

## SCR VIEWER QUICK REFERENCE GUIDE V1.0

# 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.

HS Summary Care Record - Fin	d a patient (basic) - Internet Explorer	
Find a patient Change Find a patient Please search for a pa Basic Advanced	role Hop Exit	Summary Care Record
Enter patient details	* Denotes required field	Tips on finding a patient using Basic search
" Gender First name " Surname " Date of birth Full postcode	O Female O Male Prot name or name the patient is known by	General teamh foo     Sunama foo     Data foo     Erolanne dan     Address foor foo     Address foor foo
Find by NHS Number	Find Clear	Need more hep?  Help with this screen  Tell me more about searching
* NHS Number	sesozaczzi x Find Clear	Use of the NHS Summary Care Record is subject to confidentiality regulations. Some actions will raise a privacy alert. More about privacy alerts

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

rdonotuse XXTESTPA	TIENTDZAKG /08 29-0ct-1943 Female /N43 999	124 0272 GP Practic	e Y90204 Address Regus Pr	nces Exchange, 2 Princes Square, LEEDS, W	EST YORKSHIRE LS1	4117
Patient Details						
Key Demographic Infor	GP & Care Providers Contacts & Next of	Kin Historical Inf	ormation	🖌 The patie	nt has an SCR Vie	w SCR
Name		Edd	Addresses		View history	ER
Usual Name	MRS Scroonotuse XXTESTPATIENTDZAKG		Usual Address	Regus, Princes Exchange		
	Effective pince 04-Nov-1987			2 Princes Square		
Preferred Name	MS Emma Louise Swift			LEEDS WEST YORKSHIRE		
	Effective pince 24-Aug-2014			LS1 4HY	IHY	
Allas	Not recorded			Effective since 20-Jul-2007		
Other Names	Not recorded		Correspondence address	113, SACKUP LANE DARTON, DARTON BARNSLEY		
Key Details		Edit		S75 5AW Effective since 24-Aug-2014		
Gender	Female		Temporary address	Not recorded		
NHS Number	999 024 0272					
Date of Birth	29-Oct-1943 1114		Contact Information			
Birth Order	Not recorded		Contact mormation		View history	EOK
Place of Birth	Barnsley, South Yorks, United Kingdom		Telephone	11111 111111 Mar Lines		
Language	English interpreter required		· exposite	04444 44444444 Monte		
General Practice	eral Practice XXX DO NOT USE XXX TEST GP PRACTICE 12			05555 55555555 1101		
Consent to share	Implied Consent			66666 6666666 Emergency		
				33333 333333 Answering Machine		
				02222 2222222 Home (Secondary)		
Summary Care Rec	ord / Consent			IIIII Temporary		
			Email	eswittignhs.net Man Home		
SCR Consent	Permission to view required			eswitt2@nns.net //one (Secondey) eswift3@nbs.net www		
Preterence			Fav	10101 101101		
			- F BA	12312 321312 Jonne		
			Textshops	00000 00000000 000		
			rexprom	01111 111111111 Pager		
				88888 8888888888 Mincom		
CIDENTIAL CODOONIAL	PATIENT DATA accessed by OBEEN Nikil - Health Phyloco	onal Access Role - St	ERWOOD FOREST HOSPITALS	NHS FOUNDATION TRUST	Version 13.0.2.2.201	141113160

- 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.

Chrone	ermission to view their Summary Care	Wise of the NHS Summary Care Record is subject to
Yes View record	No Access refused	Ass confidentially regulations. Some actions will raise a privacy elert. >> More about privacy alerts
	The usual legal ethical and professional obligations apply when accessing a patient's clinical record.	
View this patient's demographic d Find a new patient	etails	

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 promted 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

- S "Patient behind curtain"
- S "Patient not available to talk to"
- S "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

NHS Summary Care Record - Access Hanagement - Internet Explorer		-10	1×
Find a patient Change role Help Exit	Summary Care Record	NHS	~
Nic-Qtp-Donotuse XXTESTPATIENTRAOV Los 04-Mov-1980 Female AHS 999 025 2955 GP-Poctor A83014 Address C/O NIFIT TEST DATA MOR, PRINCES EXCHANGE, PRINCES SOURCE, LEEDS, WEST YORKSHIRE, LSI 4/HY			
NHS Summary Care Record Access Management			
Accessing in an emergency You may access the patient's eccord they are not able to give permission. For example, they are unconnected or not able to understand the question Te *Please enter an application	ll me more		
Commun Cancel Any insperoprists breach of potent confidentiality will be a matter for disciplinary and potentially legal and/or professional proceedings. If in d	oubt speak to your manager o	r	

#### 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

ind a patient	Change role Help Print Exit			Summary Care Record M
onotuse XXTE!	STPATIENTDZAKG Dolt 29-0d-1943 F	enale NHS 999 024 0272 GP Practice 19020	4 Address Regus, Princes Exchange, 2 P	Princes Square, LEEDS, WEST YORKSHIRE, LS1 4HY
Inical Patient	Details			
Conor	al Practice Summany			
Serier	ar Practice Summary Sur	nmary Created: 29/04/2012 03:25:1	•	
This is a C	GP Summary sourced from the patient's G	eneral Practice record. This summary may r	tot include all the information pertinent	t to this patient. NB the patient may have opted to
	nens namina samnary. Init ine invre			
reated By: D	Ir Andrew Byram, c/o NHS Natio	nal Programme, 1 Whitehall, Leeds	s, West Yorkshire, LS1 4HR	
Allergies and	d Adverse reactions			
se practice syste	em holds no Allergies and Adverse Reacti	ons		
Repeat Medi	ication			
Date first added	Medication item	Dosage instructions	Quantity or duration	Reason for medication
29/04/2012	Mometasone 0.1% cream	APPLY DAILY	30 gram	
29/04/2012	VIVOTIF caps	TAKE ONE AS DIRECTED	3 capsule	
29/04/2012	GEMFIBROZIL caps 300mg	TAKE TWO TWICE DAILY	112 capsule	
28/04/2012	LEVOTHYROXINE sf oral soln 25micrograms/5ml	2	100 mi	
26/04/2012	SALBUTAMOL mr cap 4mg	TAKE ONE TWICE DAILY	56 capsule	
28/10/2011	ALOMIDE eye drp 0.1%	ONE DROP 4 TIMES/DAY	10 mis	
Discontinue	d Repeat Medication			
he practice syste	em holds no record of Repeat Medication	that has been recently discontinued		
Acute Medic	ation			
Date	Medication Item	Dosage instructions	Quantity or duration	Reason for medication
prescribed				
29/04/2012	SURMONTIL caps 50mg	2	28 capsule	
29/04/2012	OTOMIZE ear spray	1	5 mi	
28/04/2012	SALBUTAMOL mr cap 4mg	TAKE ONE TWICE DAILY	56 capsule	
28/04/2012	ALOMIDE eye drp 0.1%	ONE DROP FOUR TIMES DAILY	10 mi	
28/04/2012	NASEPTIN nasal crm	APPLY AS DIRECTED	15 gram	
28/04/2012	Paracetamol 500mg capsules	TAKE TWO FOUR TIMES DAILY	80 capsule	
26/04/2012	PARA-AMINOSALICYLIC ACID	1	1 sachet(s)	

You MUST NOT print the Summary Care Record.

You MUST document patient consent in the patient notes

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