

ACCESS THE NOTTINGHAMSHIRE HEALTH AND CARE PORTAL FROM SYSTMONE GPs - QRG

CareCentric

CareCentric is an electronic health record and portal which presents users with a unified view of data taken from health and social care systems across a care community. It provides a single care record which allows multidisciplinary teams from single Trusts or multiple care settings to work together to deliver a coherent, integrated service to patients and clients.

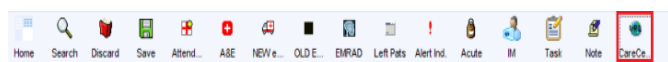
A link to CareCentric is available from the toolbar in SystemOne ED.

ACCESS PATIENT RECORD

- Log-in to SystemOne using your smartcard
- Search for and select the patient - the patient record must firstly be retrieved before you are able to access the Nottinghamshire Health and Care Portal.

ACCESS CARECENTRIC

When the record is retrieved, select the **CareCentric** icon from the toolbar at the top of the screen.



PATIENT CONSENT

The Patient Consent screen is then displayed on a separate webpage. Patient consent must be sought prior to accessing any patient record, you will see the following options:

Has the patient consented to have their record viewed?
Please confirm whether this patient has given consent for their Common Health Record to be viewed.

- Yes – for all health and social care staff indefinitely
- Yes – just related to today's consultation
- No – consent denied
- Not asked – break glass

- **Yes – For all health & social care staff indefinitely** – If this option is selected the patient will no longer be asked for consent indefinitely. This should only ever be used if the patient insists on not being asked again.
- **Yes – Just related to today's consultation** – If this option is selected the patient record will be accessible without consent for 24 hours, after which point it will be asked again for any subsequent use.
- **No – consent denied** – If this option is selected this will lock the patient record for 7 days, and the patient should be provided with the leaflet giving details of the opt out process (available on the intranet). Close the record rather than select **No**, as the patient may change their mind.
- **Not asked – break glass** must only be used in an emergency if the patient is unable to give consent. You will be asked to provide a reason for breaking glass. Select **Other** or **Emergency**, then select the relevant option from the dropdown list. Free-text information is required if **Other** is selected from the dropdown list.

Has the patient consented to have their record viewed?
Because your actions will be logged and you may be asked to justify them.

- Yes – for all health and social care staff indefinitely
- Yes – just related to today's consultation
- No – consent denied
- Not asked – break glass

Have you got any other consent?
Because your actions will be logged and you may be asked to justify them.

- Other
- Emergency

Please specify why you don't need explicit consent
n/a

please select why.....
To check appropriateness of a referral
To investigate safeguarding concerns
For clinical quality/audit investigation
I am the patient's registered GP
For system administration Investigations
Graphnet Investigations
Other

Please note: All access is monitored so please ensure patient records are only accessed for direct care purposes.

Select **Proceed** to access the Nottinghamshire Health and Care Portal.

VIEWING PATIENT ALERTS

If a patient has any active alerts these will be displayed in a pop-up window when the individual patient record is accessed (immediately after the Consent (if required) has been completed).

Patient has 5 alerts View Alerts Page

Severe 2 alerts

- Soya (Soya)
Non Drug (Non-Drug Based Allergens)
- Soya (Soya)
Non Drug (Non-Drug Based Allergens)

Medium 2 alerts

- Egg protein (Egg protein)
Non Drug (Non-Drug Based Allergens)
- Codeine (Codeine)
Drug (Drug Based Allergens)

Mild 1 alert

- Egg protein (Egg protein)
Non Drug (Non-Drug Based Allergens)

Continue

To view patient alerts after the pop-up has been closed, click on the **Alert** icon in the Patient Banner. The number indicates the total number of alerts.

Wolff Jeni (Ms) Female 04-Oct-1966 (49y) 643 750 7689 NHS No. 1

CareCentric Clinical Portal

Patient Demographics View refreshed at: 05/05/2015 9:52
Available Tenancy Demographics
No Items Found

Allergies View refreshed at: 05/05/2015 9:52
No Items Found

VIEWING THE PATIENT BANNER

Once on the Patient home page, click within the Patient banner to view patients details.

Cromwell Oliver Male 01-Jan-1961 (54y) 001 111 1111 NHS No. 0

Patient Details Patient Number 001 111 1111 Current Address Station House, Station Road, MK16 0AG	Contact Details Mobile Not recorded Home 01908 500700 Work Not recorded	GP Details Current GP John Practice Details Station Drive Surgery, Station House, Station Road, MK16 0AG	Ethnicity Details Ethnic Origin Not recorded Main Language Not recorded
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Close Patient Banner

VIEWING A PATIENTS HOMEPAGE

On the Patient homepage you will see a series of tiles. Click any of these to see any recorded information.

The tiles will provide real-time data held at other organisations including medications, problems, mental health and End-of-Life data (if present).



The activity tab displays the patient's hospital activity including outpatient and inpatient appointments:

Hospital Activity Summary

Latest Outpatient Activity
Showing 1 - 2 of 4

Outpatient Referral	Specialty Clinician	<Speciality> Mr M Ashraf	Referrer	Dr GJ Jones
12-Apr-2017 15:52				
Outpatient Appointment	Specialty Clinician	Urology Unknown X Urology	Referrer	Dr GJ Jones
06-Apr-2017 17:00				

Latest Inpatient Activity
Showing 1 - 2 of 8

Inpatient Transfer	Specialty Location	Gynaecology Ward 23	Clinician	Mr R Odoi
12-Apr-2017 16:14				
Inpatient Admission	Specialty Location	Gynaecology Ward 23	Clinician	Mr C Gle
12-Apr-2017 16:11				

Latest Emergency Activity
No Items Found

- Click on the symbol at the side of the activity it will display all recent activity.
- Use the navigation icons to view documents attached to the record or to return to the homepage. Home
- To exit the patient record, click the **X** in the top right-hand corner of the screen.

LOGGING OUT

To log out of the system, click on the X at the top of the screen.

CONTACT

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