

## Prevent type 2 opt-out code use in EMIS Web

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Type 2 opt-out codes, (Read v2 codes 9Nu4 / 9Nu5), are no longer valid, because the national data opt-out has replaced type 2 opt-outs. You should make sure they are not being used to record patient choices on use of their data for research and planning.

Type 2 codes have been inactivated by EMIS. (Users were told this in the EMIS Web code updates on 8 January 2019.) They no longer appear in the EMIS Web code picking list when searching by code or term and cannot be entered into a patient's medical record via Add a Code.

However, the codes could still be used if they have been included in a template, so you must check your templates to remove these codes and prevent their use.

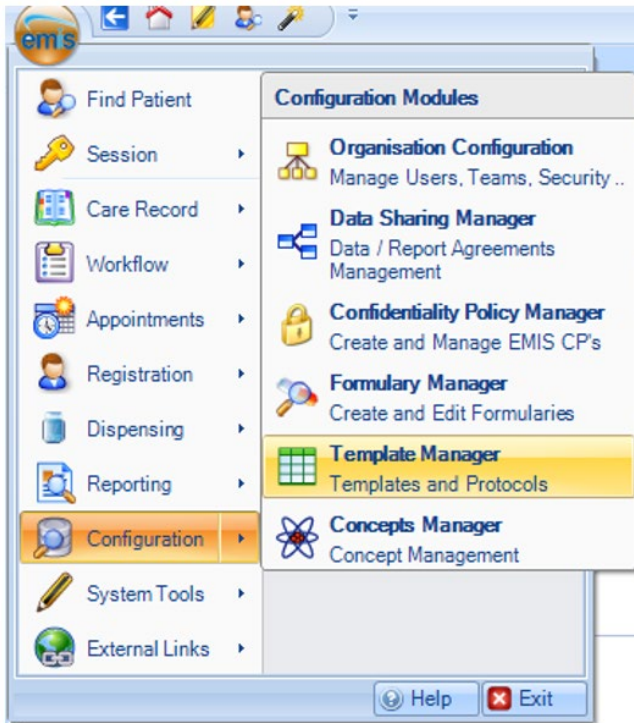
You should also audit patient records to check whether any opt-out codes have been added in error since collection of type 2 opt-outs ended on 11 October 2018.

For the most up-to-date guidance and more resources, including copies of letters, visit <https://digital.nhs.uk/services/national-data-opt-out-programme/information-for-gp-practices>

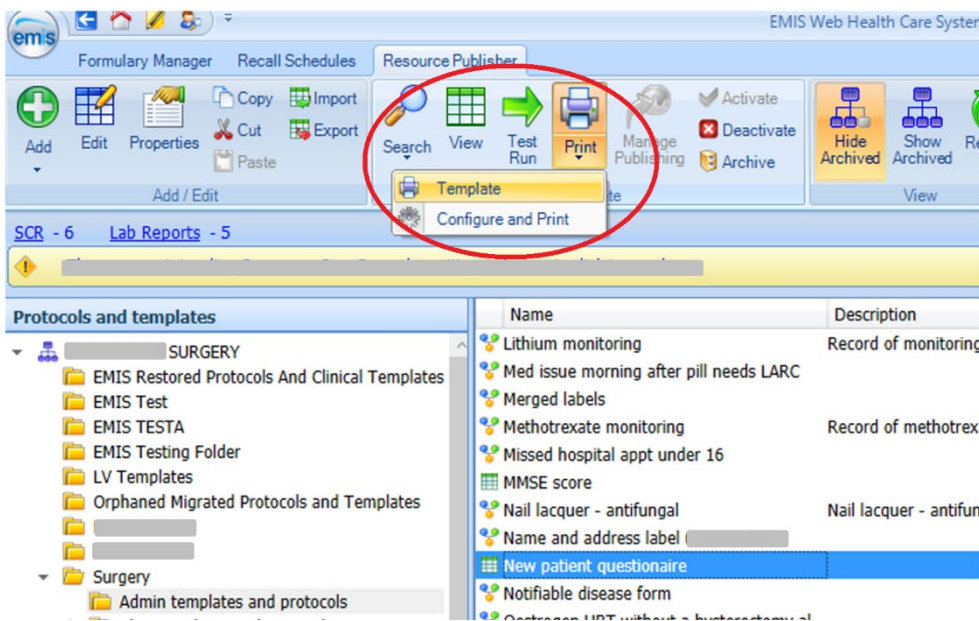
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## Check templates

