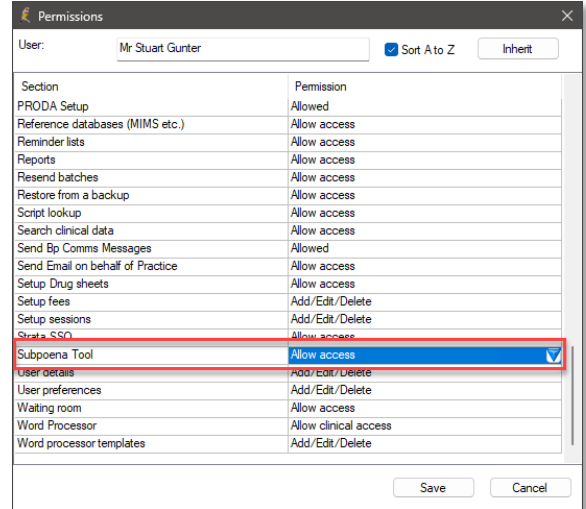


Subpoena Tool

Accessing the Subpoena tool

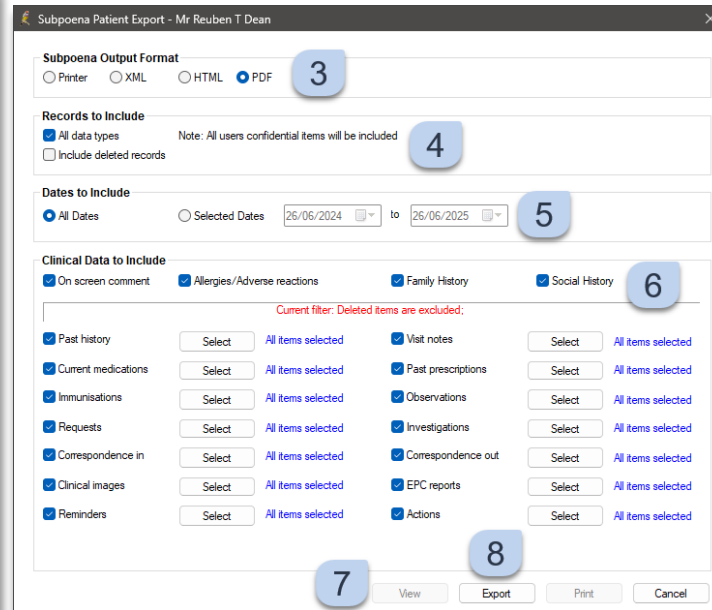
The **Subpoena tool** includes **all** notes, diagnoses, reasons for visit, procedures, correspondence, and clinical images marked confidential. You cannot choose to exclude confidential information. Therefore, it is important that the permission to access this tool only be provided to senior staff.

1. Access to the tool is provided by the Subpoena Tool user permission (**Setup > Users > Edit > Set Permissions**). If this permission is set to 'Allow access', the **Subpoena tool** option will appear in the **Utilities** menu. Otherwise, this option will not be visible.



Export Records

1. From the main screen, select **Utilities > Subpoena Tool**.
2. Search for and select the patient you need to export. Click **Open**.
3. Select whether to export the record to a **Printer, XML, HTML or PDF**.
4. Optional: Tick Include Deleted Records.
5. Select **Dates to Include**.
6. Select **Clinical Data to Include**.
7. To print the export, click **View**. The assembled document will open in the Bp Premier word processor. You can save or print the document from the word processor or return to the Subpoena Patient Export screen and click Print to print the export.
8. If you are saving an HTML, PDF, or XML file, click **Export**.



All confidential information will be included in the exported file.

Subpoena PDF Export Errors

Any documents that cannot be exported to PDF will be displayed in the **Subpoena PDF Export Errors** window. If these documents must be included in the export, you will need to manually review and export these documents from the Patient record.

