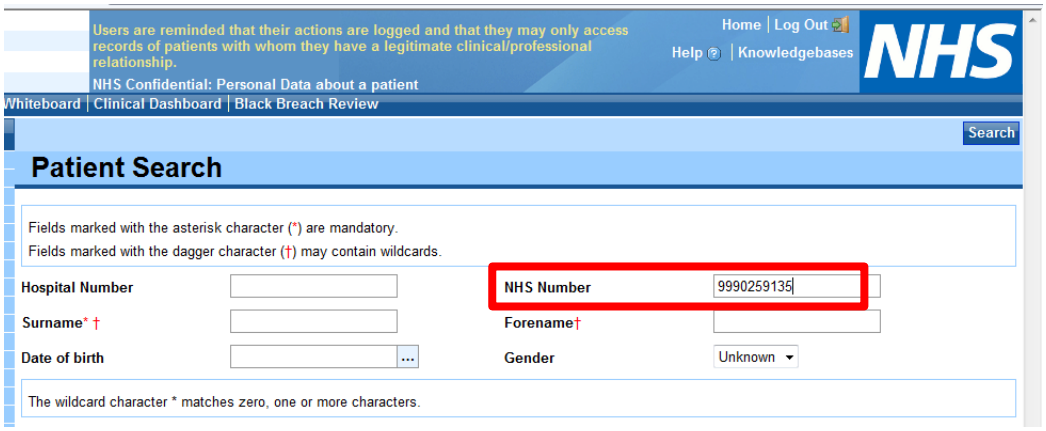
Adding a Care Document via the OCS

Documents may be attached onto Case Notes for viewing in the Oxfordshire Care Summary.

This paper describes how this may be done directly from the **OCS**

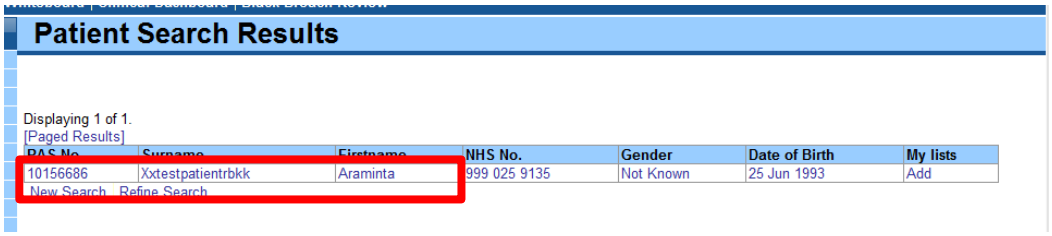
1. Log on to Casenotes

2. Search for your patient in **Casenotes**** (using NHS # or required information)



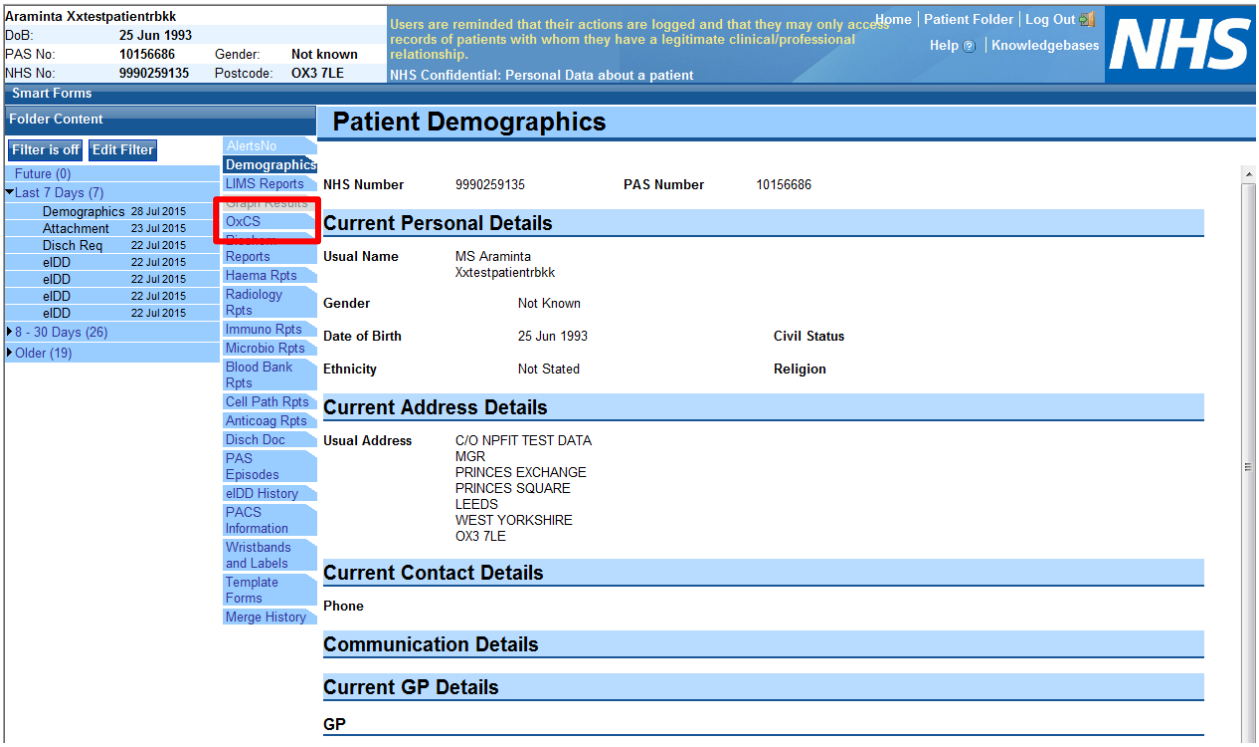
NOTE: it must be a Casenotes search. **DO NOT select **OxCS Search** unless the patient is **not** known in Casenotes

