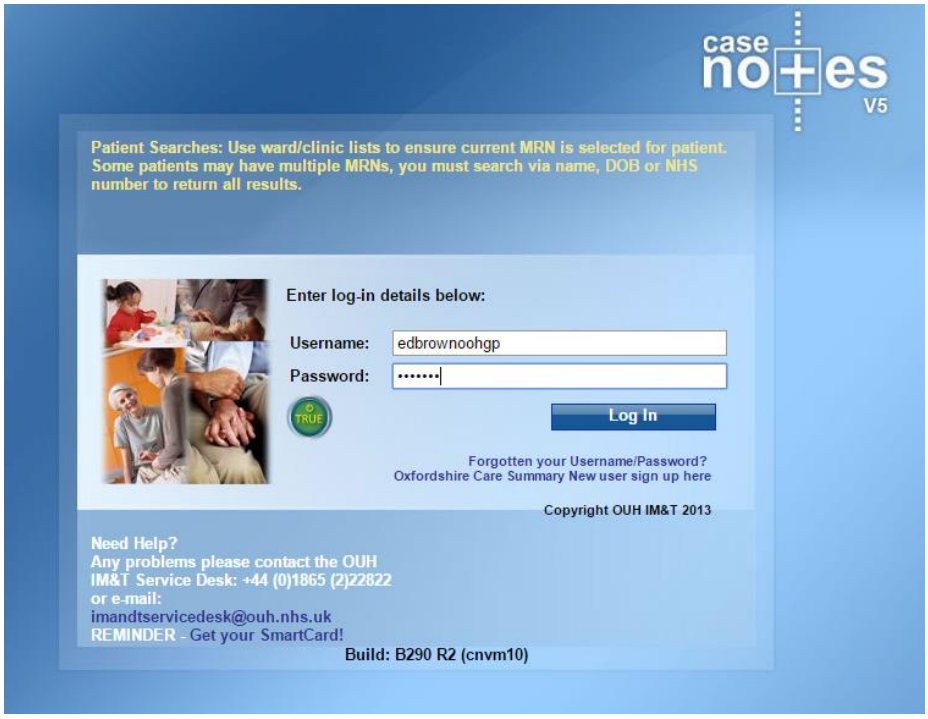
User Guidance

Oxford Health

Assumption: you are already in possession of an Oxfordshire Care Summary username/password.

Logging in to the OCS

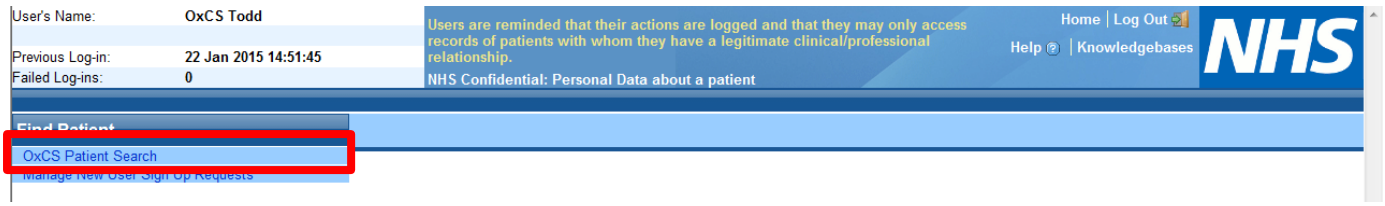
1. Go To the OCS login page: https://oci.oxnet.nhs.uk/casenotes/



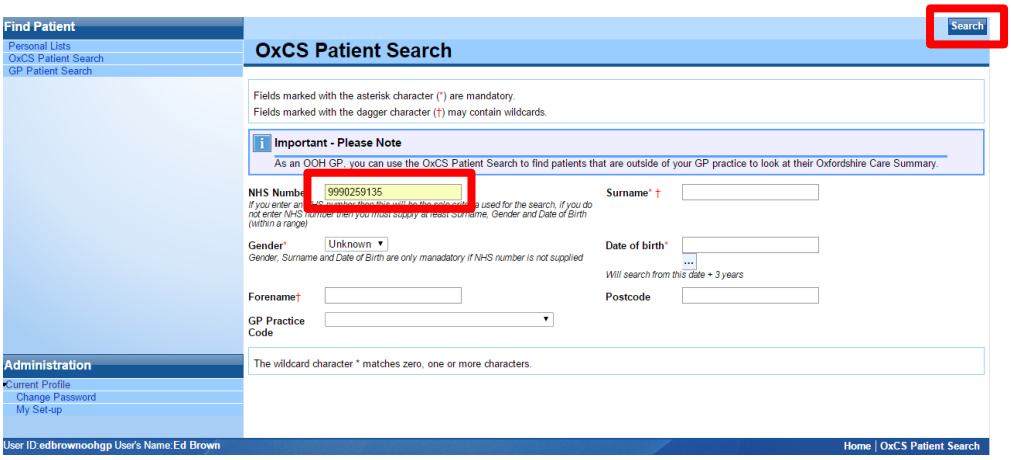
2. Enter in your username/password
3. Select ***Log in***

