Go to Settings  $\rightarrow$  User  $\rightarrow$ Emergency Access

| :37.CancerCenter<br>St. Luke's D | Dublin                        |                 |                                 |         |               | Online: superadministator<br>Nicola Newcombe |
|----------------------------------|-------------------------------|-----------------|---------------------------------|---------|---------------|--|
| Personnel Use<br>Jser Usergroup  | er Change password            | Default entries | Study management                | Exports | Imports       |  |
| Emergency acc                    | Data                          |                 | Turne                           |         | Massaga       |  |
| User<br>One Doctor               | Date<br>04.02.2019, 13:38 o'c | lock            | Type<br>Display nationt informa | tion    | Message       | ant ID: 1264000001                           |
| one, bottor                      |                               |                 | Display patient monina          | luon    | Login to Pati | 1026400100                                   |

• The details of all Emergency Access are displayed