

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)

٢	lational Health Service Spine Portal
NHS	Applications
Welc	ome to the Spine Portal. The portal now lists all applications. You will only be able to access those relevant to the role you have logged on with.
Note	that all applications are launched in a child window.
•	Launch EPS Prescription Tracker Launch End Point Registration Service Launch Spine Reporting Service
•	Launch Demographic Spine Application Launch Care Identity Service (Replaces UIM, Calendra and CMS) Launch Data Access Service
•	Launch Alert Viewer
	Launch Summary Care Record (SCR)

SEARCH FOR A PATIENT

Search for a patient

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

- 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:

🖉 🖩 15 Summary Care Rei	S Summary Care Record - Find a patient (basic) - Windows Internet Explorer provided by MIIS				
Find a patient	Change role Help Exit		Summary Care Record	NHS	*
Find a pate Please search fr Basic Advanced	tient or a patient by either entering t	their details or NHS numb	er		
Enter patient de	tails	Denotes required field	💮 Tips on finding a patient using Basic		

- 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
- 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.

(ey Demographic Inform	GP & Care Providers Contacts & Next of Kin Historical Informati		
Name	View history Edit		
Usual Name	Mrs Scrdonotuse Xxtestpatientdzakg		
	Effective since 07-Jan-2015		
Preferred Name	Ms Emma Louise Swift		
	Effective since 24-Aug-2014		
Alias	Not recorded		
Other Names	Not recorded		

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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