You should be taken to the landing page

4. Select ***OxCS Patient Search***

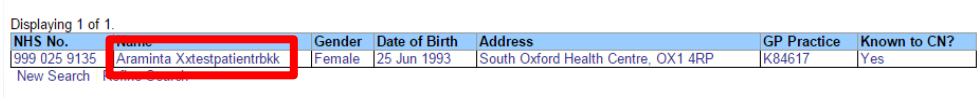


5. Type in the patient's **NHS number** and click on ***Search***

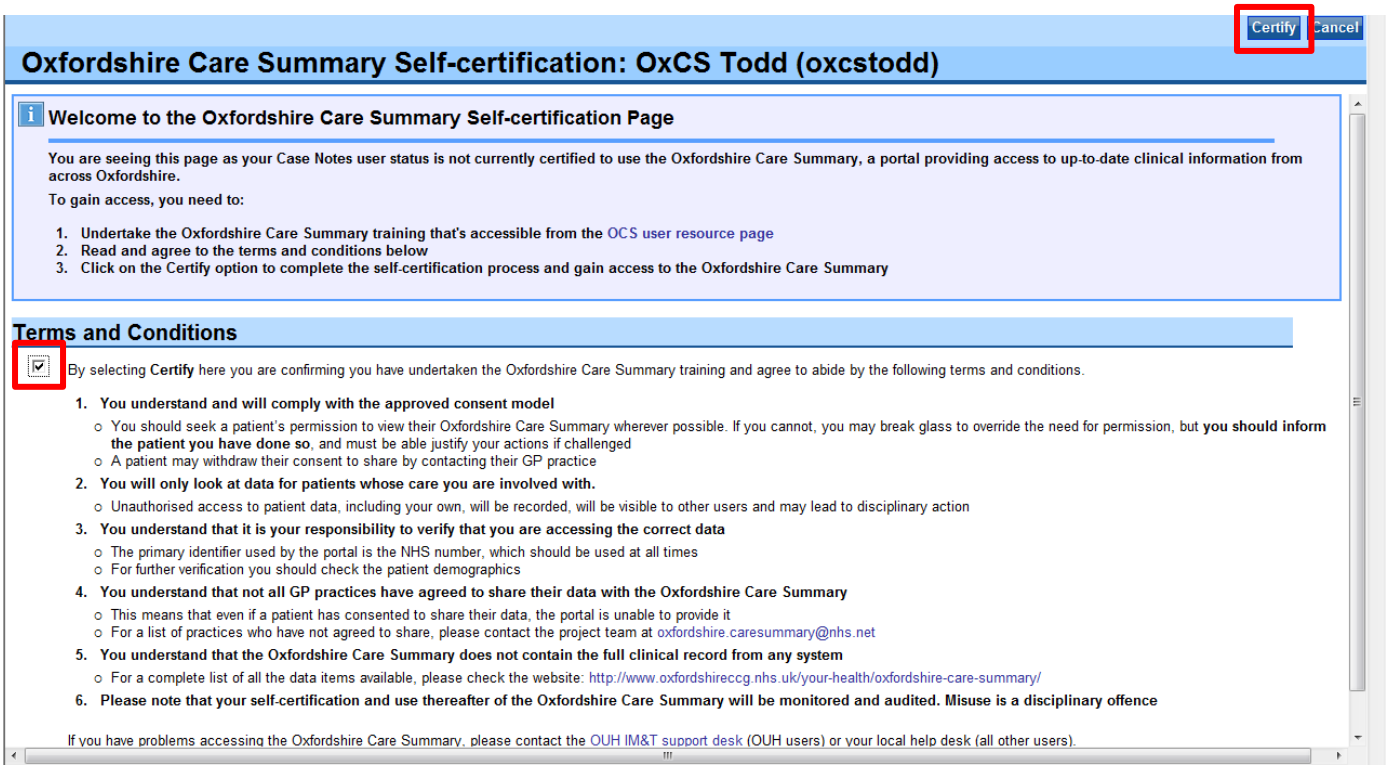


NOTE: Please search using NHS number where possible, otherwise, you will need name, gender and date of birth

6. Click on the patient's name

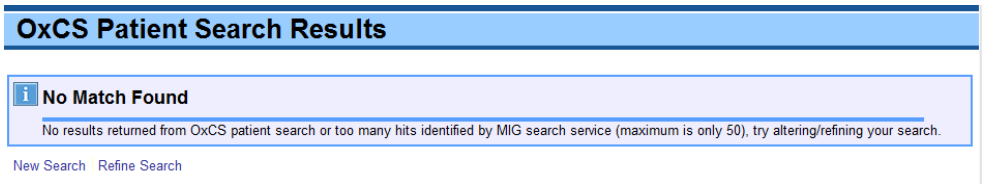


Accept the terms and conditions and select ***Certify***

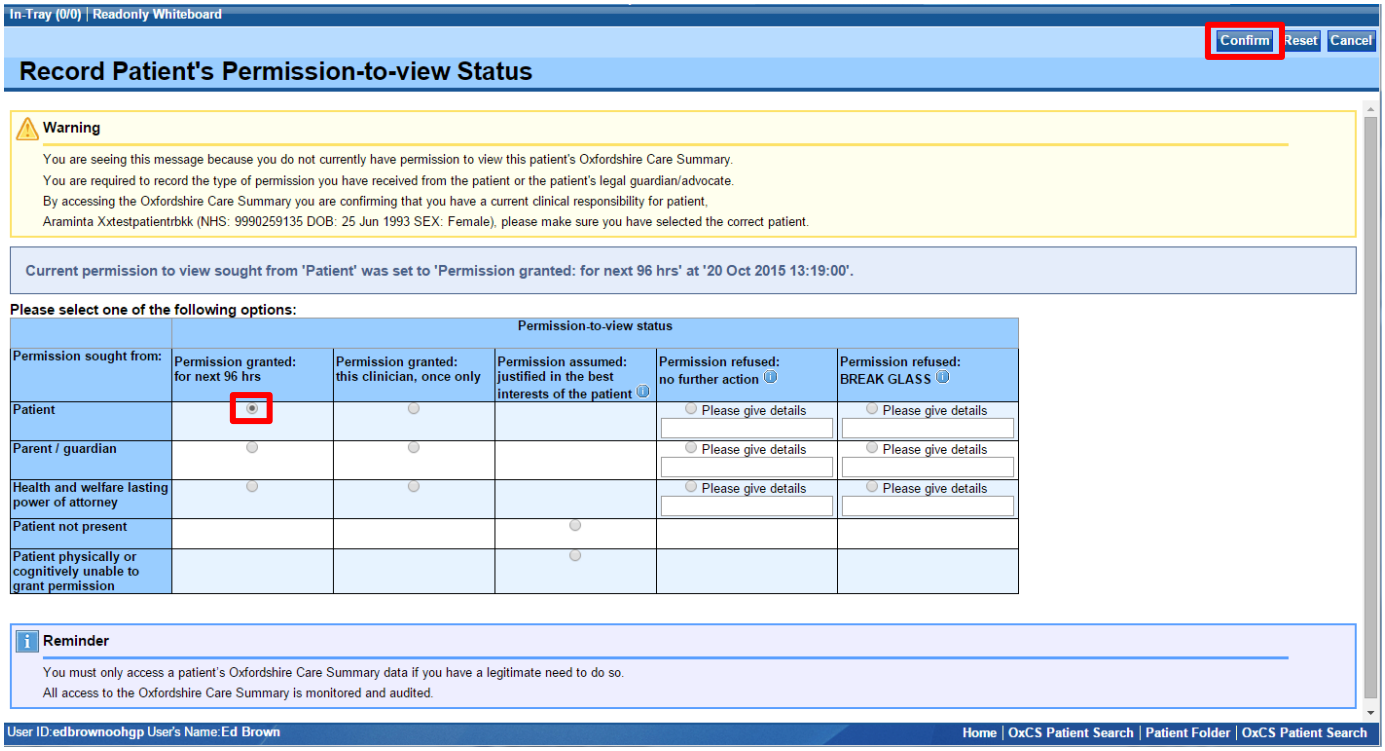


If the patient has not consented to share, the following message will appear:

If no patient record is held on the Oxfordshire Care Summary, the following message will appear:



7. Complete permission to view status when prompted and click on ***Confirm***



PLEASE NOTE: Permission assumed should be selected when the patient cannot answer because they are not able to confirm permission. Permission refused means the patient has actually denied permission to access their data.

