

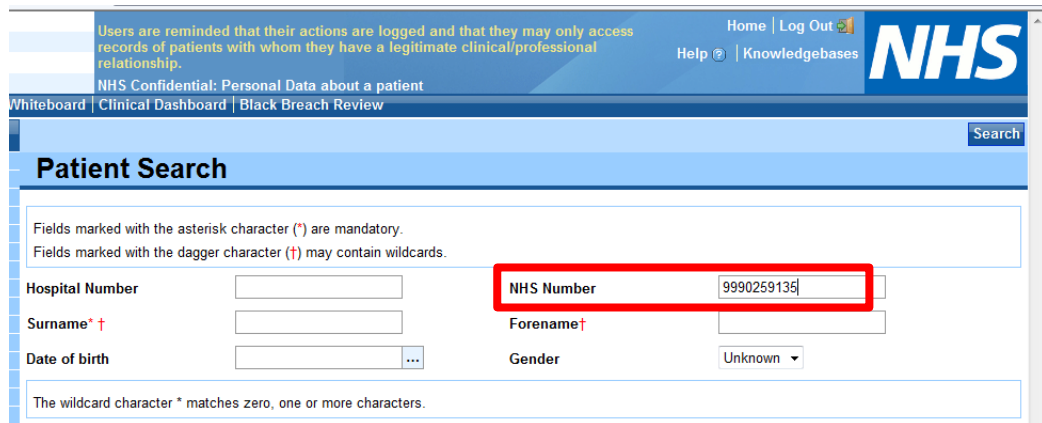
Adding a Care Document via the OCS

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)



Users are reminded that their actions are logged and that they may only access records of patients with whom they have a legitimate clinical/professional relationship.

NHS Confidential: Personal Data about a patient

Home | Log Out | Help | Knowledgebases

Whiteboard | Clinical Dashboard | Black Breach Review

Patient Search

Fields marked with the asterisk character (*) are mandatory.
Fields marked with the dagger character (†) may contain wildcards.

Hospital Number

Surname* †

Date of birth

NHS Number

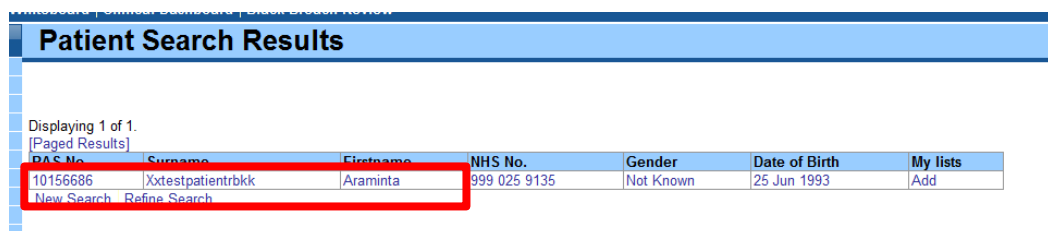
Forename†

Gender

The wildcard character * matches zero, one or more characters.

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

3. Select patient



Displaying 1 of 1.
[Paged Results]

DAS No.	Surname	Firstname	NHS No.	Gender	Date of Birth	My lists
10156686	Xxtestpatientrbkk	Araminta	999 025 9135	Not Known	25 Jun 1993	Add

[New Search](#) [Refine Search](#)

The following screen opens

4. Select OxCS

Araminta Xxtestpatientrbkk
 DoB: 25 Jun 1993
 PAS No: 10156686 Gender: Not known
 NHS No: 9990259135 Postcode: OX3 7LE

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 NHS Confidential: Personal Data about a patient

Home Patient Folder Log Out
 Help Knowledgebases

Smart Forms

Folder Content

Filter is off Edit Filter AlertsNo

Demographics
 LIMS Reports
 OxCS
 Reports
 Haema Rpts
 Radiology Rpts
 Immuno Rpts
 Microbio Rpts
 Blood Bank Rpts
 Cell Path Rpts
 Anticoag Rpts
 Disch Doc
 PAS
 Episodes
 eIDD History
 PACS
 Information
 Wristbands and Labels
 Template Forms
 Merge History

