

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 GRHANITE® 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do this because of privacy protections that mean that the University of Melbourne team do not know the identity of any ‘withdrawn’ patients.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Patient Withdrawal from Data for Decisions cards in a safe place**, and/or you copy the list of all patients who have withdrawn as shown in GRHANITE® software (see Step 5 overleaf) before the reinstallation of GRHANITE® is completed.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.



Figure 1 Patient Information Flyer

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 (Figure 2).

It is important that you keep any Withdrawal cards safe and accessible so you can re-activate the *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.

For additional help, contact the Department of General Practice and Primary Care on **(03) 8344 3392** or email: **vicren-enquiries@unimelb.edu.au**

Patient withdrawal from Data for Decisions

I have read and understood this information sheet. By withdrawing, I understand that this general practice will stop releasing my de-identified clinical data to The University of Melbourne for its Data for Decisions research program. I understand that under the Privacy and Data Protection Act 2014 (Vic), the University of Melbourne can retain and use non-identifiable health information that has already been collected. For more information I can contact the Department of General Practice and Primary Care, The University of Melbourne: (03) 8344 3392.

Once completed please return this form to your GP or to the practice reception.

First Name _____

Address _____

Signature _____

OFFICE USE ONLY
This form must be retained in the practice in a secure place. Please **do not** return this form to the Department of General Practice and Primary Care.

Patient details verified (Patient details entered must exactly match the information in the GP practice file).

I confirm that the patient has been excluded from Data for Decisions (GRHANITE) data collection.

Name (of person who actioned the request) _____ Date actioned _____

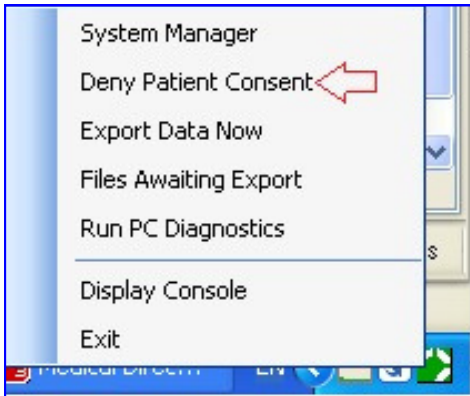
Name of Practice _____

Figure 2 Patient Withdrawal Card

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), click on the GRHANITE Icon (green)
→ select the “Deny Patient Consent” option from the pop up menu.



3. When the “Patient Consent Denial Form” window opens, enter the patient’s details into the specified fields.

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

A screenshot of the "Patient Consent Denial Form" window. The window title is "Patient Consent Denial Form". The main text says "Please enter the details of the patient that wishes to opt out of the study." Below this, there are fields for "Patient Details": "First Name:", "Surname:", "Date of Birth:" (with a dropdown menu showing "28/02/2013"), and "Gender:" (with a dropdown menu). There are three buttons: "Save & Exit", "Save", and "Exit". At the bottom left, there is a logo for "GRHANITE™ GeneRic Health Network Information Technology for the Enterprise" and a "Connected" status indicator. At the bottom right, there are two buttons: "View All Patients >>" and "View Audit Log >>".

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.

A screenshot of the "Patient Consent Denial Form" window, showing the "Patients that have opted out:" section. The window title is "Patient Consent Denial Form". The main text says "Please enter the details of the patient that wishes to opt out of the study." Below this, there are fields for "Patient Details": "First Name:", "Surname:", "Date of Birth:" (with a dropdown menu showing "28/02/2013"), and "Gender:" (with a dropdown menu). There are three buttons: "Save & Exit", "Save", and "Exit". At the bottom left, there is a logo for "GRHANITE™ GeneRic Health Network Information Technology for the Enterprise" and a "Connected" status indicator. At the bottom right, there are two buttons: "Hide Patients List" and "View Audit Log >>". The "Patients that have opted out:" section contains a table with the following data:

FirstName	Surname	DoB	Gender
Gary	Sun	28/02/1990	M

For additional help, contact the Department of General Practice and Primary Care on (03) 8344 3392 or email: vicren-enquiries@unimelb.edu.au