8. Select the required information from the left panel. Information is presented in tabs by category and source

Oxfordshire Care Summary

NHS

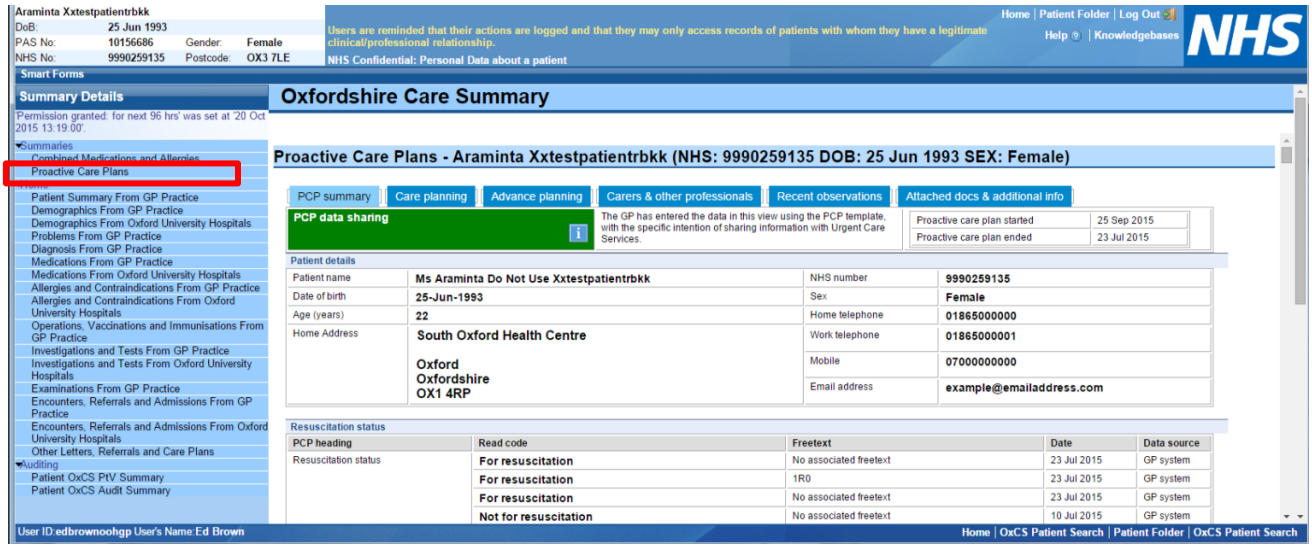
Your guide to the navigation

Patient home	Allergies & contraindications view	Encounters, referrals & admissions
Demographics view	Operations, vaccinations & immunisations	Other letters, referrals & care plans
Problems view	Investigations and tests	Summaries view
Diagnosis view	Examinations	Permission to view summary
Medications view		Patient audit summary

