New User application to the OCS

User Guidance

NOTE: For any issues or queries regarding the online form, please contact: oxfordshire.caresummary@nhs.net

Included in this document

- An introduction to the Oxfordshire Care Summary (OCS) application process
- OCS application user guidance
- OCS process flow diagram (Appendix A)
- Further OCS resources (Appendix B)

Introduction

The process for registering for access to the Oxfordshire Care Summary follows three-stages including:

- Application
- Approval
- Authorisation

Application

It is understood that those applying for access to the OCS have clinical requirement to access the information held on the OCS and will be based in the following locations:

Emergency Department	Out-of Hours GP	Regular GPs
MIUs and EMUs	OUH Clinicians and Pharmacists	Oxford Health Clinicians

Approval

The person who Approves applications to progress to the final (Authorisation) stage will be your line manager. You will be able to select your line manager, or deputy, from a list after you have chosen the organisation and department from the various drop-down lists located on the on-line form.

Authoriser

The person who will Authorise your application is the Caldicott Guardian for the organisation. The Caldicott Guardians for the various organisations are listed below:

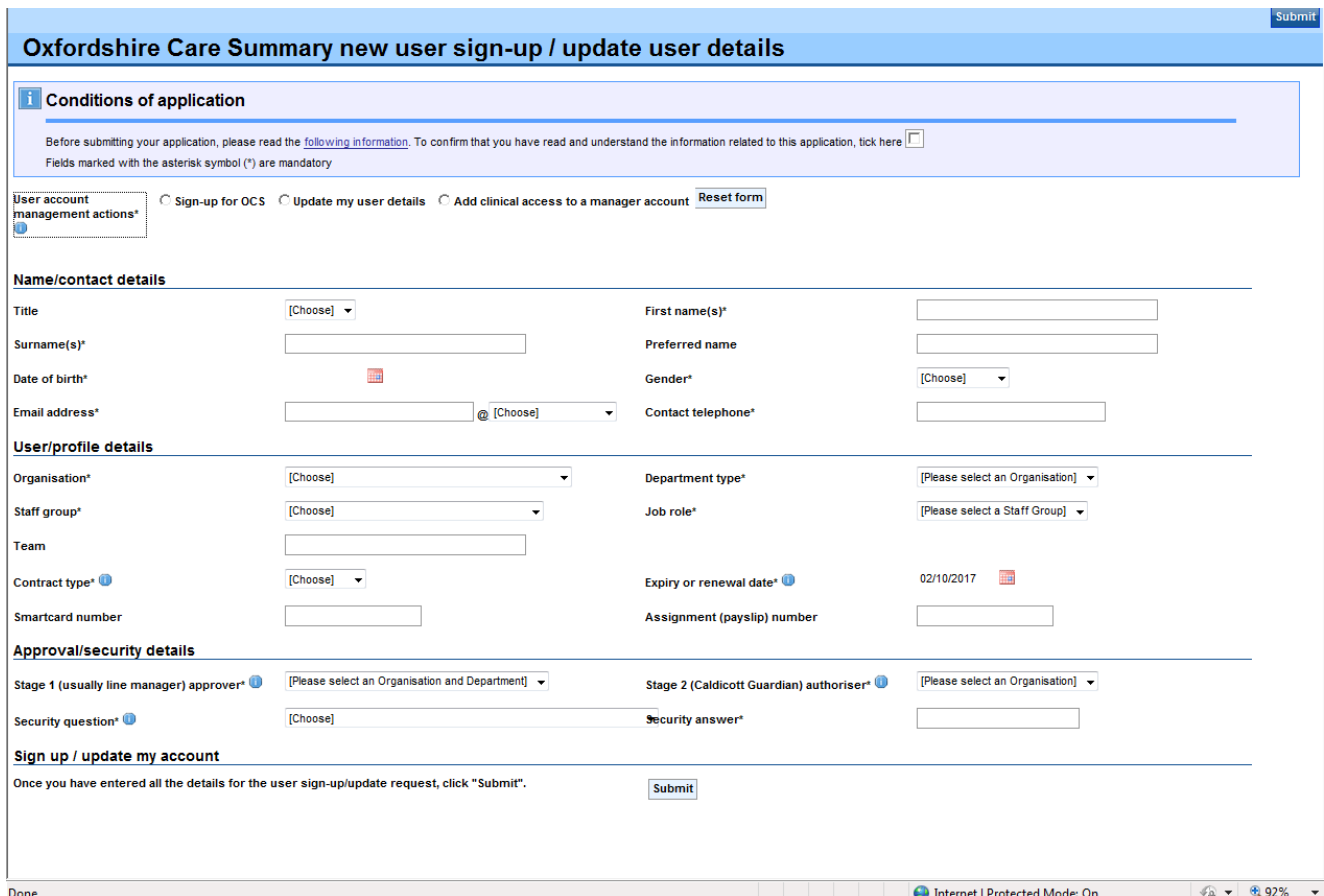| Organisation	Caldicott Guardian
General Practitioners	Specific to GP practice
Oxford Health Foundation Trust	Mike Foster
Oxford University Hospitals NHS Trust	Chris Bunch
Principle Medical Ltd	Laura Spurs

