

## How to process a Patient Opt-Out form (INCA)

Patients can opt-out of MedicineInsight by completing the [opt-out form](#) provided by NPS MedicineWise to practices.

Once a patient completes this form, the practice is responsible for following the opt-out process outlined below:

To activate the opt-out process, an authorised person at the practice must:

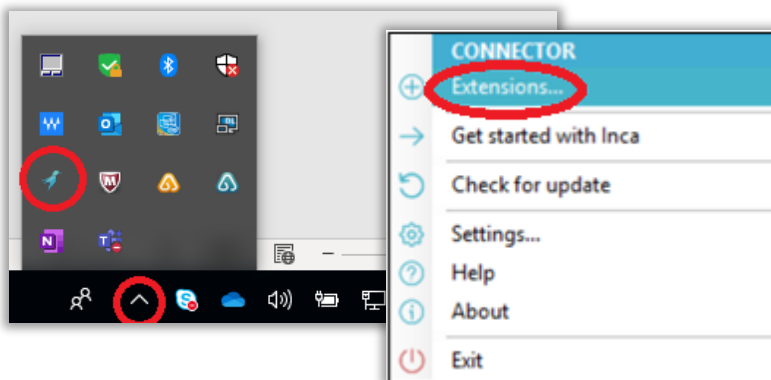
### 1. Save completed Patient opt-out form

Completed paper forms must be stored or scanned and saved electronically in a preferred location for easy future access.

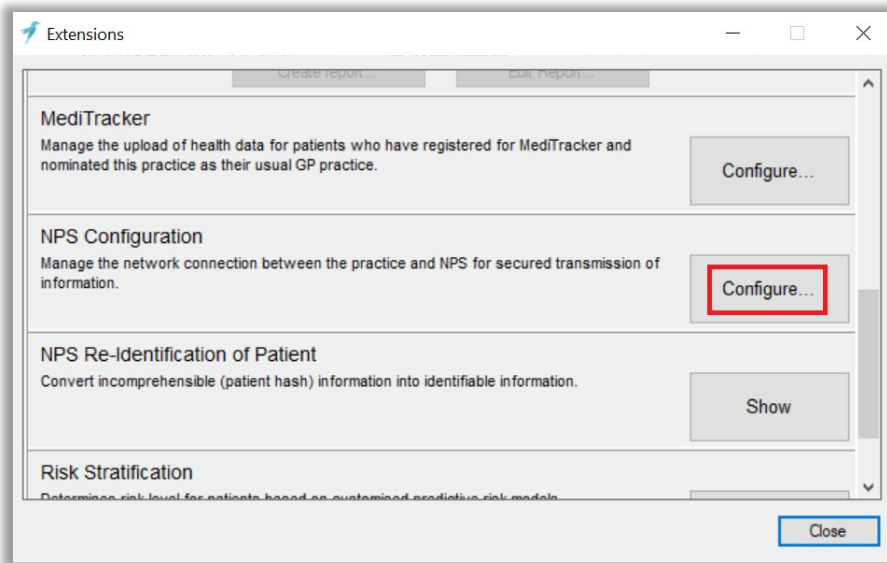
### 2. Open the Precedence Connector configured for MedicineInsight extractions

The connector enabled for extractions is usually installed on the practice server. If you are unsure where this is located for the practice, please contact the MedicineInsight team.

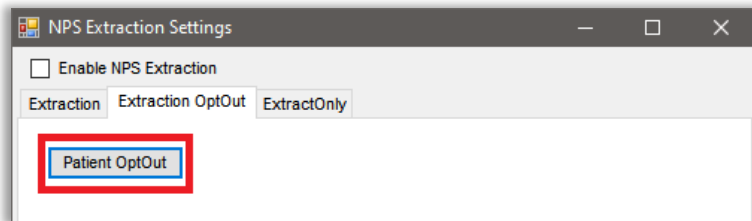
Click on the **Precedence Connector** and then click '**Extensions...**' in the pop up menu



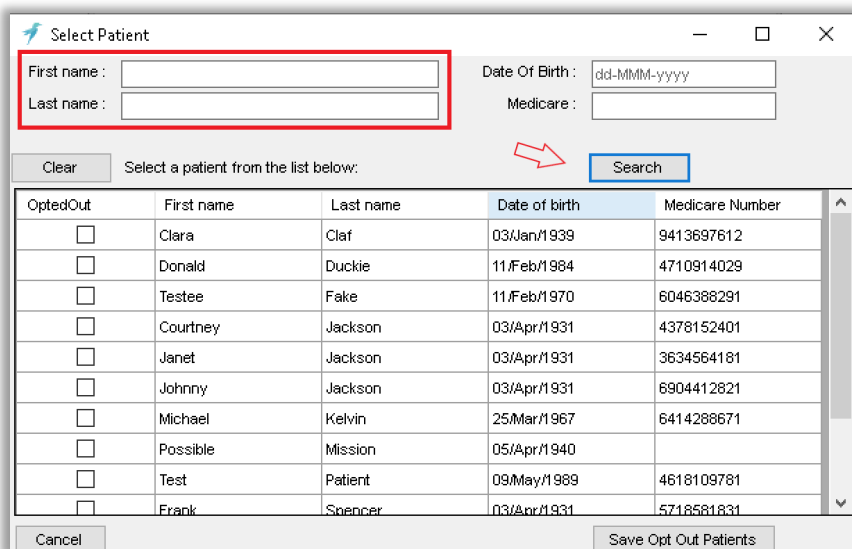
3. In the *Extensions* pop up box click “Configure...”



4. In *NPS Extraction Settings* click tab ‘Extraction OptOut’ and then click ‘Patient OptOut’ button.



5. Search for the patient name in *Select Patient*



## 6. Click on patient and tick the 'OptedOut' option.

The screenshot shows a 'Select Patient' window with the following fields: First name, Last name, Date Of Birth (format dd-MMM-yyyy), and Medicare. Below these fields is a 'Clear' button and a 'Search' button. A table lists patients with columns for 'OptedOut', 'First name', 'Last name', 'Date of birth', and 'Medicare Number'. The second row, for 'Johnny', has the 'OptedOut' checkbox checked and is highlighted in blue. A red box highlights the 'OptedOut' column header and the checked checkbox for Johnny. At the bottom are 'Cancel' and 'Save Opt Out Patients' buttons.

OptedOut	First name	Last name	Date of birth	Medicare Number
<input type="checkbox"/>	Anthony	Test_Md	01/Jan/0001	
<input checked="" type="checkbox"/>	Johnny	Test_Md	04/Aug/1993	3660187341

## 7. Then click 'Save Opt Out Patients'

This screenshot is identical to the previous one, but the 'Save Opt Out Patients' button at the bottom right is highlighted with a red box.

### Further information

If you have any further questions, please contact the MedicineInsight team on:

- ▷ [medicineinsight@nps.org.au](mailto:medicineinsight@nps.org.au)
- ▷ 1300 721 726.