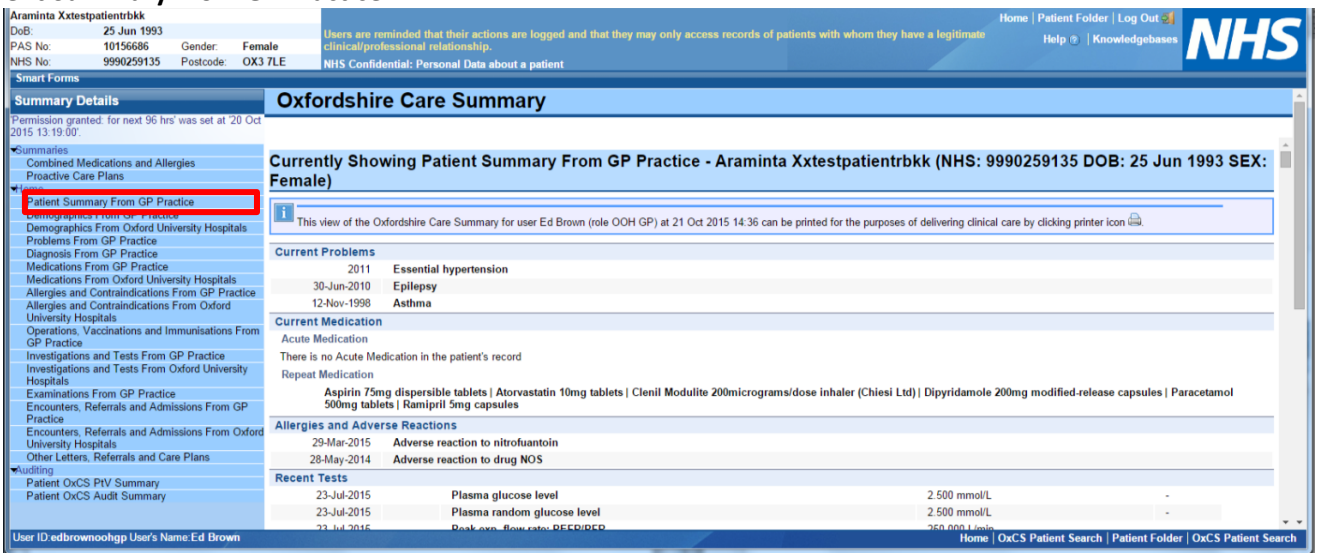
Patient Home

Combined Medications and Allergies

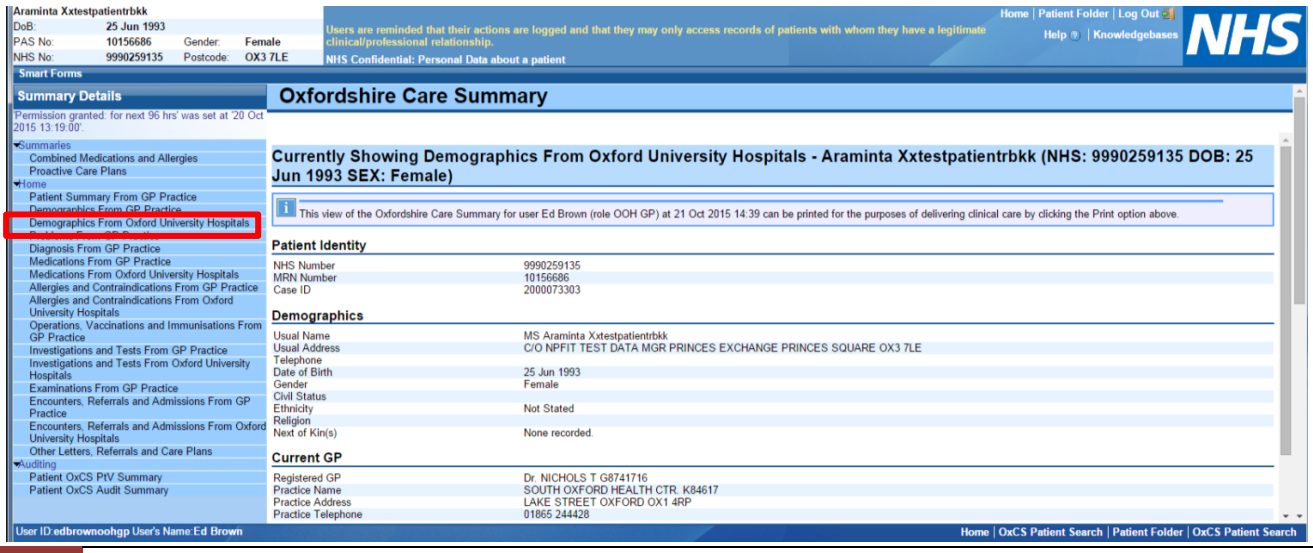
Proactive Care Plans



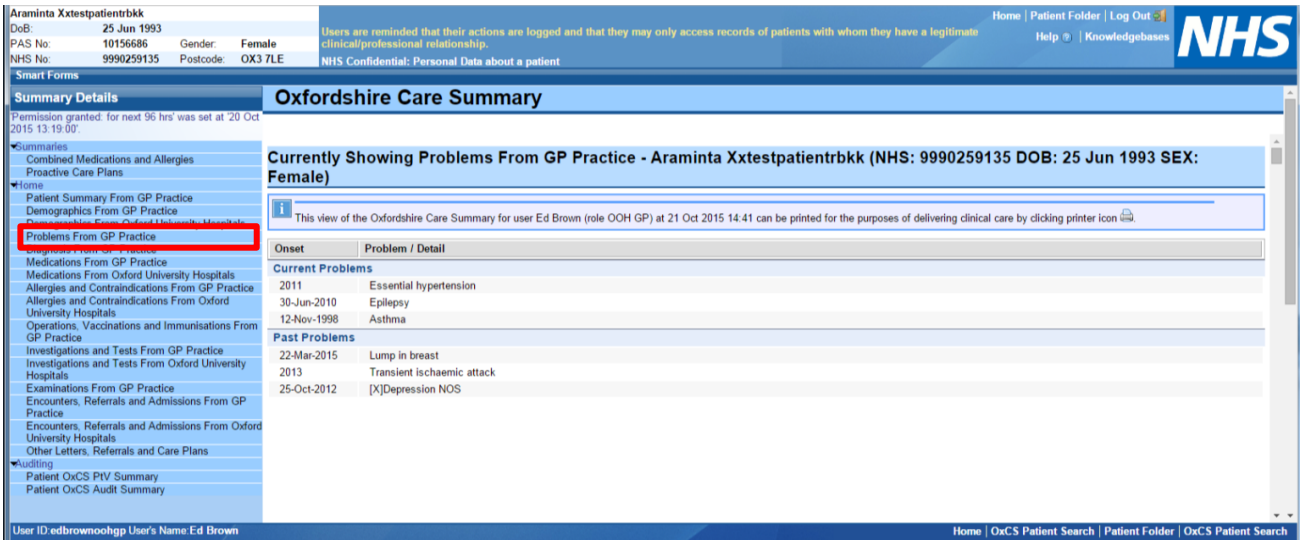
Patient Summary From GP Practice



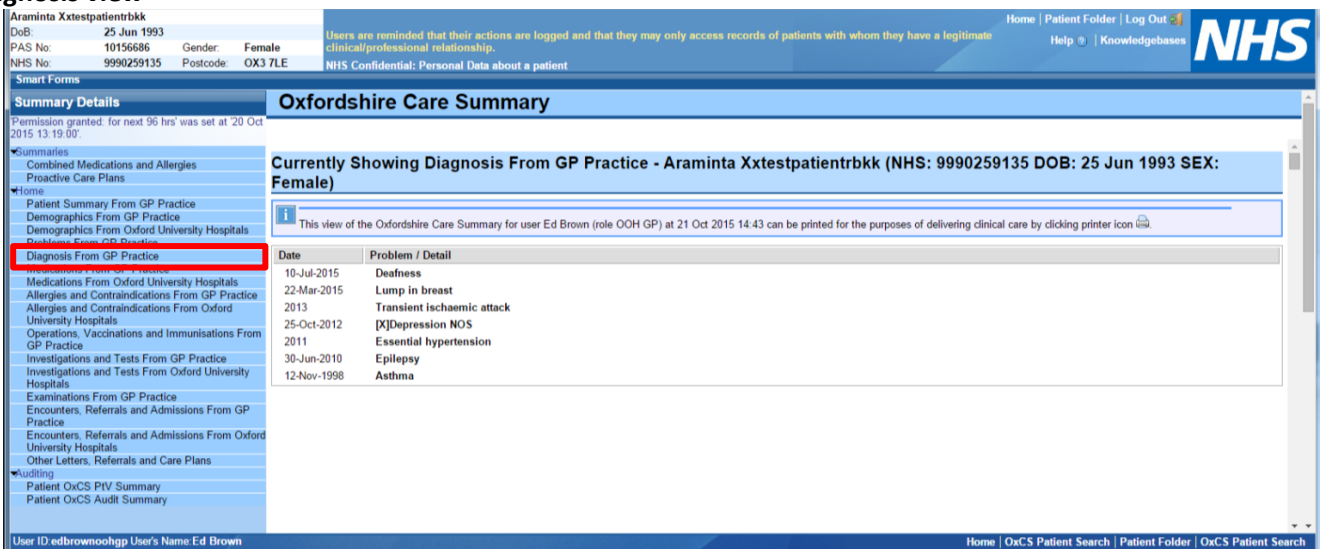
Demographics view (from OUH)



