

ACCESS AND LOGGING ON

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

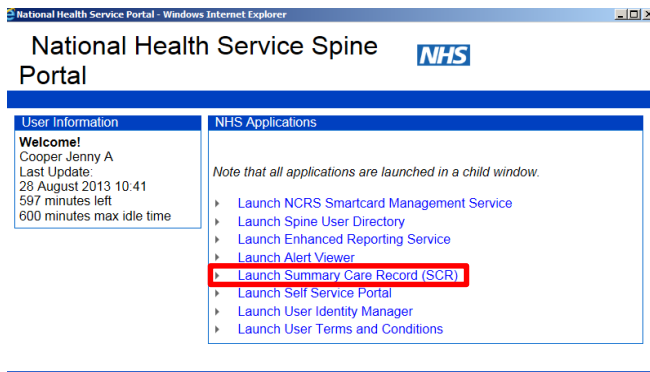
- Use SCR Viewer with someone else's Smartcard
- Disclose your password
- Look at your own record or anyone else's without a legitimate reason

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

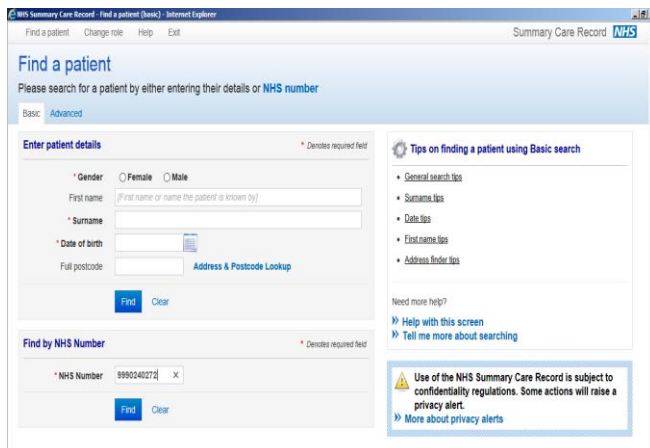
The Spine Portal menus will appear. Select **Launch Summary Care Record (SCR)**



If you have more than one role on your Smartcard you will be asked to select the appropriate role to view the record

SEARCHING FOR A PATIENT

The **Find a patient** screen will be displayed and will default to **Basic** search. Find the patient using either the **NHS number** (recommended) or minimum search criteria. If patient cannot be found select **Advanced** to perform a more detailed search.

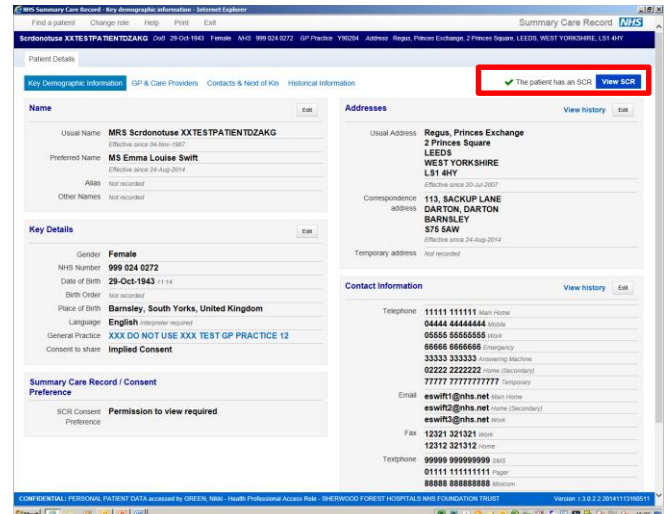


The patient's demographic details will be shown in the key demographic information screen

If you have the correct RBAC permissions and the patient has an SCR, the following will be displayed in the right hand corner of the Patient details screen:-

- A green tick indicating that a patient has an SCR
- A **View SCR** button to access the patient's SCR