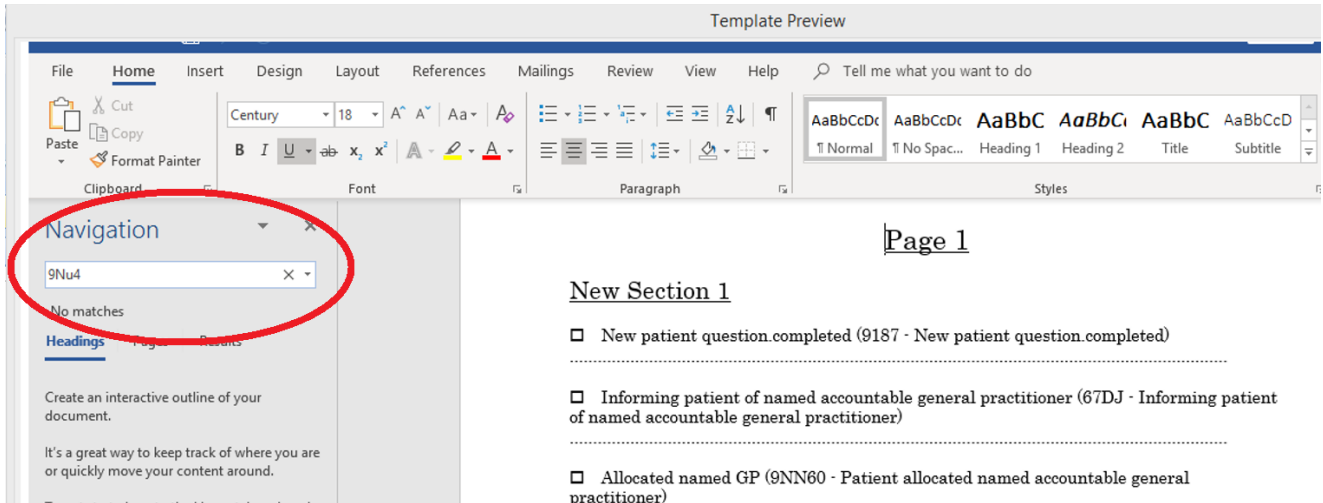
From the main menu, select Configuration and Template Manager (or Resource Publisher).



Highlight the template you want to review on the list, and use the Print button drop-down to select Template.



This will open the Template Preview screen. You can then use 'Ctrl-F' and enter each code in turn to search the template and see if either 9Nu4 or 9Nu5 is present.



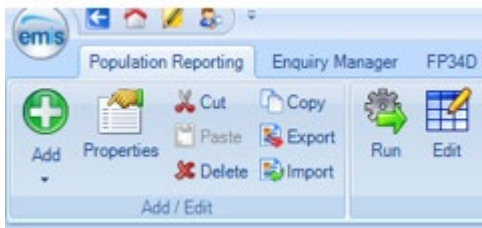
If you find the codes in any templates, you should edit them to remove them.