Problems view

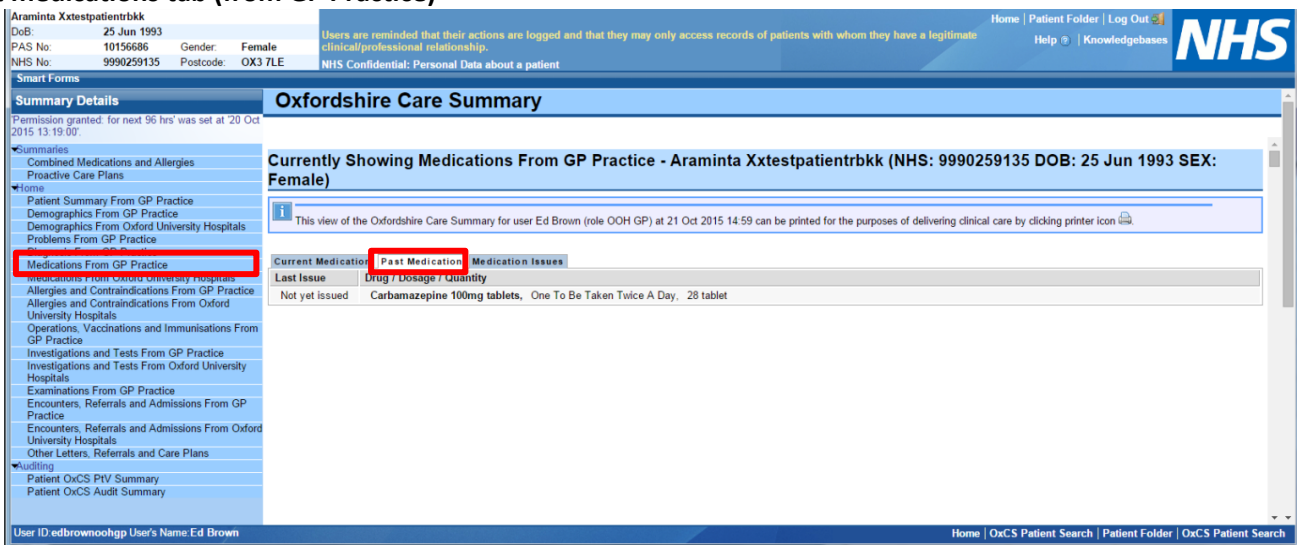


Diagnosis view



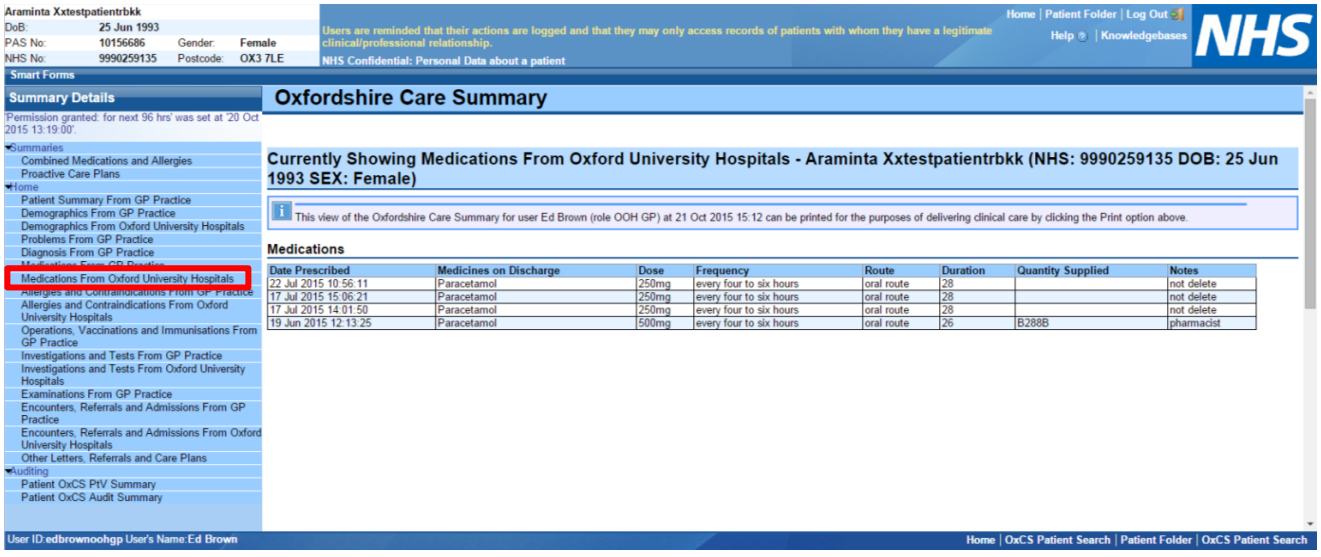
Current medications tab (from GP practice)

Past medications tab (from GP Practice)

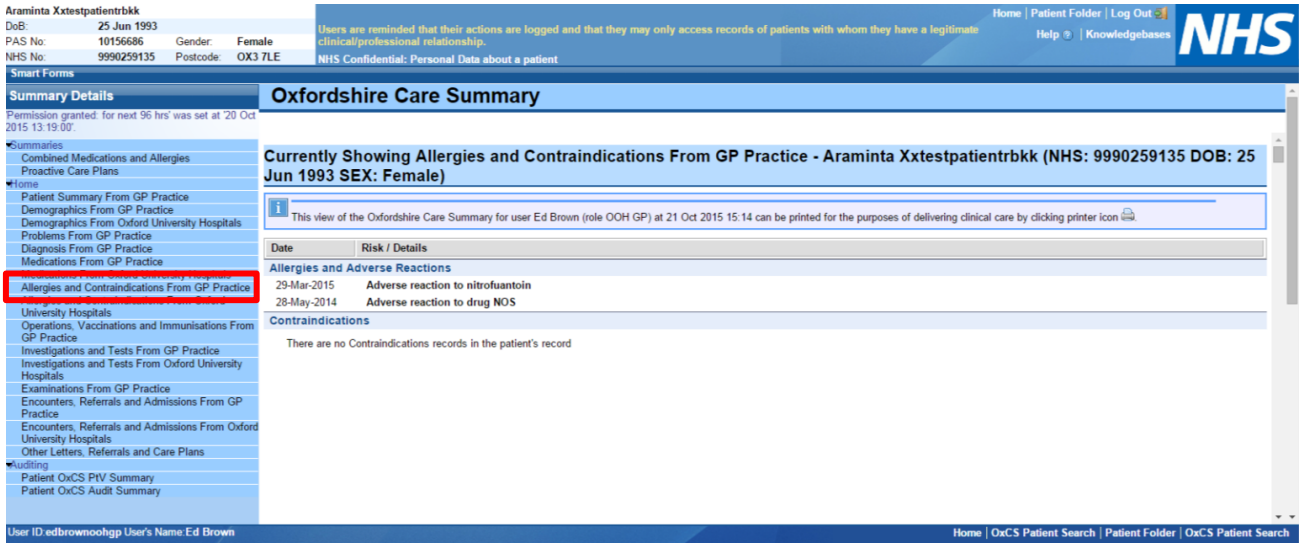


Medications issues tab (from GP)

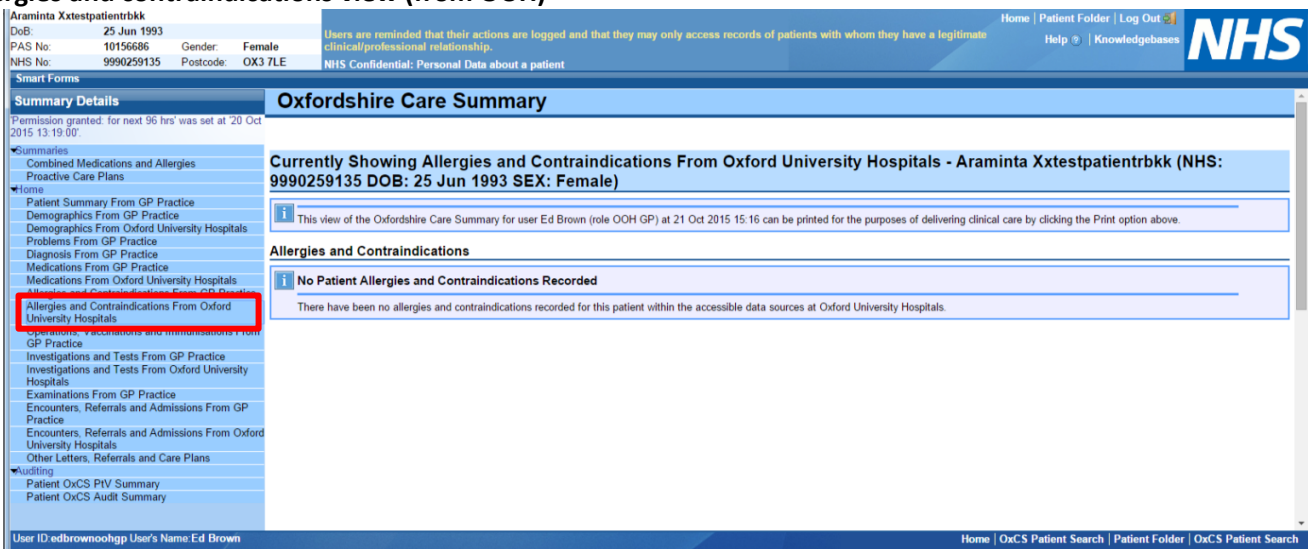
Medications (from OUH)