Process

1. Go to the Oxfordshire Care Summary login page:

https://oci.oxnet.nhs.uk/casenotes/stxx/PasswordLogin.jsp

2. Click on the *Oxfordshire Care Summary new user sign up here* hyperlink

The new user sign-up form will launch (as below)

3. New users must first confirm that they have understood the OCS Terms and conditions – which can be accessed via the hyperlink provided

4. Select **Sign-up for OCS** as below

5. Complete the form with your details taking particular note to select the correct **Organisation** and **Department type** (under the **User/profile details** section) as this will impact on the choices you have regarding your **Approver** and **Authoriser**

6. After completing the form, select **Submit** (either at the top of the form or the bottom)

After successfully completing the form a confirmation screen will show

New user sign up / update existing user request successfully initiated

ℹ️ The new user sign-up / update existing user request has been successfully initiated.

An email has been sent to the email address specified in the sign-up request, which you **must** acknowledge for the sign-up process to continue. If this email is not received then please click here to go back and try again.

7. Go to your email and open the confirmation email that has been sent

8. Click the link embedded in the email to complete the confirmation process (image below)

From:	SignUp OCS (NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT)	Sent: Thu 26/11/2015 10:52
To:	Brown Ed (NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT)	
Cc:		
Subject:	Sent by Oxfordshire Care Summary regarding a new user sign-up request	

Oxfordshire Care Summary

Dear Edward Brown,

Your sign-up request has been received, please click here and follow the resulting instructions to confirm your request.
Once this acknowledgement has been received, this request will automatically be passed on to your selected approver, Todd Davidson (email todddavidson@nhs.net), for approval.

- The approver is someone who can confirm your need to access OCS, for example, your line manager
- After initial approval, the authoriser then gives final approval for OCS access; he or she is the Caldicott Guardian or someone with delegated authority

Note: If you did not make such a request then please report via the following email address, oxfordshire.caresummary@nhs.net, and this will be investigated further.

Kind regards,

Oxfordshire Care Summary Team
NHS South, Central and West Commissioning Support Unit
Jubilee House, 5510 John Smith Drive, Cowley, Oxford OX4 2LH
E: oxfordshire.caresummary@nhs.net

Please be aware that all e-mails received and sent by this organisation are subject to the Freedom of Information Act (2000) and may be disclosed to a third party. If you believe you have been sent this message in error, please inform the sender and delete the message and any attachments as soon as possible. All messages sent by this organisation are checked for viruses but this does not, and cannot, guarantee that a virus has not been transmitted

Clicking *here* completes the confirmation process

New user sign up / user update request confirmation

ℹ️ You have now confirmed that you wish to continue with the new user sign-up / user update request you initiated.

