



**North Cumbria  
Integrated Care**  
NHS Foundation Trust

# Subject Access and FOI Portal Guide

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## Introduction

The North Cumbria Integrated Care NHS Foundation Trust request portal enables requesters to make a Subject Access request and Freedom Of Information request and then receive information held by North Cumbria Integrated Care NHS Foundation Trust.

The portal is a secure and simple way to request and receive health records and FOI's.

This guide is to help requesters use the portal, which can be found at <https://ncic.ams-sar.com/> It will show you how to:

1. Create a new account, log in and navigate the portal.
2. Submit and manage health record requests.
3. Download the disclosed records.

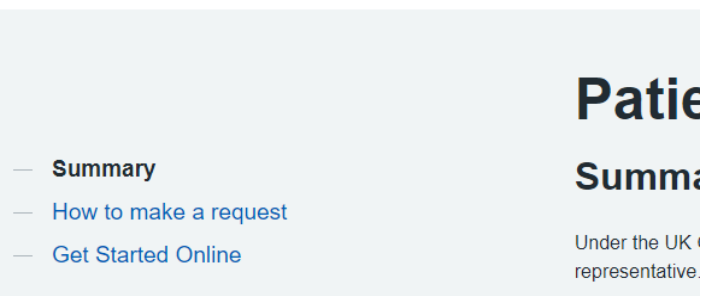
## How to create an account

Click "Get Started Online"

You only need an email address and password to set up the account.



North Cumbria Integrated Care NHS Foundation Trust



If you do have an account with us already click "Login"

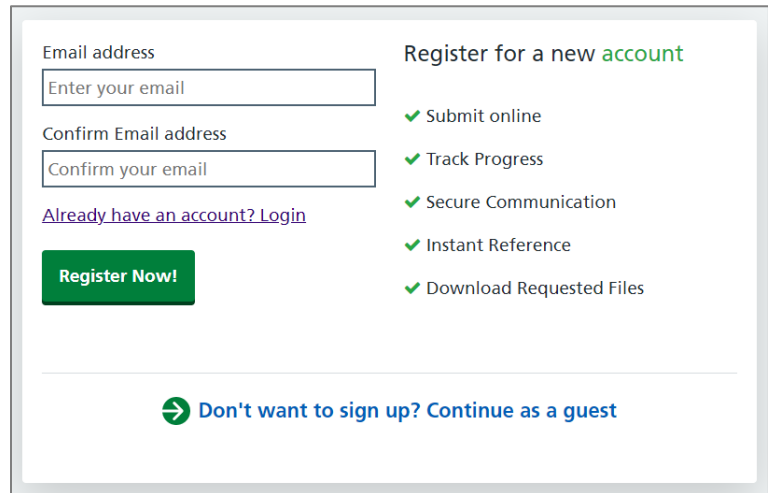
If you do not already have an account click "Don't have an account? Sign up"

 [Login](#)

 [Don't have an account? Sign up](#)

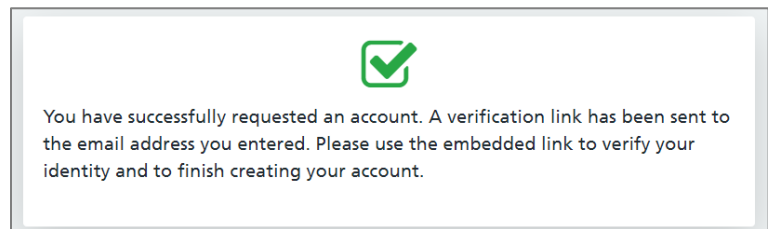
Enter your email address and then enter it again to confirm it.

Click "Register Now!"



The registration form contains two input fields: "Email address" with the placeholder "Enter your email" and "Confirm Email address" with the placeholder "Confirm your email". Below these is a link "Already have an account? Login" and a green "Register Now!" button. To the right, under the heading "Register for a new account", are five bullet points: "Submit online", "Track Progress", "Secure Communication", "Instant Reference", and "Download Requested Files". At the bottom, there is a link "Don't want to sign up? Continue as a guest" with a right-pointing arrow.

A confirmation will appear that a link has been sent to your email address to allow you to complete the set up.



The confirmation message features a green checkmark icon in a square. Below the icon, the text reads: "You have successfully requested an account. A verification link has been sent to the email address you entered. Please use the embedded link to verify your identity and to finish creating your account."

Log in to your email account and open the email from "Sars No reply" In the email you will see a "Login" link. Click this and it will take you to the portal login page.

Enter a password for your account and then enter it a second time to confirm it then click "Set password"

You will get a message that your registration is complete.

Click the "Login to your account" link; enter your email address and password.

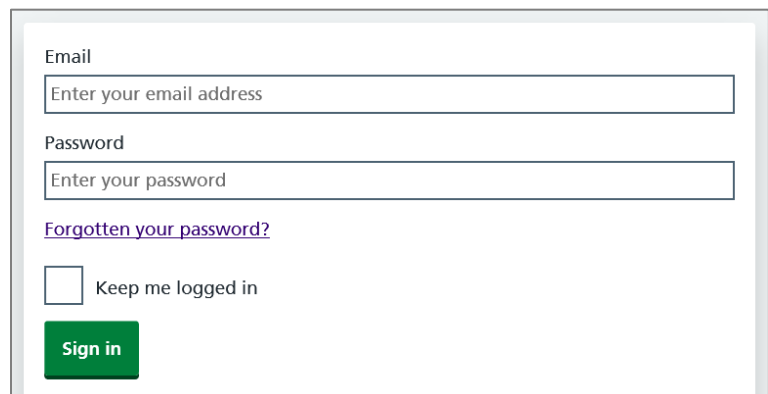
## How to log into your account

Once you have an account you can use the login link on the portal home page or go directly to <https://ncic.ams-sar.com/Account/Login>

Enter your email address and password then click "Sign In".