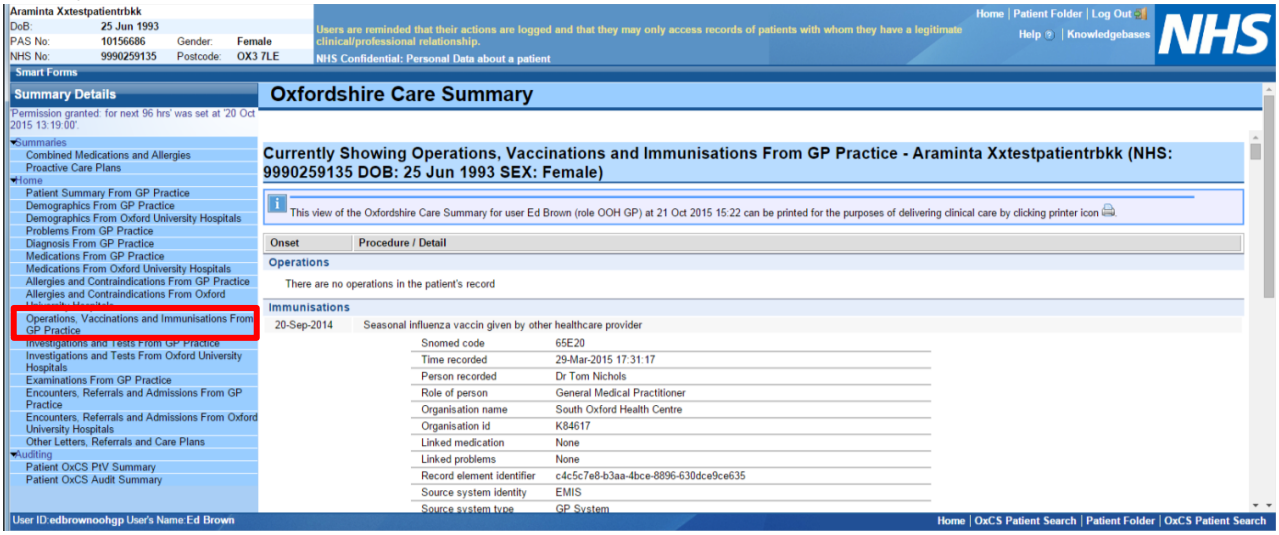
Allergies & contraindications view (from GP Practice)



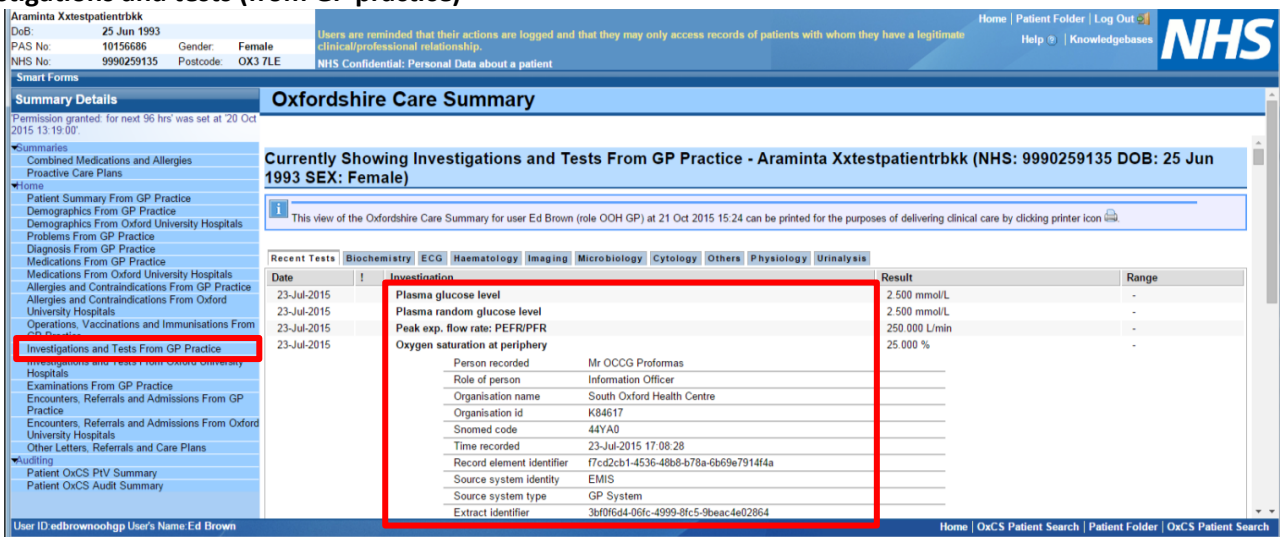
Allergies and contraindications view (from OUH)



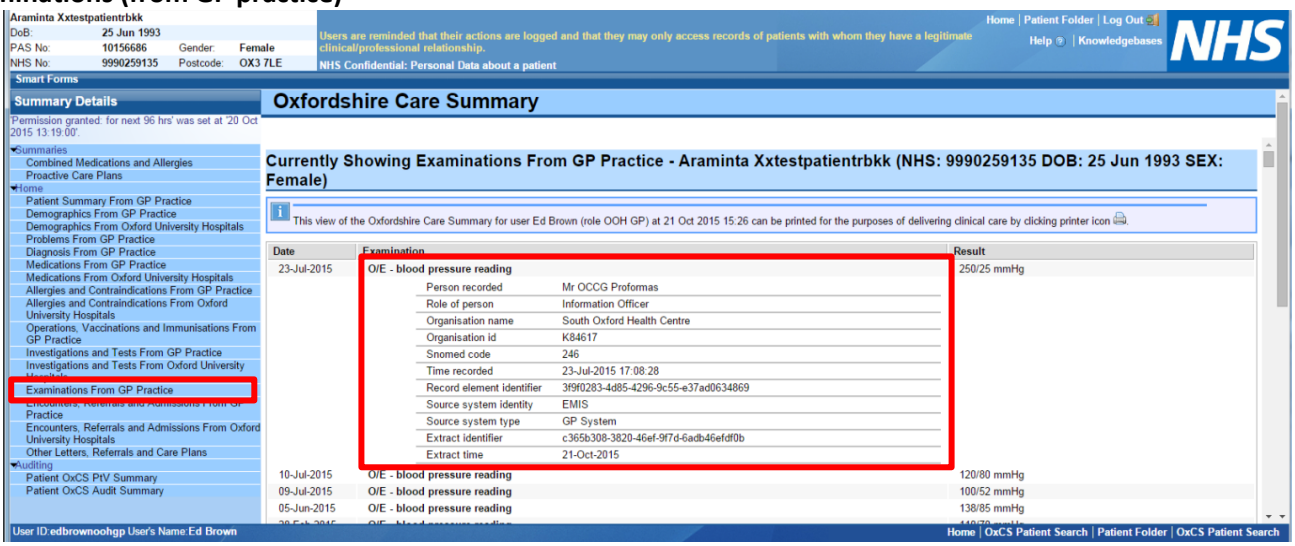
Operations, vaccinations & immunisations from GP Practice



