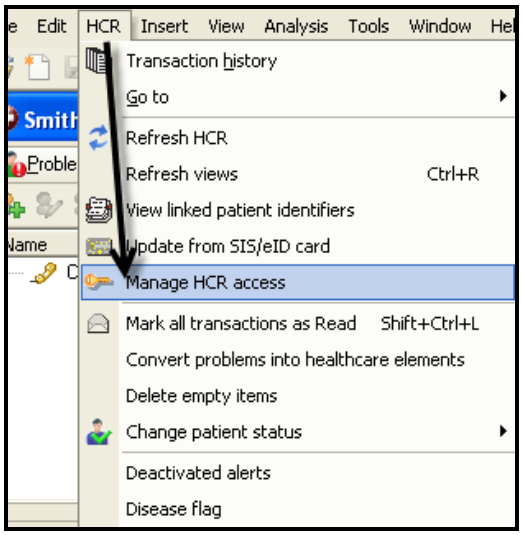
Locking an HCR (patient file) from viewing by an individual staff member or members
Implemented in Health one version 7.2.6.1525

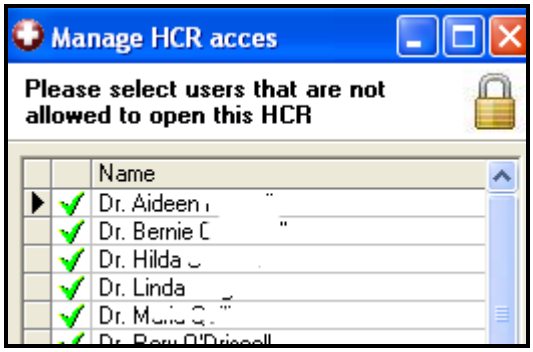
General practice teams are growing all the time such that many staff members now have complete access to the patient record.
It has been possible for years past to restrict various parts of the file for individual staff members.
It is now possible to make the entire HCR "confidential" ie certain defined users have **no access to the patient file**.
Even in this case, the blocked user can have access to the admin file for editing and to billing to allow bills to be created and edited. Note that it has been possible for soem time to block specific users from editing any bills or creating bills or seeing the billing analyses.

To block a user from viewing a specific HCR you must follow the steps below

1. Log in as Administrator. The administrator should make sure that only he or she knows the login password to health one, otherwise this feature can be overridden.
2. Now the administrator has a new menu item called "manage HCR access" under the HCR menu from within the patient file



3. A list of Health one users is now displayed and you can untick one of more users from the allowed list



The blocked user can be unblocked in the same way