## Check other data entry tools

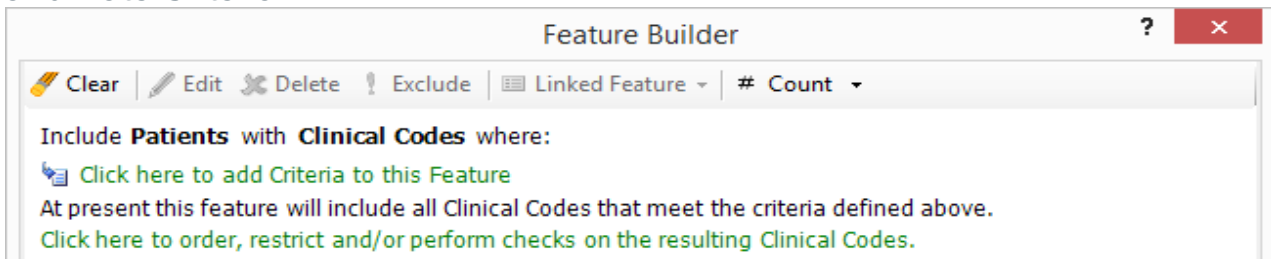
You should also review templates within Library Items, and other data entry tools such as Protocols.

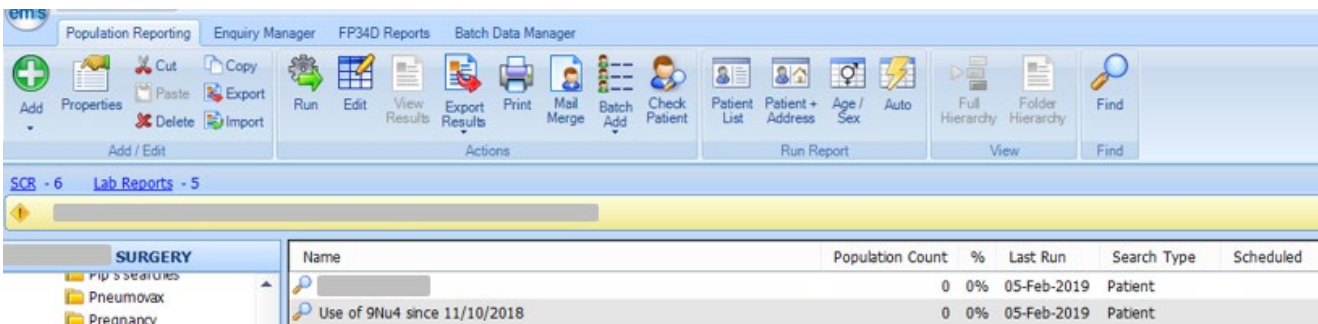
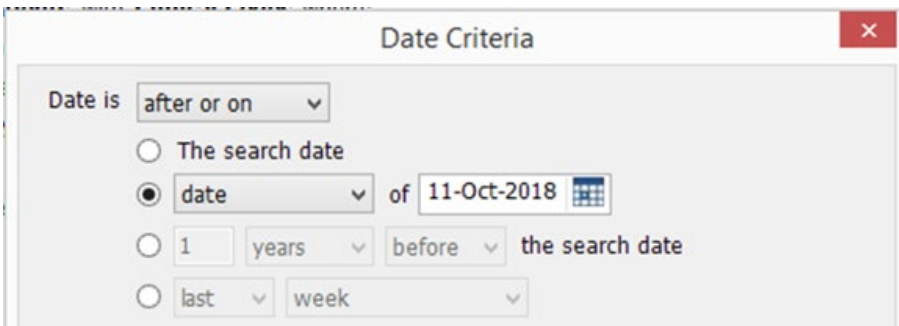
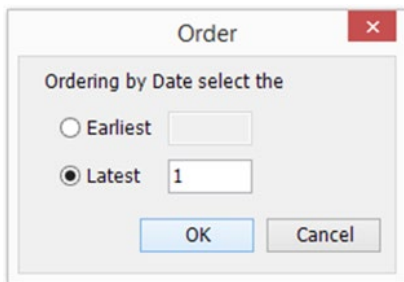
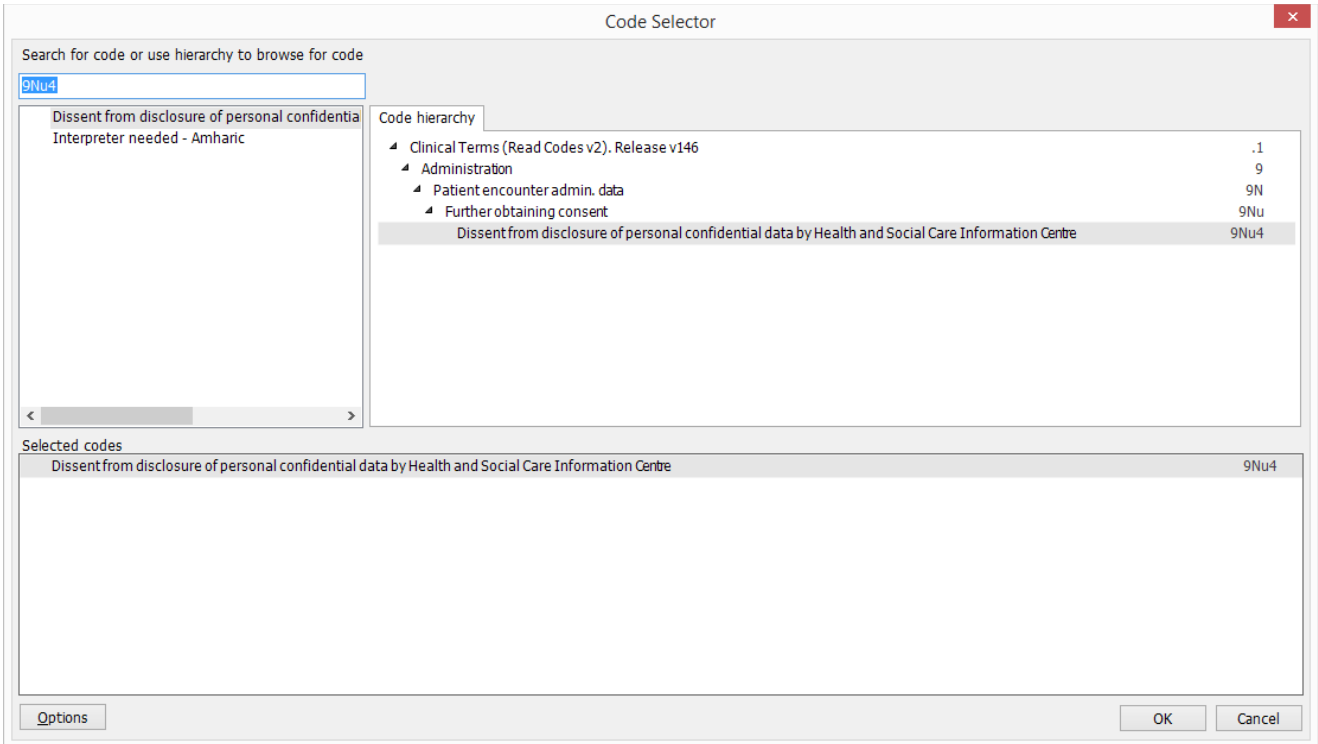
## Search to identify invalid codes

Use the EMIS search function to check for any patients with code 9Nu4 added after 11 October 2018. Select the Population Reporting tab, click 'Add' and select 'Search'.



Add 'Rules' using the 'Feature Builder' to include criteria for Clinical Code, Order and Date Criteria.





You can schedule this search to happen on a regular basis, until you are confident that invalid codes are no longer being used.

## What to do if you find type 2 codes recorded in error

If you find code 9Nu4 has been added to a patient's record after 11 October 2018, you must contact the patient to:

- explain that the opt-out choice was recorded by the practice in error
- tell them they can set a national data opt-out choice themselves by visiting [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters)
- explain that their confidential patient information may still be used for research and planning purposes until they set the choice themselves

Further details and a template for a patient letter were provided in our letter to GP practices in October 2018.

## Support

For further information or queries about EMIS Web functionality please contact the EMIS Support team.