Your new user sign-up / user update request will now be passed onto the approver that you selected for further processing.
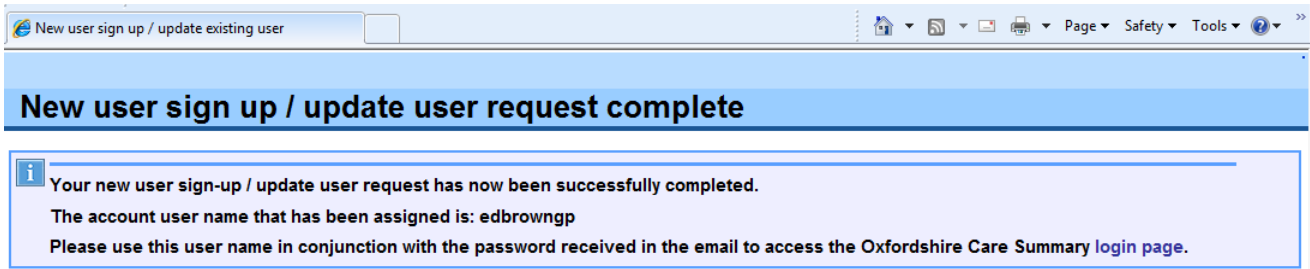
Approval

After your identified Approver has processed your application, you will receive another email to confirm the status and, if confirmed, you will be notified that your application progressed to the final stage of the application process – the Authoriser stage
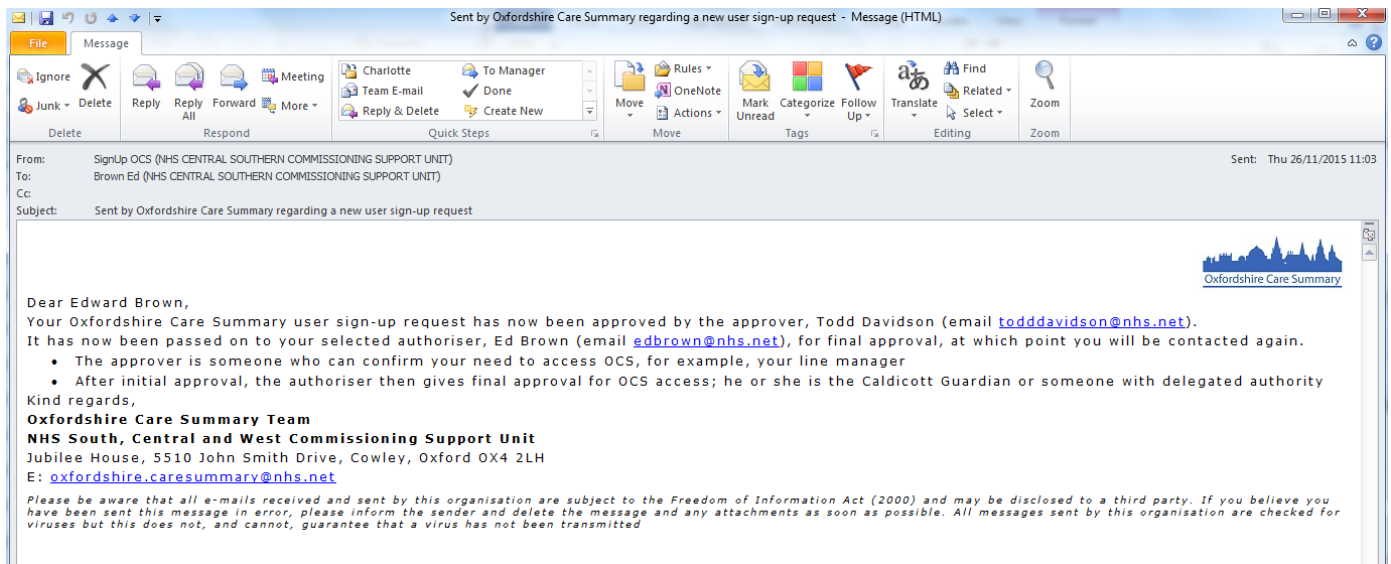
After your application has been **_Authorised_**, you will receive a final email that contains your initial login password. NOTE: Your OCS username is the email address that you entered on the sign up form.