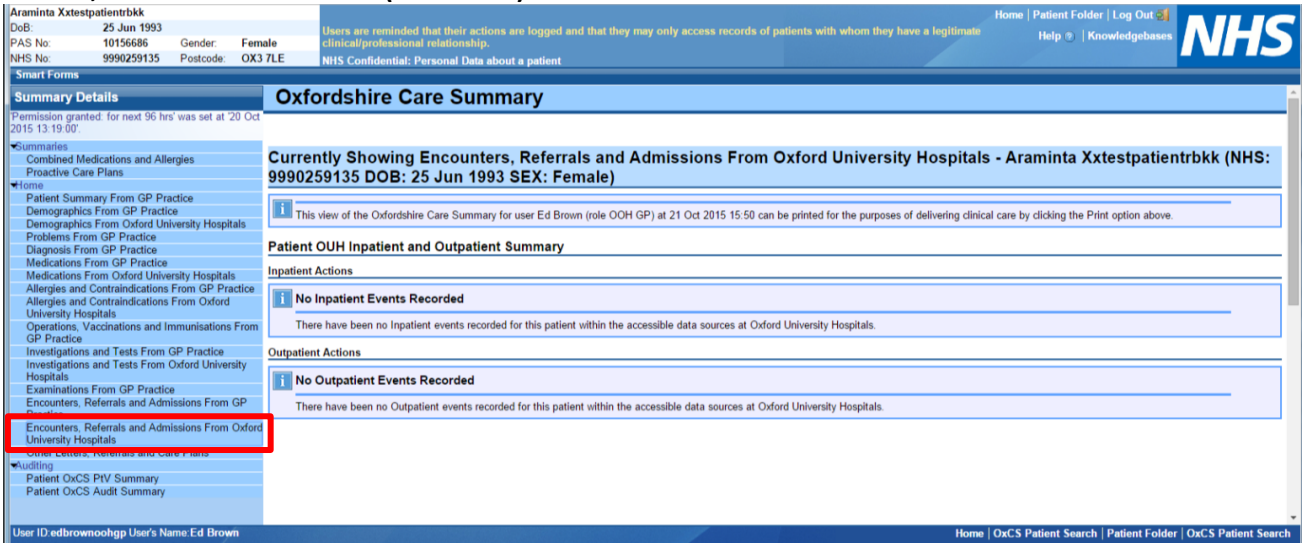
Investigations and tests (from GP practice)



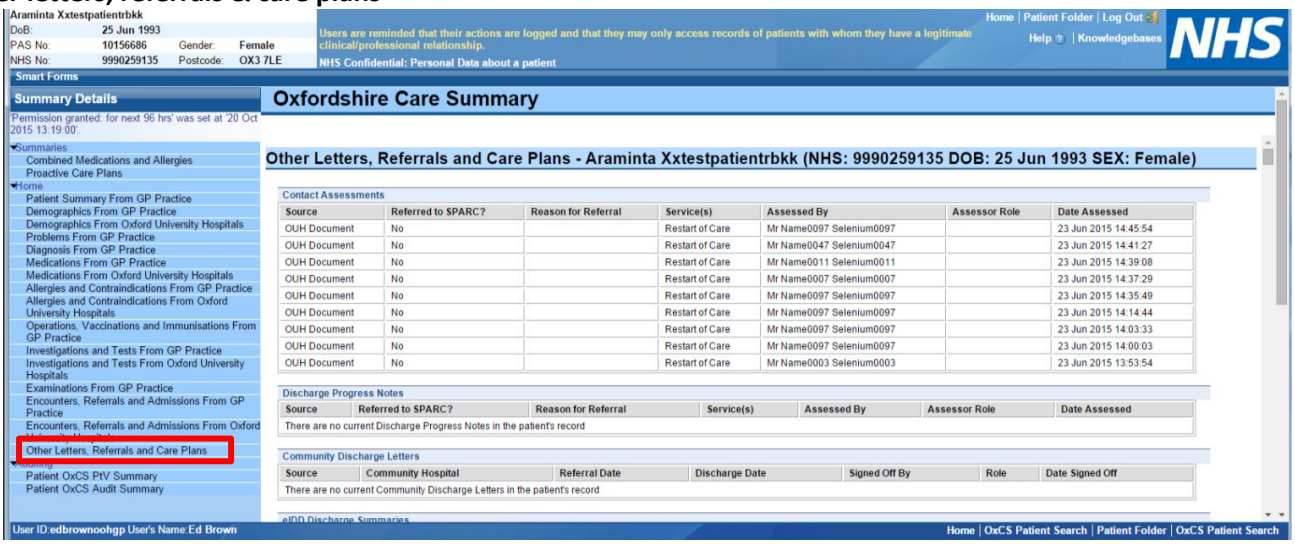
Examinations (from GP practice)



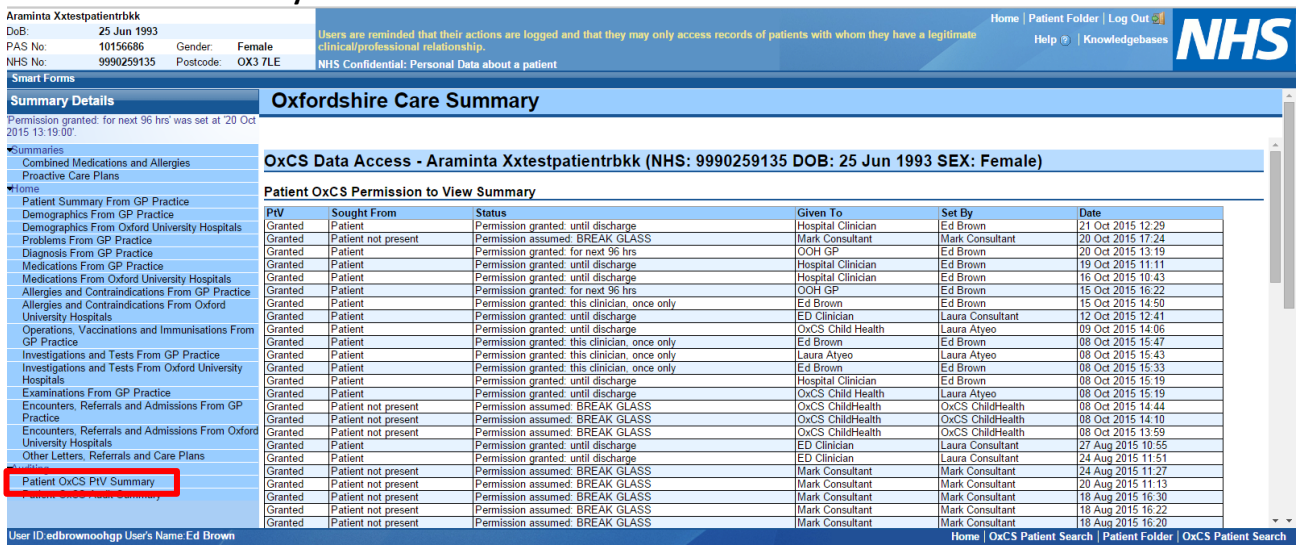
Encounters, referrals & admissions (from OUH)