3. Select patient

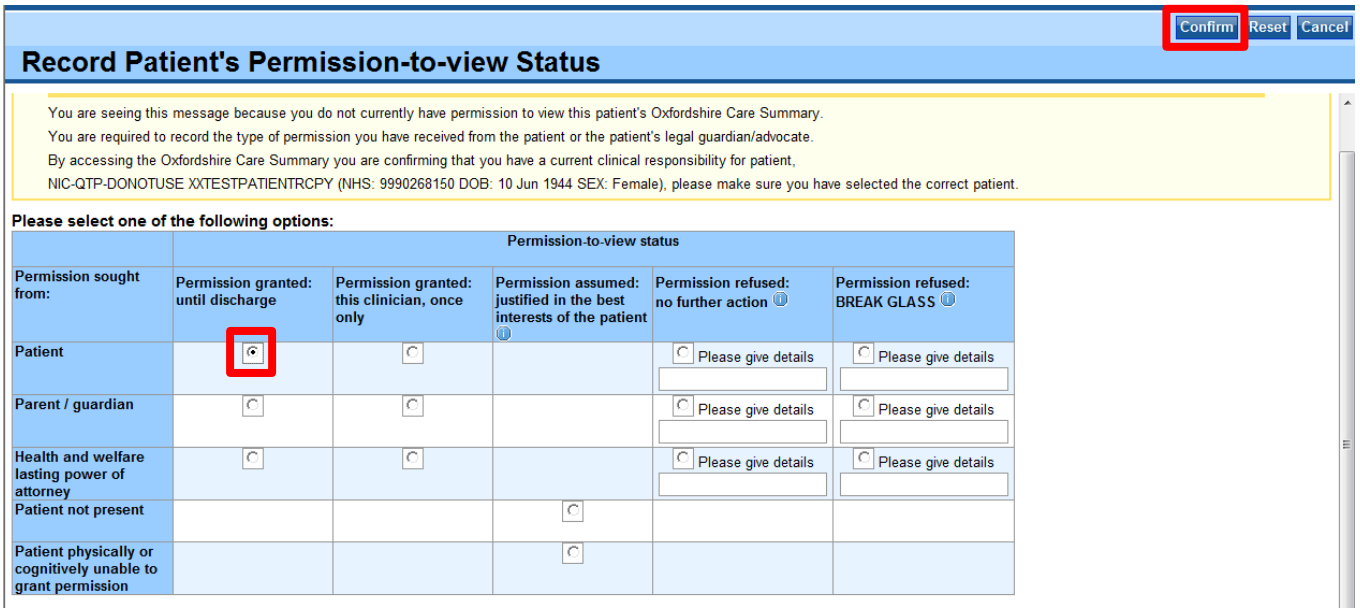


The following screen opens

4. Select OxCS

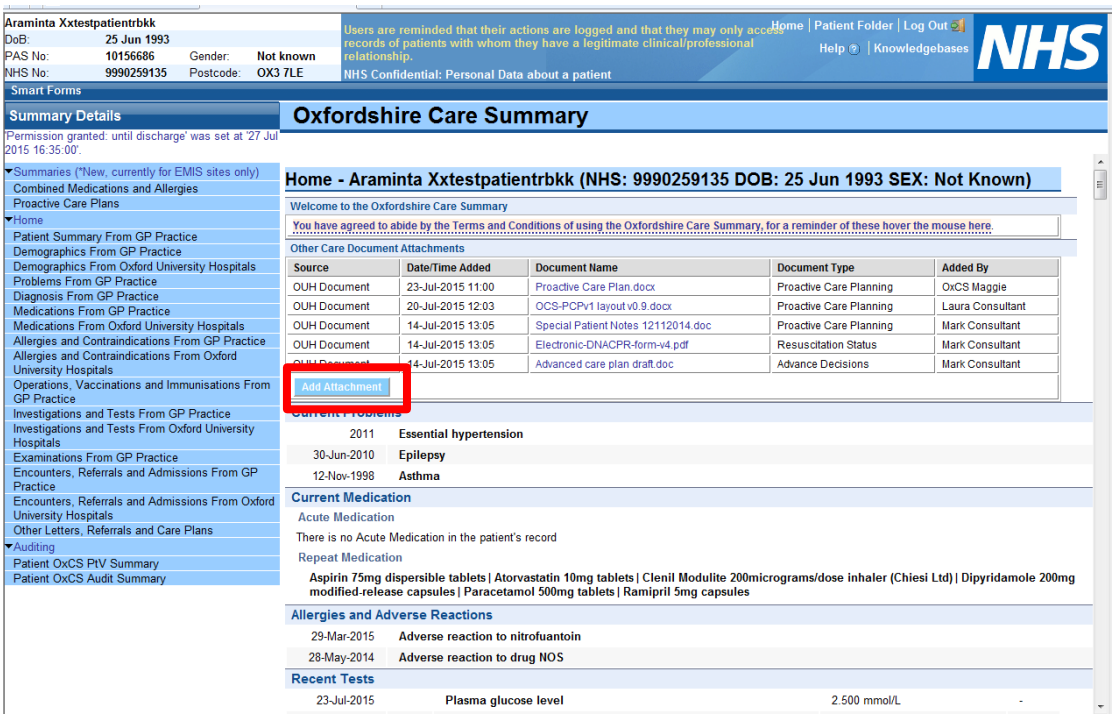


5. Confirm Permission-to-view status



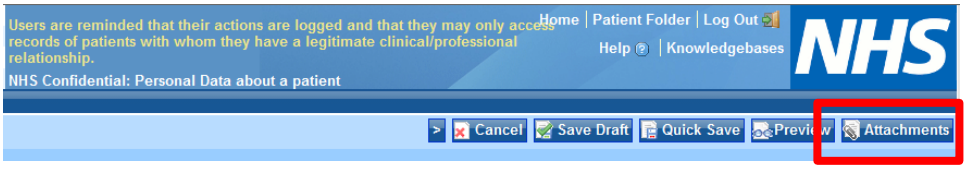
Patient record opens

6. Select ***Add Attachment***