Be sure to read the **_User Agreement_** and click on **_here_** to acknowledge the completion of the process
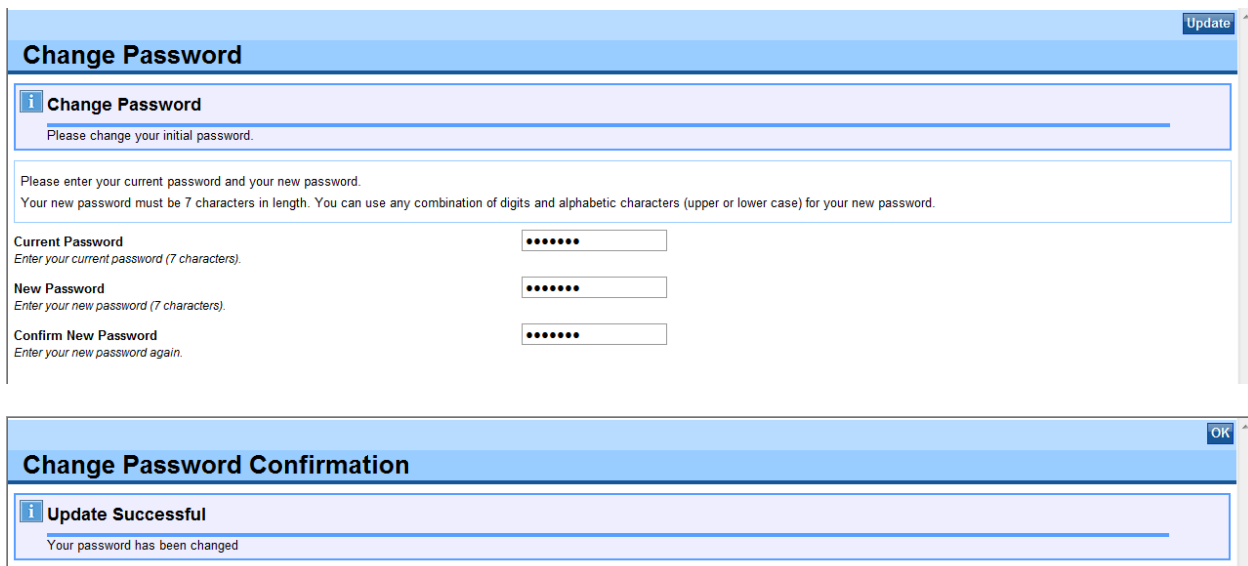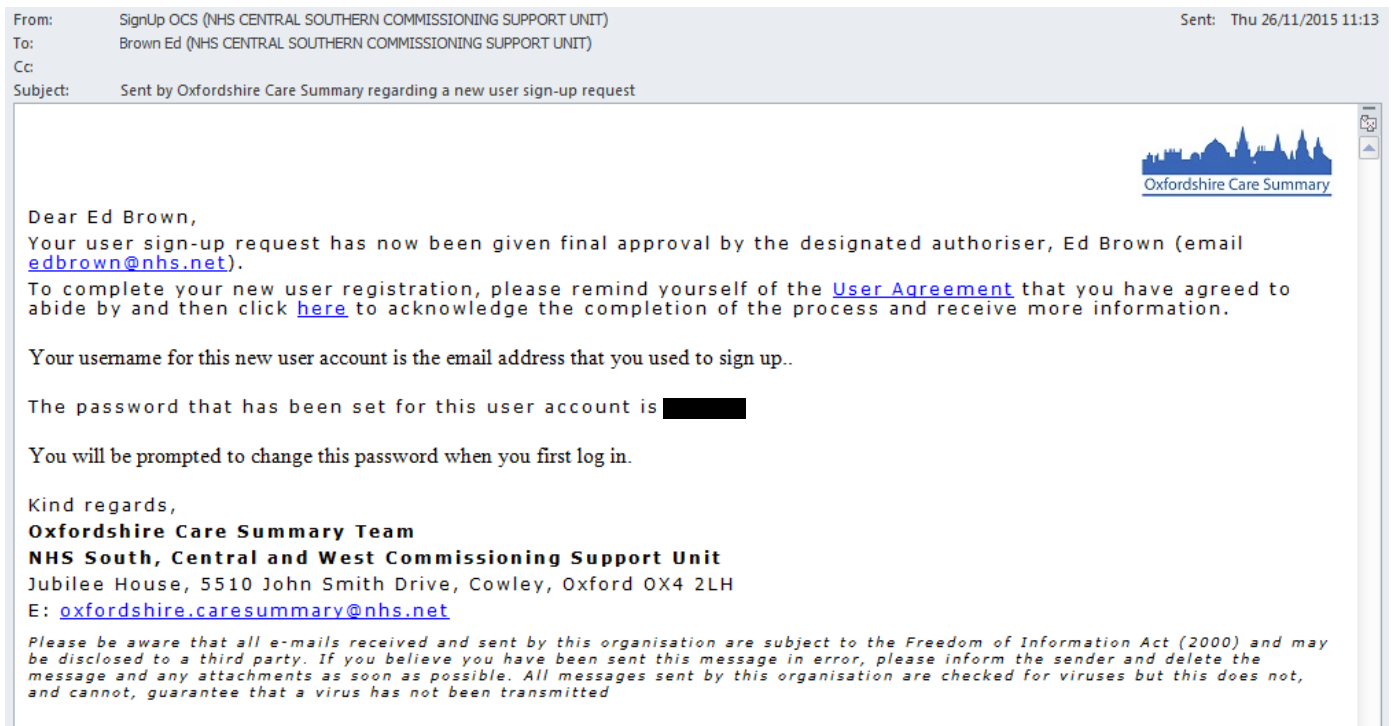
New user sign up / update user request complete

