



Subpoena Tool

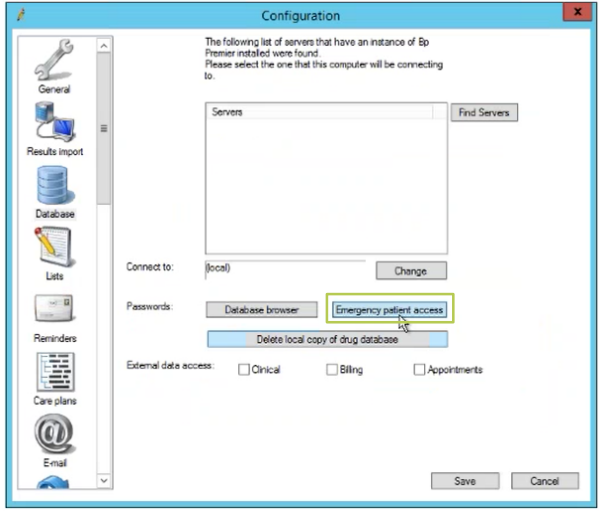
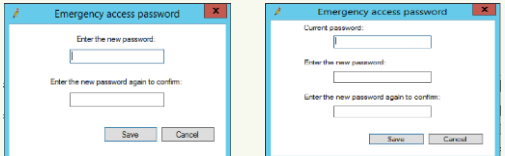


Emergency access password

If you haven't already, after upgrading to Indigo, 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**.

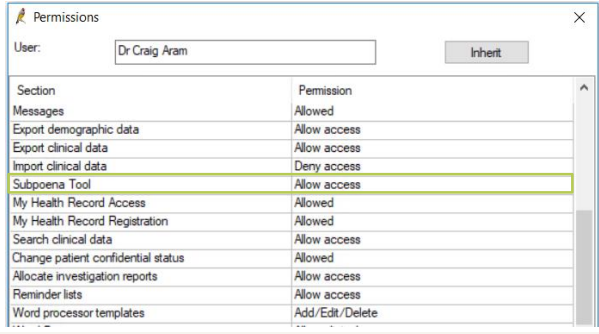


Subpoena tool access

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**.

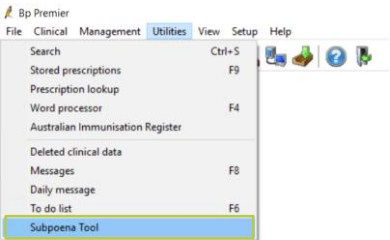
If this permission is set to 'Allow access', the Subpoena tool option will appear in the Utilities menu. Otherwise, this option will not be visible.



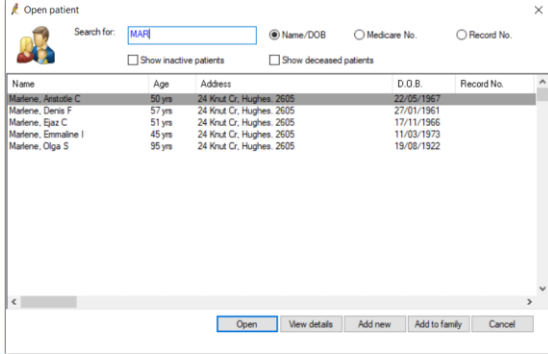
Subpoena tool conditions

- If the patient has a usual doctor set and "deny access to other users" is ticked in the patient demographic:**
If the user doing the export IS the usual doctor, it will should 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
- If the patient has a usual doctor set and "deny access to other users" is NOT ticked in the patient demographic:**
The user doing the export will be prompted for the Emergency access password
- If the patient does NOT have a usual doctor set:**
The user doing the export will NOT be prompted for the Emergency access password

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 **Open**.

The Subpoena Patient Export screen will appear.

Details on next page.





Subpoena Tool

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Select whether to export the record to a printer, XML, or HTML.

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 or XML or to send to your printer.

Drug	Dose	Regular	Last script	Reason	Res
<input checked="" type="checkbox"/> Abacavir 300mg Tablet		No	10/08/2015		
<input checked="" type="checkbox"/> Aone Scar Oil	1 As directed	No	/ /	Abrasion	
<input checked="" type="checkbox"/> F.A.B. Capsule	1 Daily	Yes	/ /		
<input checked="" type="checkbox"/> Flutide 250 CFC-Free 2...	2 puffs Twice a...	Yes	10/08/2015	Asthma	
<input checked="" type="checkbox"/> Fluvox Tetravent Syringe	Daily For Doctor...	Yes	01/11/2014		
<input checked="" type="checkbox"/> Losac 20mg Tablet	1 Daily	Yes	10/08/2015		
<input checked="" type="checkbox"/> Testogel 50mg /5g Gel		Yes	04/10/2014		
<input checked="" type="checkbox"/> Ventolin CFC-Free 100m...	1-2 puffs Every	Yes	10/08/2015	Asthma	

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

