Restrict Staff Access to a Client's Record

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**Path: Navigation Menu > Maintain Users**

About

NextStep Solutions gives you the ability to mark a specific client's records as private from one of your staff members. This can be used if one of your staff members is familiar with or related to the client.

Sequester User

1. Navigate to User Maintenance by following the path above.
2. Click the **Edit Users** button.
3. From the **User** drop-down, select a user.
4. Click the **Sequester** button.

5. In the Client Sequestering form, the User drop-down is pre-populated with the previously selected user. If you need to change it, select a different user from the drop-down.
6. Start entering the name of the client in **Client Search** and select from the drop-down menu.
7. Enter a **Reason*** for sequestering the client from the user.
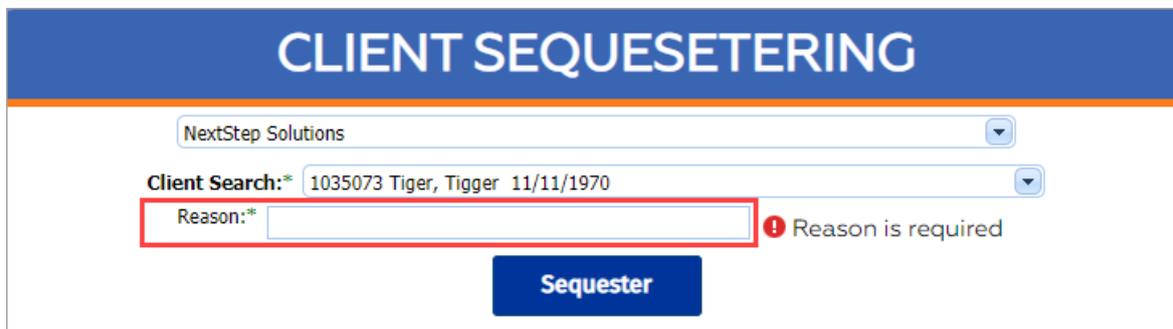
8. Click the **Sequester** button. The client is added to the grid at the bottom of the window where any clients that are hidden from the selected user are listed.

Note: If you need to remove the client from the sequester list, click **Delete**.

Patient ID	Client Name	Sequestered By	Sequestered On	Reason	Remove
1035073	Tiger, Tigger	NextStep Solutions	08/30/2021 12:14:31 PM	Brother	Delete