If you have forgotten your password, click the "Forgotten your password?" link.

You will be taken to your home page where you can submit a new request, manage and view existing requests and manage your profile.



The login form has two input fields: "Email" with the placeholder "Enter your email address" and "Password" with the placeholder "Enter your password". Below these is a link "Forgotten your password?". There is a checkbox labeled "Keep me logged in" and a green "Sign in" button.

## Managing Your Profile

This page allows you to change your password or add two factor authentication to your account.

You can access it by clicking either of the two “My Profile” links on the page.

In order to change your password, click the “Password” button.

On the page that opens click the “Change password” button.

Enter your existing password.

Enter your new password and confirm by re-entering it in the confirmation box.

Click the “Set Password” button.

Click “Two Factor” to enable a second level of authentication when logging into the SAR web portal.

Once enabled you will be required to enter a unique pin code that will be sent to the registered mobile phone.

Enter a mobile phone number and click “Get code” to confirm the number.

### Your Profile

Manage your profile settings including changing password and enabling two factor authentication.

#### Change Your Password

Current Password

New Password

Password

Re-enter password

Confirm Password

Re-enter password

SET PASSWORD

#### Enable Two Factor Authentication

Mobile Number

Whenever you login, along with your username and password, you will have to enter a unique 6 digit code sent to your mobile. Please enter in the mobile number you want this code to be sent to. We will send a code to this device now to register it.

mobile number

GET CODE

## How to submit a new subject access request

Click “New Request” on your home page.

### New Request

Submit a new subject access request online.

Click on the application type relevant to your request. There are eight to choose from.

1. **Request – My own healthcare records** - Application for your own health records.
2. **Request - Organisation for records with consent** – This is typically used by solicitors, medical agencies, or other organisations that request health records on behalf of a patient but require patient’s consent to do so.
3. **Request – Police disclosure** - This form is to be used by UK Police Force.
4. **Request – 3<sup>rd</sup> party individual for living patient records** - Application from a 3<sup>rd</sup> party individual, such as a relative, or parent for the health records of a living patient.
5. **Request – Organsiation for records when no consent is required** – Application from an organisation for patient health records which do not require consent, such as GMC, Court etc.
6. **Request – Non-executor for deceased patient records** – Application by an individual for deceased patient records where the requester is not an Executor of the estate.
7. **Request – Executor for deceased patient health records** – Application by an Executor of an estate for the health records of a deceased patient.
8. **Request – Freedom of Information** – Application for organisational data held by the Trust.

Complete each field listed, fields marked with a red \* are mandatory.

Click “Continue” at the end of each step.

To upload documents, click the square to browse your computer, and select the relevant document(s).

Please note, the following file types are accepted when providing your documents -

.pdf, .tiff, .tif, .bmp, .jpg, .jpeg, .doc, .docx

If you receive this message from the webpage please try an alternative file type.



Click “Submit” to send in your request.

Once you have completed your application, a confirmation page will appear which will include your reference number. You will also receive an email to confirm your application, also with your reference number.

## How to view the status of your request

The Manage Requests section allows you to see the status of your requests.

### Manage Requests

Manage and view the status of your existing requests.

When you click the 'Manage Requests' link you will see a list of your requests and, if you have more than one, you will be able to search for a request.

Requests are listed in columns, which are; the **Type** of application form used, the application **Reference** number, the **Name** of the patient, the date the request was **Submitted** and the current **Status** of the request, for example, if it has been completed or is currently active.

If you have more than one request you will see these two buttons at the top of the listing. The first refreshes the list of applications and their status so you have the most up to date list.



The second opens and closes the full screen view.



A question mark next to a request means there is a message related to that request which you need to read and which, possibly, requires a reply. Please answer these questions as quickly as possible so as not to delay your request.



You will also receive an email if the Trust has sent you a message regarding your request. The sender will be "Sars No Reply". We will never ask you for your password in any of these emails.

You can either log in to your portal area or, after going to the request, respond to the message or click the link in the email, then click "Login".

Enter the email address and password that you created for your account.

Click "Sign in".

An alert will appear, stating there is a question that needs your attention.

Click "Click here".

The message will be displayed at the bottom of the page.

If the message is also asking you to upload a document, a square will appear. Click the square to browse your computer, and select the relevant document(s).

Type your response in the box.

Click “Save” and your message will be sent to the Trust.

## How to retrieve your documents after disclosure

When the Trust has completed your request, you will receive an email. Follow the instructions as for when you receive a message.

An alert will appear, stating your request has been completed and a message will be displayed at the bottom of the page.

Click the message which will provide you with details regarding your request and any files that are attached.

To download the files individually, click “Download”. If there are multiple files you can also download them as a single “Zip” file’. To do this, click “Download all files in a Zip”.

The Trust advises that you download, save and store locally within 1 months.

**Once downloaded you are responsible for the confidential, secure storage of the records, and, when they are no longer required, their secure disposal.**