Patient Demographics

NHS Number 9990259135 PAS Number 10156686

Current Personal Details

Usual Name MS Araminta
 Xxtestpatientrbkk

Gender Not Known

Date of Birth 25 Jun 1993 Civil Status

Ethnicity Not Stated Religion

Current Address Details

Usual Address C/O NPFIT TEST DATA
 MGR
 PRINCES EXCHANGE
 PRINCES SQUARE
 LEEDS
 WEST YORKSHIRE
 OX3 7LE

Current Contact Details

Phone

Communication Details

Current GP Details

GP

5. Confirm Permission-to-view status

Confirm Reset Cancel

Record Patient's Permission-to-view Status

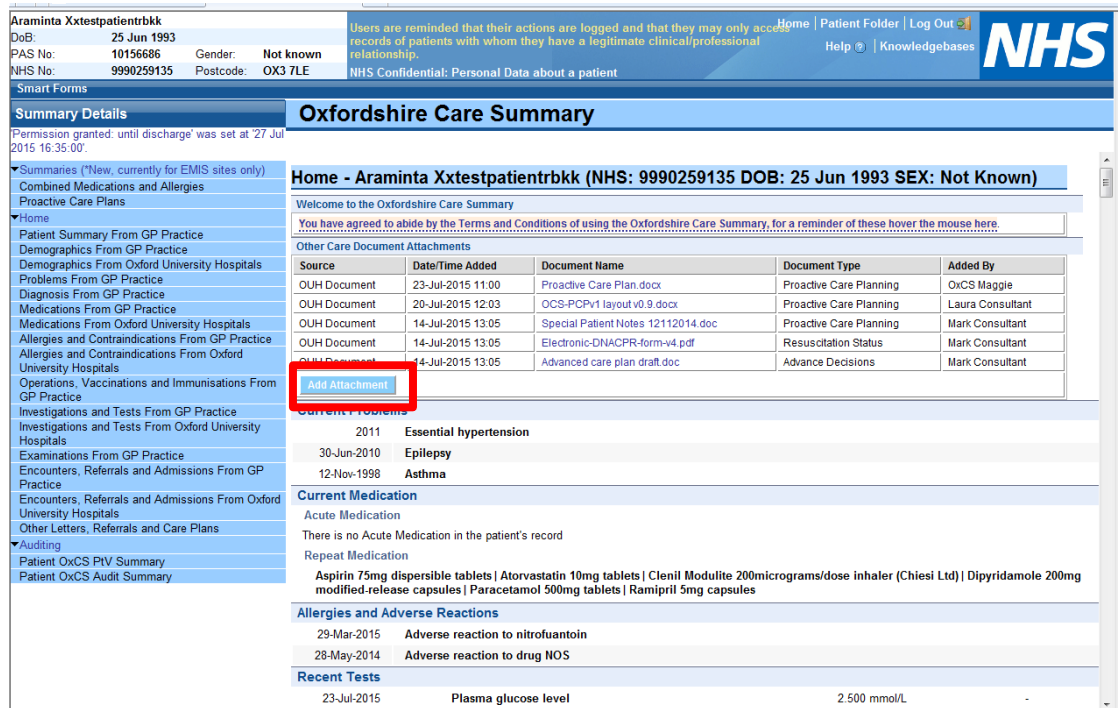
You are seeing this message because you do not currently have permission to view this patient's Oxfordshire Care Summary.
 You are required to record the type of permission you have received from the patient or the patient's legal guardian/advocate.
 By accessing the Oxfordshire Care Summary you are confirming that you have a current clinical responsibility for patient,
 NIC-QTP-DONOTUSE XXTESTPATIENTRCOPY (NHS: 9990268150 DOB: 10 Jun 1944 SEX: Female), please make sure you have selected the correct patient.