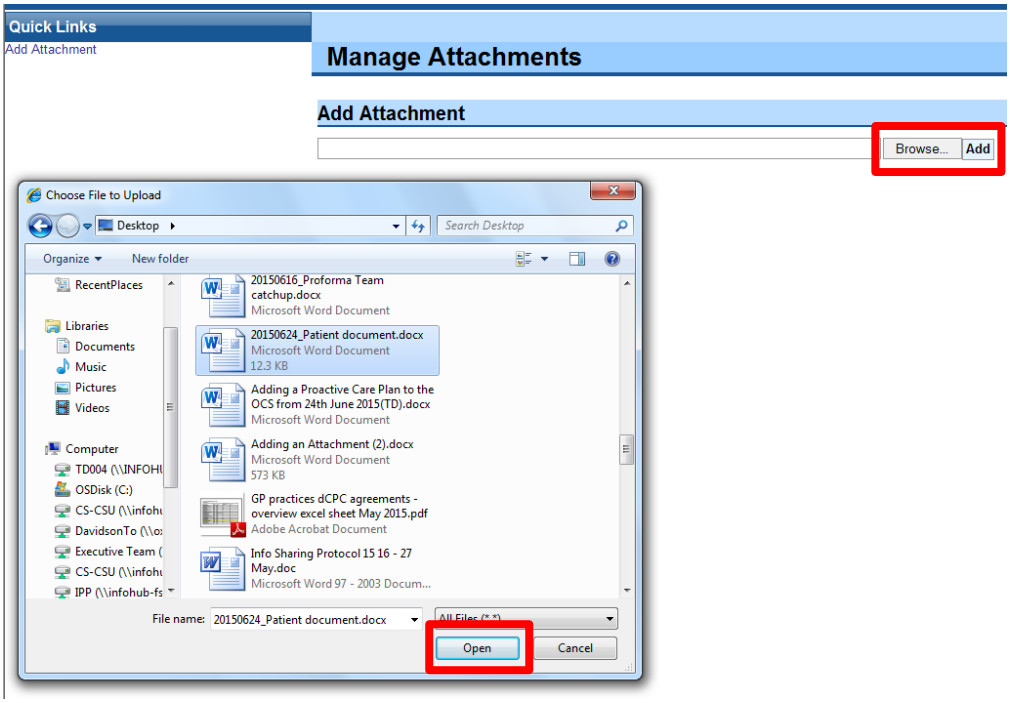
The following screen appears

7. Select ***Attachments***



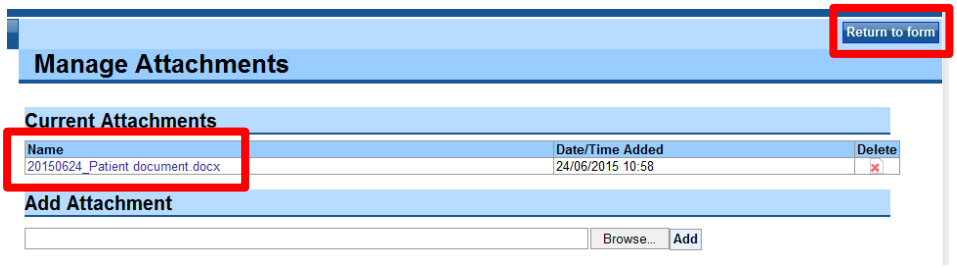
8. ***Browse*** to add document

9. Select ***Open*** and then ***Add***

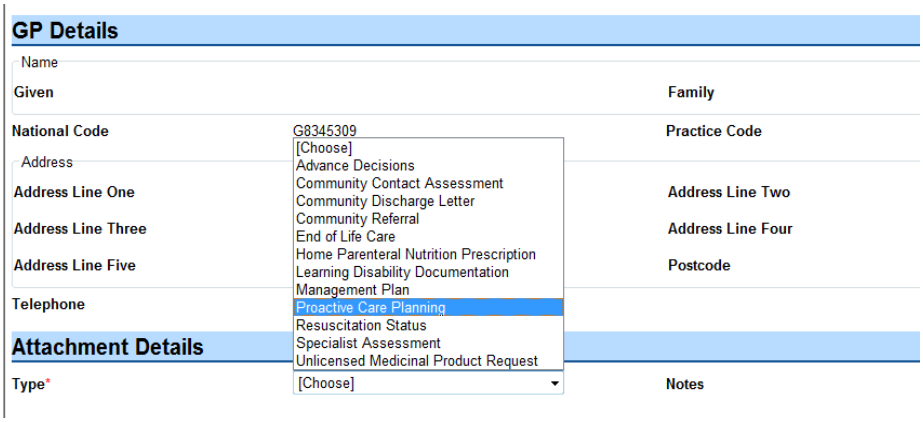


10. Select ***Return to form***

