



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.

The screenshot shows the 'c37.CancerCenter St. Luke's Dublin' interface. The top navigation bar includes 'My Workspace', 'Work lists', and 'Follow-up care'. Below this, there are links for 'Patients list', 'Search/Add case', and 'List of HIS patients'. The 'Search/Add patient' section is active, displaying a form with the following fields: Surname (with a dropdown menu showing 'trimble'), First name, Date of Birth (with a calendar icon), Health insurance number, and Hospital ID. There are two buttons at the bottom: 'Search' and 'Emergency access'. The status at the bottom of the form is 'No patient found'. The top right corner shows the user's role as 'Online: doctor/documentary Doctor One' and a set of icons for user management, settings, help, and home.

- 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.

The screenshot shows the 'Search/Add patient' form. The 'Surname' field contains 'trimble'. An information icon is next to it. Below the form, there are buttons for 'Search' and 'Emergency access'. A modal dialog box titled 'Message from webpage' is overlaid on the form. It contains a question mark icon and the text: 'Attention, this is an emergency access. All processes will be documented.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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

The screenshot shows the 'Search/Add patient' form with the 'Surname' field filled with 'trimble'. Below the form, there are buttons for 'Search', 'Emergency access', and 'Add new case'. Below the form, the text 'The following patients were found' is displayed. Below this text is a table with the following data:

CIS ID Hospital ID	Name	Date of birth gender	Address	Hospital
12640000001	TRIMBLE, PATRICK	02.02.1954 (m)	The Villa, 406 Ryevale Lawns Leixlip Co. Kildare	Mayo GH

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

Search/Add patient

Please enter last name: **Patient TRIMBLE, PATRICK *02.02.1954 (m)**

Diagnosis date	Client/Diagnosis	Staging	Action
10.01.2019	Mayo GH C34.1 Malignant neoplasm of upper lobe, bronchus or lung small-cell		Open case
04.02.2018	Mayo GH C61 Malignant neoplasm of prostate Other		Open case

or use a Hospital ID:

Hospital ID:

[Close](#) [New case](#)

[Search](#) [Emergency access](#) [Add new case](#)

- 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 Mayo GH

Patient: **TRIMBLE, PATRICK**
D.O.B: 02.02.1954 (65)
NCIS ID: 12640000001
Hospital ID: 1464700 (MUH)

Online: doctor/documentary
Doctor One

General info | Diagnostics | Conference | Assessment | Therapy | Communication

Personal info | **Tumour case** | Clinical history

Basic data

Referring physician: Declan Maher
Primary consultant: Prof John Kennedy
Family doctor/Specialist: Teresa Coll
Comorbidities:

Primary diagnosis

Primary diagn. date: 10.01.2019
Primary diagnosis: C34.1 Malignant neoplasm of upper lobe, bronchus or lung ☐ Suspicion of

Lung cancer

Tumour type: small-cell
Localisation:
Localisation - side: right
Smoker status: non-smoker ☐ cigarettes ☐ pipe ☐ cigar
Quantity: /day since Year(s)
packs/year smoke-free for Year(s)

Diagnosis: C34.1 (10.01.2019)
Malignant neoplasm of upper lobe, bronchus or lung (right)
Type: small-cell
Vital status: Patient alive
12.01.2019 (Diagnostic Imaging)

Other primary cases:

04.02.2018 C61: Other
Mayo GH
[Show](#) [Open](#)

Assessment: Baseline
Assessment: Extravasation
Biopsy
Clinical history
Conference
CTCAE Record
Current medications
CVAD Record
Diagnostic Imaging
Distress Thermometer
Education Record
Extravasation follow-up
Fertility assessment
General Examination

- 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 St. Luke's Dublin

Online: doctor/documentary
Doctor One

My Workspace | Work lists | Follow-up care

Patients list | Search/Add case | List of HIS patients

My last edited tumour cases

NCIS ID	Name	Primary diagn. date	Tumour
No entries found.			

My work list entries

Date	Name	Subject
No entries found.		

New patients in c37.CancerCenter

Patient search: (Search by last name, first name, ID, HIS ID, import ID, date of birth [dd.mm.YY] or location) [>>> Search](#)

NCIS ID	Hospital ID	Name	Date of birth	Gender	Diagnosis	Tumour type	Tumour	Primary diagn. date
12655000001	100027	Woods, Elsa	25.07.1939	♀	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 → User → Emergency Access

The screenshot shows the 'Emergency access' audit page in the c37.CancerCenter St. Luke's Dublin system. The page header includes the system name and the user 'Online: superadministrator Nicola Newcombe'. A navigation bar contains links for Personnel, User, Change password, Default entries, Study management, Exports, and Imports. The 'Emergency access' link is highlighted with a red box. Below the navigation bar, the 'Emergency access' section displays a table with two columns: 'User' and 'Date'. The table contains two rows of audit data.

User	Date	Type	Message
One, Doctor	04.02.2019. 13:38 o'clock	Display patient information	Login to Patient-ID: 12640000001 on mandant: 1026400100 Search params(POST): action=new typ=0 pataction=search lastname=trimble firstname= birthdate= versicherungsnr= kis_id= emergencySearch=1
One, Doctor	04.02.2019. 13:36 o'clock	Patient search	

- The details of all Emergency Access are displayed