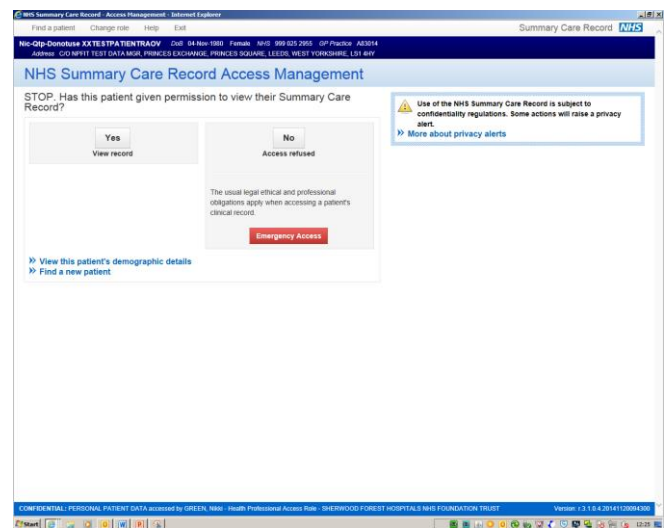
Select **View SCR**



- If the patient does not have an SCR a cross will appear in the right hand corner
- If you do not have the RBAC access neither a cross nor a tick will appear


PERMISSION TO VIEW

You will be asked if the patient has given you permission to view their SCR. You **MUST** ask the patient for their permission to view the record.



Permission to view can be asked on behalf of a group of clinicians responsible for the patient's care and for the duration of the patient episode.'

A local process would be required e.g. the consent should be recorded in the patient notes to ensure that staff are aware that permission has already been granted so they do not need to ask again and can click 'Yes' when prompted by the system

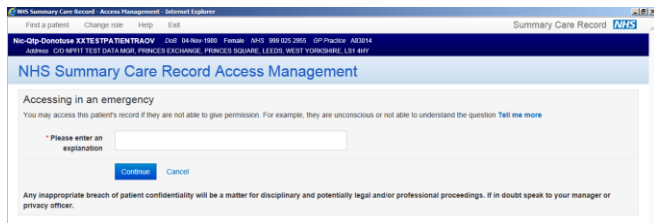
- Patient says "Yes" – click the Yes button
- Patients says "No" – click the No button to be returned to the patient's demographic details
- Patient unable to give permission e.g. does not have capacity, click: 

Unacceptable reasons for selecting Emergency Access

- ⊗ "Patient behind curtain"
- ⊗ "Patient not available to talk to"
- ⊗ "Patient asleep"

If the **Emergency Access** button is selected you **MUST** enter a reason why you accessing the record.

- A breach of patient confidentiality will lead to disciplinary action
- A legitimate relationship will last for 5 days



VIEWING SUMMARY CARE RECORD

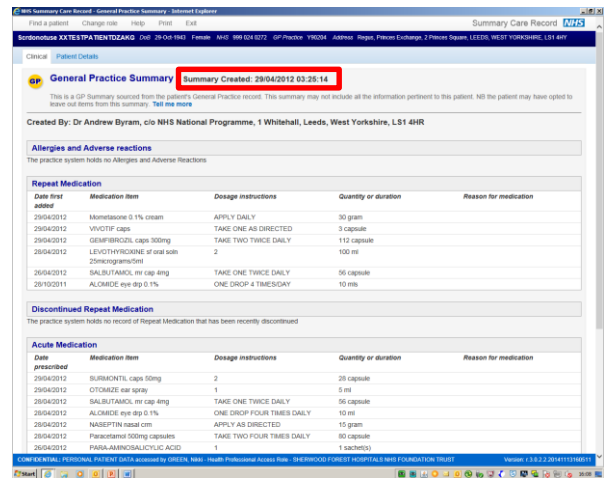
Every SCR is made up of the following core patient information:-

- Allergies and Adverse Reactions
- Acute Medication – prescribed in last 12 months
- Repeat Medication
- Discontinued Repeat Medication – stopped in the last 6 months

Changes made to these core data items in the GP record will be updated in the SCR automatically

Only the GP can update the SCR

Note the **Summary Created** date, this is not the date the summary was first created, this is the date it was last updated



You **MUST NOT** print the Summary Care Record.

You **MUST** document patient consent in the patient notes

CONTACT

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