NOTE: The form has been attached

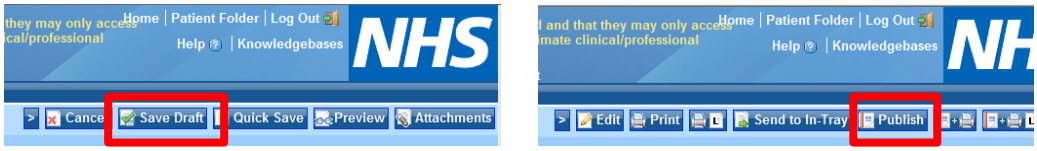


11. Scroll down to the bottom of the screen and select appropriate attachment ***Type*** from drop-down menu

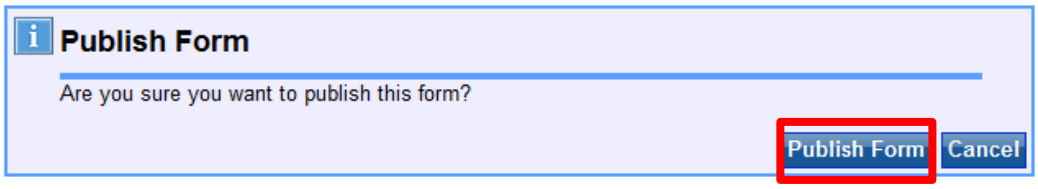


12. Select ***Save Draft***

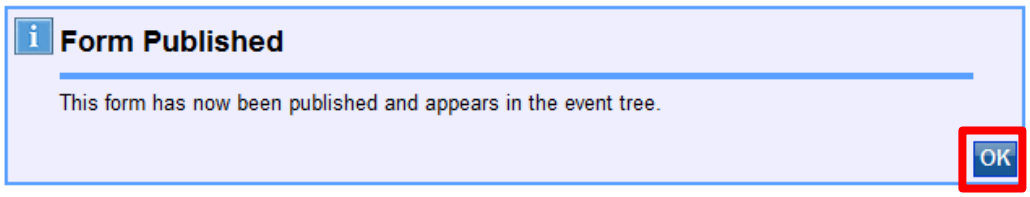