ℹ️ Your new user sign-up / update user request has now been successfully completed.

The account user name that has been assigned is: edbrowngp

Please use this user name in conjunction with the password received in the email to access the Oxfordshire Care Summary login page.

After returning to the Oxfordshire Care Summary login page and entering in your user login details, you will be prompted to change your password. Passwords should always be kept secure and follow the following criteria

- Passwords must be 7 characters in length
- Passwords should contain mixed case
- Passwords should include a number and/or special character

Change Password

ℹ️ **Change Password**

Please change your initial password.

Please enter your current password and your new password.
Your new password must be 7 characters in length. You can use any combination of digits and alphabetic characters (upper or lower case) for your new password.

Current Password
Enter your current password (7 characters).

New Password
Enter your new password (7 characters).

Confirm New Password
Enter your new password again.
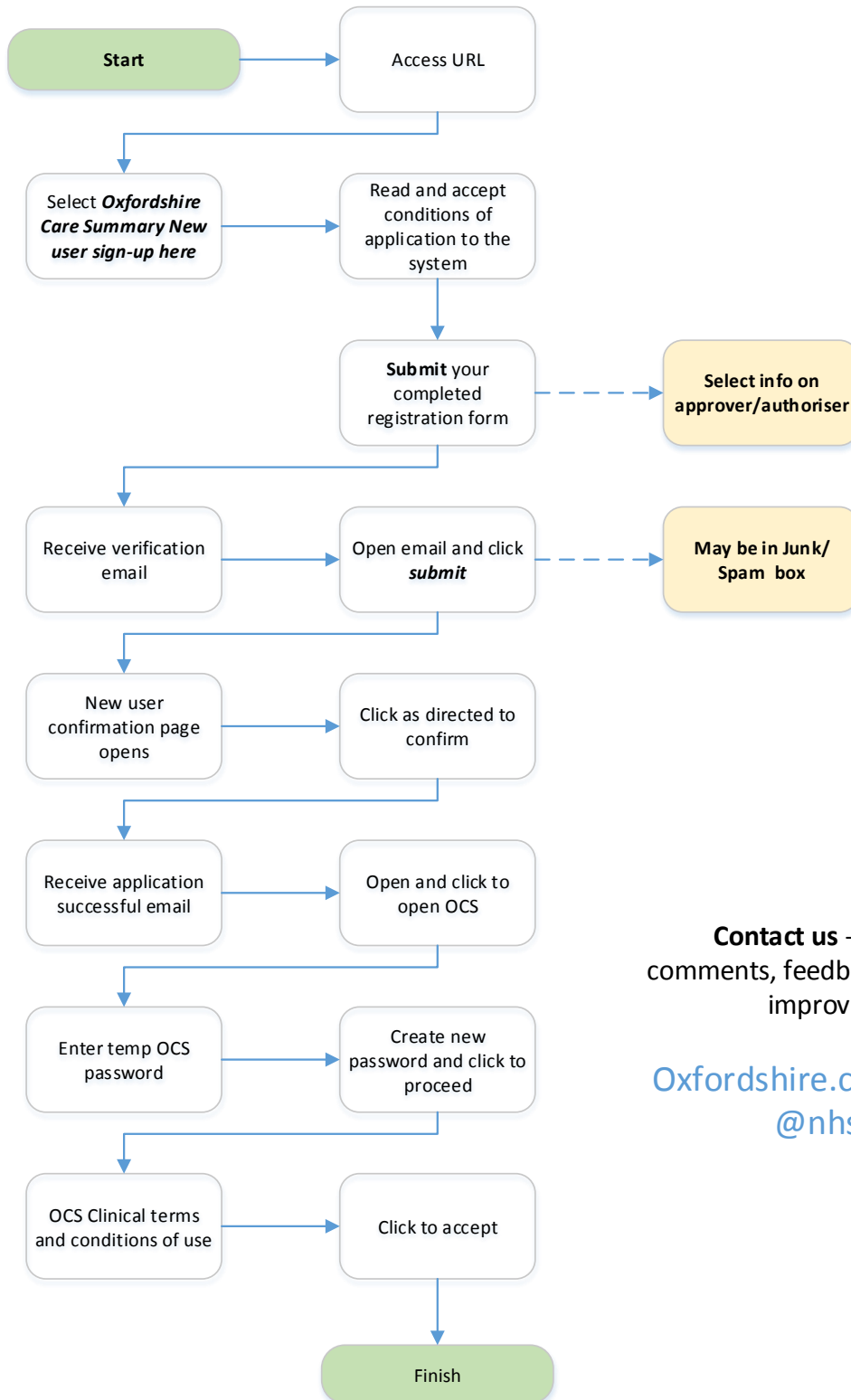
Change Password Confirmation

ℹ️ **Update Successful**

Your password has been changed

You can now log into the Oxfordshire Care Summary

Appendix A. New user sign-up process flow

New user registration

Contact us - questions, comments, feedback and ideas for improvement

Oxfordshire.caresummary @nhs.net

Appendix B. Further OCS resources

Information available on the Oxfordshire CCG website:

- Main page: http://www.oxfordshireccg.nhs.uk/your-health/oxfordshire-care-summary/

- Information and clinical governance: http://www.oxfordshireccg.nhs.uk/your-health/oxfordshire-care-summary/oxfordshire-care-summary-in-detail/

- Purpose, principles and consent: http://www.oxfordshireccg.nhs.uk/your-health/oxfordshire-care-summary/oxfordshire-care-summary-in-detail-purpose-principles-and-consent/

- Oxfordshire Care Summary and the Summary Care Record: http://www.oxfordshireccg.nhs.uk/your-health/oxfordshire-care-summary/oxfordshire-care-record-and-summary-care-record-resources/

- Informational video (click on the image below. If that does not work, click on the following link: https://youtu.be/w8BNK44x-ZI)