GRHANITE®
Patient Withdrawal Instructions

Introduction

This page contains important instructions on how to use the **'Deny Patient Consent'** function within GRHANITE® software to withdraw a patient from Data for Decisions in your clinic. Once this patient withdrawal process is completed, that patient's information will not be extracted by GHRANITE® software. The withdrawal (Patient Consent Denial) is irreversible UNLESS you reinstall GRHANITE® software (e.g. when upgrading to a new PC).

It is important that if you reinstall GRHANITE® software on your practice computer **you will need to re-input each individual patient withdrawal** (Deny Patient Consent function in GRHANITE®). Only your practice staff can do this because of privacy protections that mean that the University of Melbourne team do not know the identity of any 'withdrawn' patients. This means it is important that you keep all *Patient Withdrawal from Data for Decisions* cards in a safe place, and/or you copy the list of all patients who have withdrawn as shown in GRHANITE® software (see Step 5 overleaf) before the reinstallation of GRHANITE® is completed. We recommend that you keep your patient's Withdrawal Cards in your Data for Decisions practice information folder with these instructions.

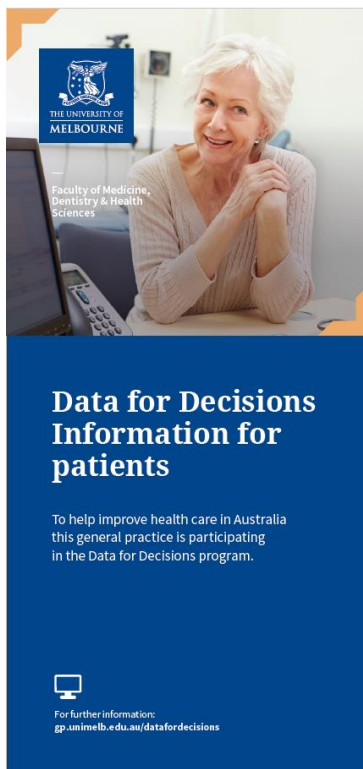## Patient Withdrawal section of the Data for Decisions information flyer

Figure 1. Patient information flyer that should be available in your waiting room

As a partner in Data for Decisions, you are required to display the Data for Decisions patient information flyers (Figure 1) and A4 poster in your patient waiting area(s). These were supplied with your practice information folder.

Within the patient information flyer is the *Patient Withdrawal from Data for Decisions* card – see Figure 2.

It is **important** that you keep any Withdrawal cards safe and accessible so you can re-active the patient 'Deny Patient Consent' function should you ever need to (e.g. if you re-install GRHANITE® software).

Instructions on how to activate the patient withdrawal process are on the next page.

Figure 2. Patient withdrawal card

For additional help: phone the Department of General Practice, The University of Melbourne (03) 8344 3392 or email vicren-enquiries@unimelb.edu.au March 2020, v.0.1.3   p.1 of 2

How to activate the patient withdrawal process

To activate the withdrawal process, an authorised person at the practice must:

1. Log in to the PC that is running the GRHANITE® software.

2. In the Windows task bar (located on bottom right of the screen), Mouse right, Click on the GRHANITE Icon (Green one) → Left click on the "Deny Patient Consent" option
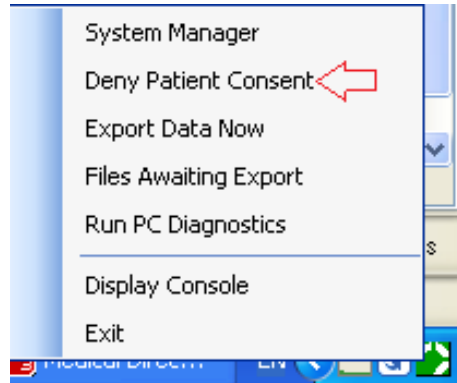
3. When the "Patient Consent Denial Form" window is open, enter the patient's details into the specified fields.

   Note: **All entered details must EXACTLY match the information entered into the GP system.**

4. This will automatically exclude a patient's information during the GRHANITE® data extraction process.

5. Clicking "View All Patients" will enable you to view all patients who have been withdrawn.

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