

## SCR OVERSEAS VISITORS QUICK REFERENCE GUIDE V1.1

### WHAT IS SUMMARY CARE RECORD?

The SCR Viewer is a web based portal that allows users access to view patient data held on the **National Spine**.

The data originates from the medical records held with a patient's General Practitioner (GP).

### ACCESS AND LOGGING ON

Access is controlled by Smartcard and you must **never**:

- Use SCR Viewer with someone else's Smartcard
- Disclose your password
- Look at your own record or anyone else's without a legitimate reason

To log on:-

- Insert your Smartcard and enter your passcode
- Click on the Spine Portal icon on your desktop (if the icon is not showing on the desktop the link can be found on the intranet)

**Quicklinks>Smartcard>National Health Service Spine Portal**

The Spine Portal menus will appear. Select **Launch Summary Care Record (SCR)**



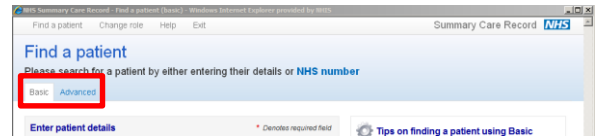
### SEARCH FOR A PATIENT

#### Search for a patient

- Find a patient using the minimum search criteria:
  - **Gender**
  - **Surname**
  - **Date of Birth**
- If patient cannot be found the following message displays: 'No patients match the information provided'

No patients match the information provided. Please check information provided or provide fewer details or use [Advanced Search](#)

- Click on '**Basic**' to repeat search. Check information entered, use more information e.g. first name, postcode
- Or, click on the '**Advanced**' tab to perform a more detailed search:



- If patient doesn't appear on the SCR Viewer this is a potential overseas visitor. Refer to the Overseas Visitors Team for further investigation; the patient may have to pay for treatment. Ext 4211 or email [overseas.visitors@sfh-tr.nhs.uk](mailto:overseas.visitors@sfh-tr.nhs.uk)

- If a patient is found select the patient to view their record: the **Key Demographic Information** will be displayed

When looking at this information pay attention to the **effective since** date. If it is less than 6 months this could be a potential overseas visitor.



Click tab to view **Historical Information** to establish: Address History; Name History; GP Care Providers History.

### NAVIGATION BAR

If searching again or searching for a different patient use the navigation bar at the top right of screen

Click – Find a patient  
Search for patient as previous



### CONTACT

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