

Anonymising an eConsult or eTriage report

How to guide:

When you receive an eConsult or eTriage report

- Depending on how you receive your eConsult or eTriage report it will either be sent as an attachment to an email in PDF format, or as an image. There are different ways to anonymise depending on how you access your reports, one simple way is to use the snipping tool and ppt
- Once you have anonymised the report you can then submit via the clinical incident webpage: <https://econsult.net/clinical-incident-reporting/>

Anonymise an image or PDF

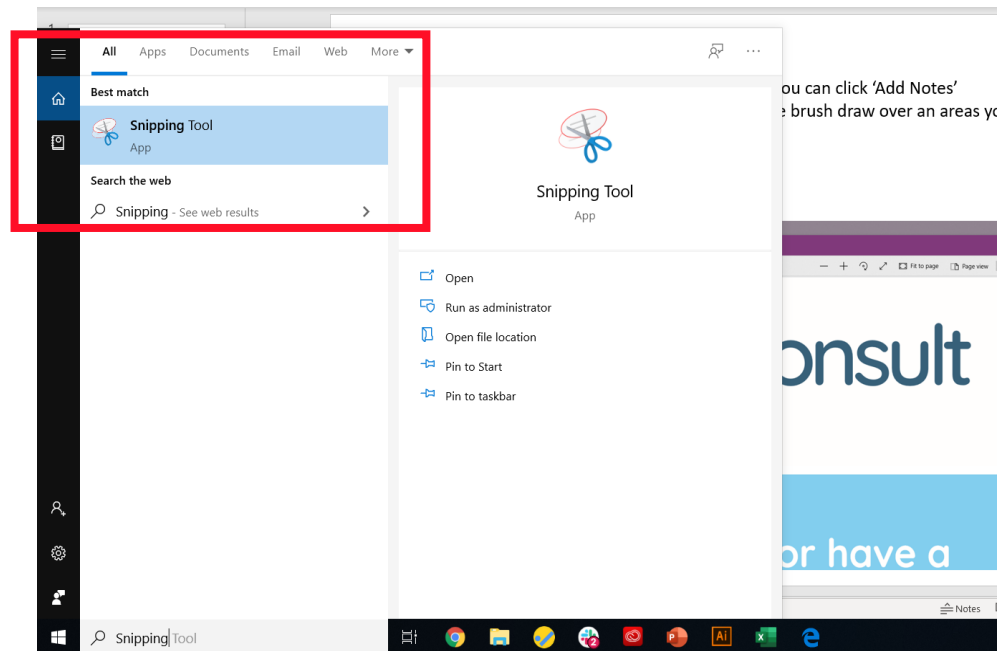
You can use Power Point

You can take screenshots of the areas on the report you need to discuss using the 'Snipping Tool' which will be available on any Windows computer

To open the snipping tool go to bottom start menu and search for 'Snipping Tool'. Once it has opened, press 'New'

Select the area of the report you want to include in the clinical incident by dragging the snipping tool over it.

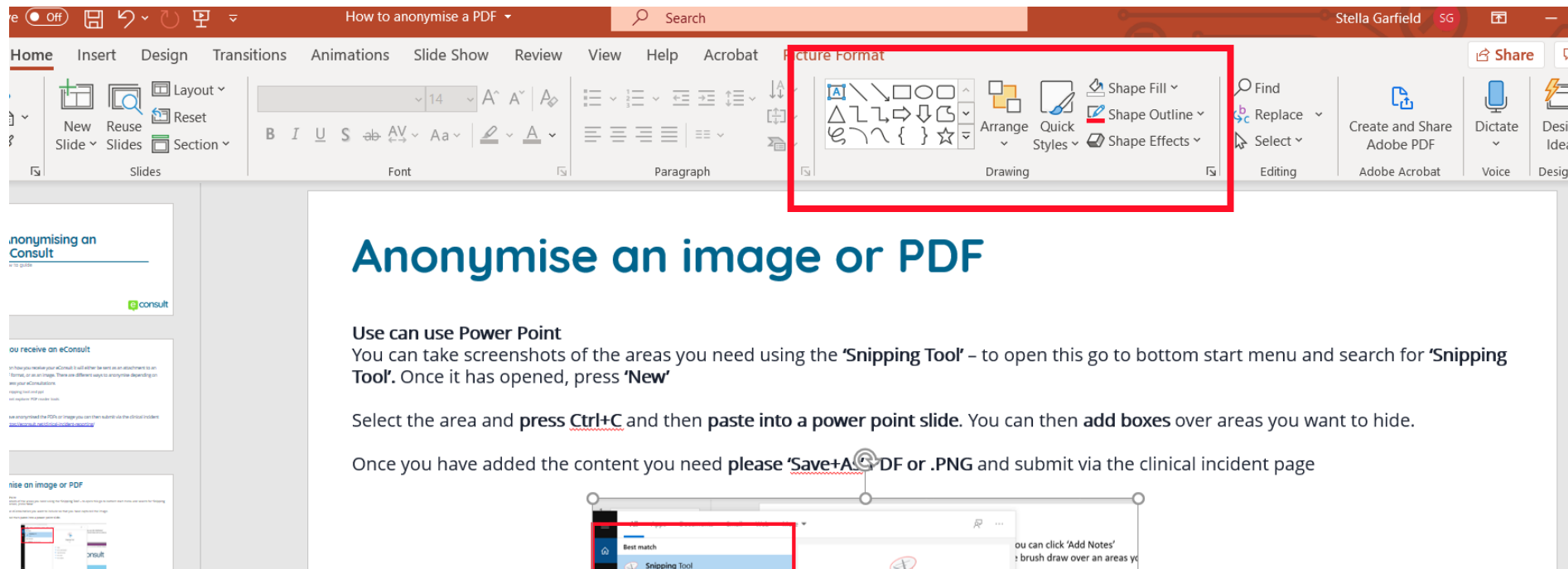
Then press **Ctrl+C** and then paste into a new blank power point slide.



Anonymise an image or PDF

Once you have added the area of interest to a ppt slide you can then **add boxes** over the areas you want to anonymise (see area highlighted below). Make sure the 'Shape Fill' and 'Shape Outline' are set to black rather than transparent.

Once you have covered the desired areas of the report, **press file >'Save+As'**. Save the new document as either a **.PNG** and submit via the [clinical incident page](#)



The screenshot shows a PowerPoint presentation slide titled "Anonymise an image or PDF". The slide content includes instructions on how to anonymize content using screenshots and Power Point. A red rectangular box highlights the "Picture Format" ribbon in the PowerPoint interface, specifically the "Shape Fill", "Shape Outline", and "Shape Effects" options. The slide text reads: "Use can use Power Point You can take screenshots of the areas you need using the 'Snipping Tool' - to open this go to bottom start menu and search for 'Snipping Tool'. Once it has opened, press 'New' Select the area and press **Ctrl+C** and then **paste into a power point** slide. You can then **add boxes** over areas you want to hide. Once you have added the content you need please **'Save+As'** PDF or **.PNG** and submit via the clinical incident page". Below the text, there is a small screenshot of the Windows Start menu search results for "Snipping Tool", with a red box around the "Snipping Tool" result.