13. Select ***Publish***



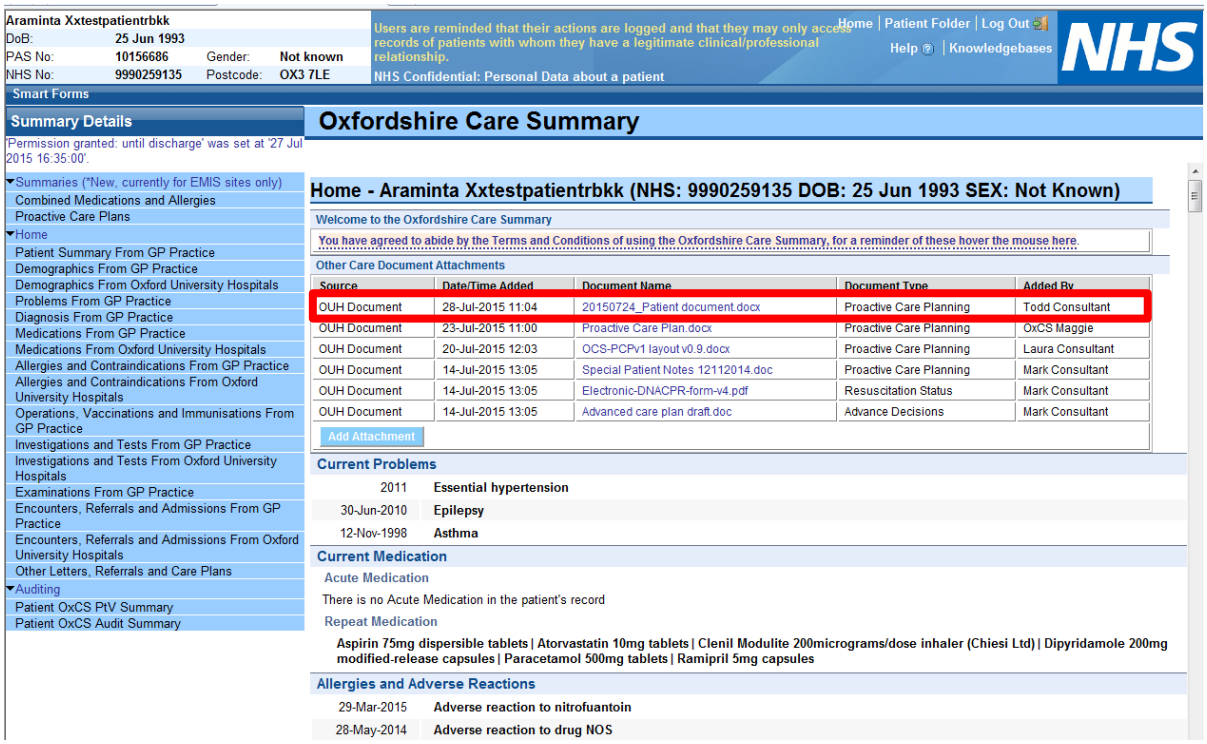
14. Select ***Publish form***



15. Select ***OK***



When a clinician treats this patient, this document appears as part of their OCS clinical record, as below:



This guidance is accurate as of 24 June 2015