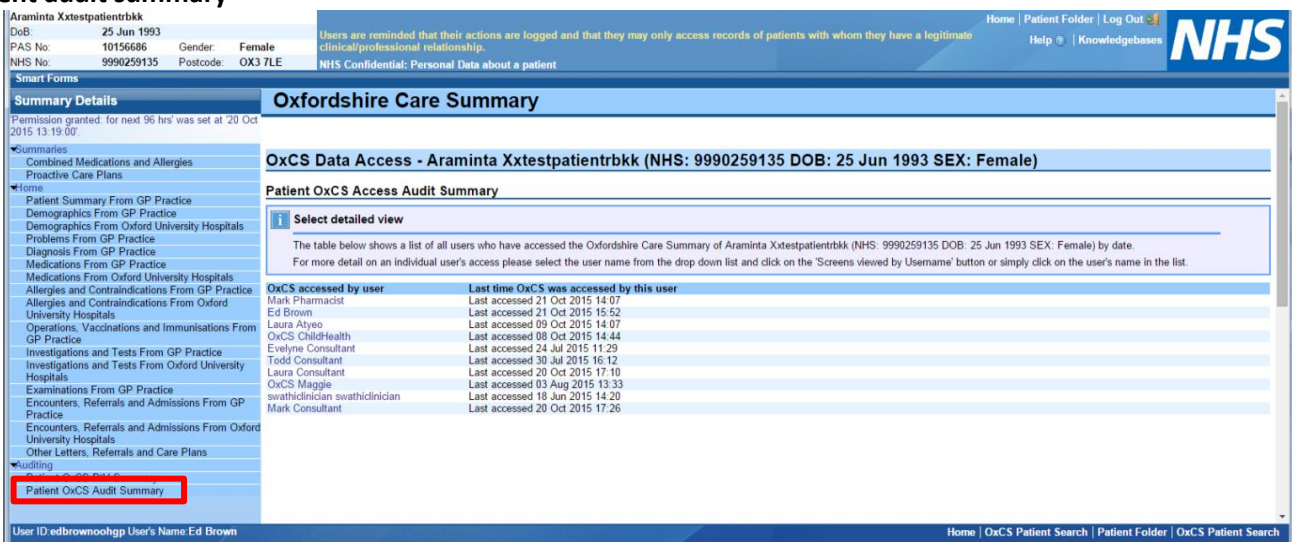
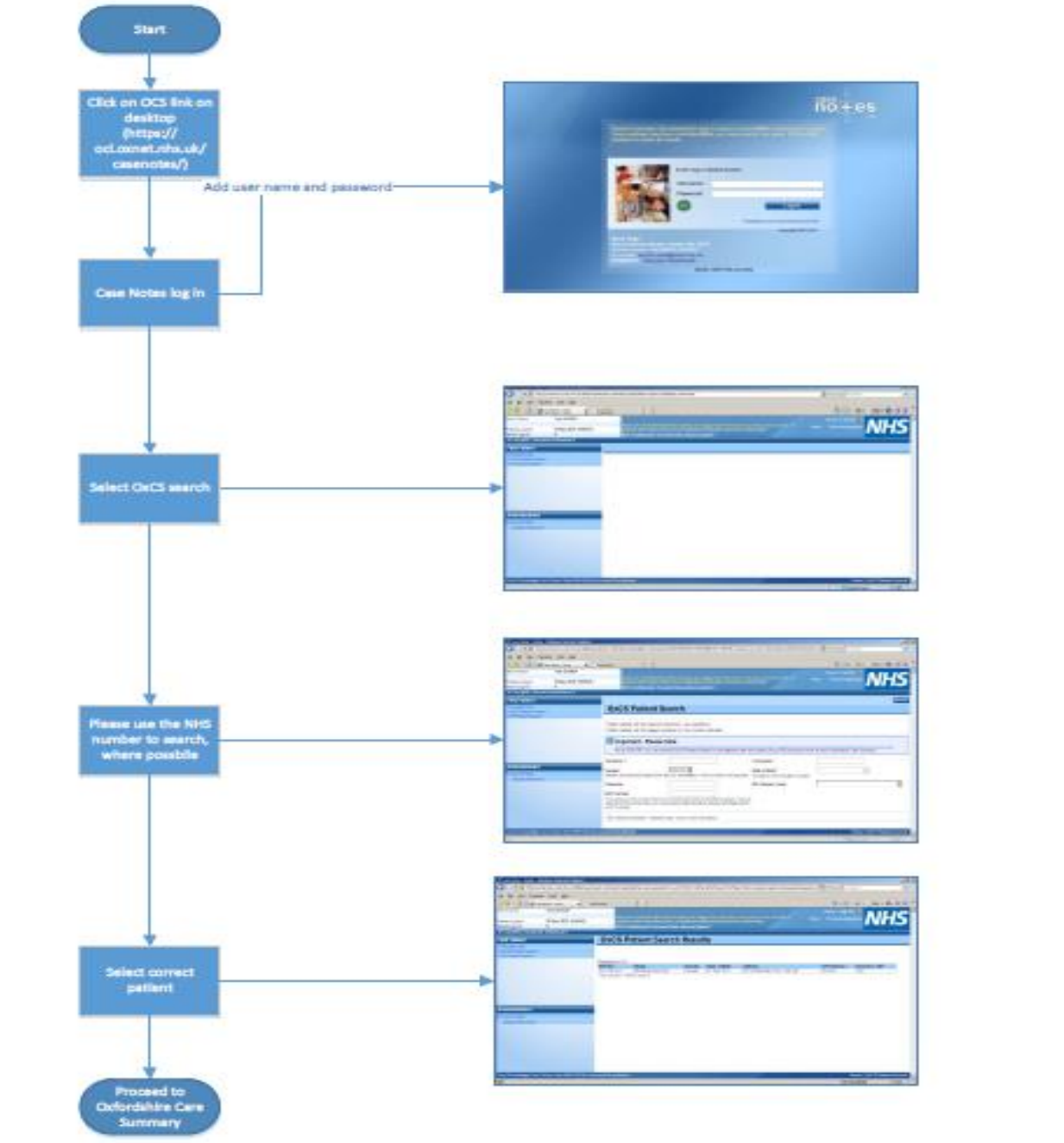
Other letters, referrals & care plans



Permission to view summary



Patient audit summary



A quick guide to using the Oxfordshire Care Summary in Out of Hours