Please select one of the following options:

Permission sought from:	Permission-to-view status				
	Permission granted: until discharge	Permission granted: this clinician, once only	Permission assumed: justified in the best interests of the patient	Permission refused: no further action	Permission refused: BREAK GLASS
Patient	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Please give details	<input type="radio"/> Please give details
Parent / guardian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Please give details	<input type="radio"/> Please give details
Health and welfare lasting power of attorney	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Please give details	<input type="radio"/> Please give details
Patient not present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patient physically or cognitively unable to grant permission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Patient record opens

6. Select **Add Attachment**



Smart Forms

Summary Details

Permission granted: until discharge' was set at '27 Jul 2015 16:35:00'.

Summaries (*New, currently for EMIS sites only)

- Combined Medications and Allergies
- Proactive Care Plans
- Home
- Patient Summary From GP Practice
- Demographics From GP Practice
- Demographics From Oxford University Hospitals
- Problems From GP Practice
- Diagnosis From GP Practice
- Medications From GP Practice
- Medications From Oxford University Hospitals
- Allergies and Contraindications From GP Practice
- Allergies and Contraindications From Oxford University Hospitals
- Operations, Vaccinations and Immunisations From GP Practice
- Investigations and Tests From GP Practice
- Investigations and Tests From Oxford University Hospitals
- Examinations From GP Practice
- Encounters, Referrals and Admissions From GP Practice
- Encounters, Referrals and Admissions From Oxford University Hospitals
- Other Letters, Referrals and Care Plans
- Auditing
- Patient OXCS PIV Summary
- Patient OXCS Audit Summary

Oxfordshire Care Summary

Home - Araminta Xxtestpatientrbkk (NHS: 9990259135 DOB: 25 Jun 1993 SEX: Not Known)

Welcome to the Oxfordshire Care Summary

You have agreed to abide by the Terms and Conditions of using the Oxfordshire Care Summary, for a reminder of these hover the mouse here.

Other Care Document Attachments

Source	Date/Time Added	Document Name	Document Type	Added By
OUH Document	23-Jul-2015 11:00	Proactive Care Plan.docx	Proactive Care Planning	OxCS Maggie
OUH Document	20-Jul-2015 12:03	OCS-PCPV1 layout v0.9.docx	Proactive Care Planning	Laura Consultant
OUH Document	14-Jul-2015 13:05	Special Patient Notes 12112014.doc	Proactive Care Planning	Mark Consultant
OUH Document	14-Jul-2015 13:05	Electronic-DNACPR-form-v4.pdf	Resuscitation Status	Mark Consultant
OUH Document	14-Jul-2015 13:05	Advanced care plan draft.doc	Advance Decisions	Mark Consultant

Add Attachment

Current Problems

2011	Essential hypertension
30-Jun-2010	Epilepsy
12-Nov-1998	Asthma

Current Medication

Acute Medication

There is no Acute Medication in the patient's record

Repeat Medication

Aspirin 75mg dispersible tablets | Atorvastatin 10mg tablets | Clenil Modulite 200micrograms/dose inhaler (Chiesi Ltd) | Dipyridamole 200mg modified-release capsules | Paracetamol 500mg tablets | Ramipril 5mg capsules

Allergies and Adverse Reactions

29-Mar-2015	Adverse reaction to nitrofuantoin
28-May-2014	Adverse reaction to drug NOS

Recent Tests

23-Jul-2015	Plasma glucose level	2.500 mmol/L
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The following screen appears



Attachment

Fields marked with the asterisk character (*) are mandatory.

Demographics

Patient Details

Forename	ISODEL	Surname	XXTESTPATIENTRCPY
Gender	Female	Date of Birth	10 Jun 1944
NHS Number	9990268150	PAS Number	10156699

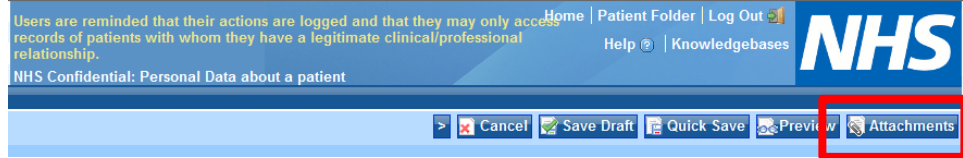
GP Details

Name

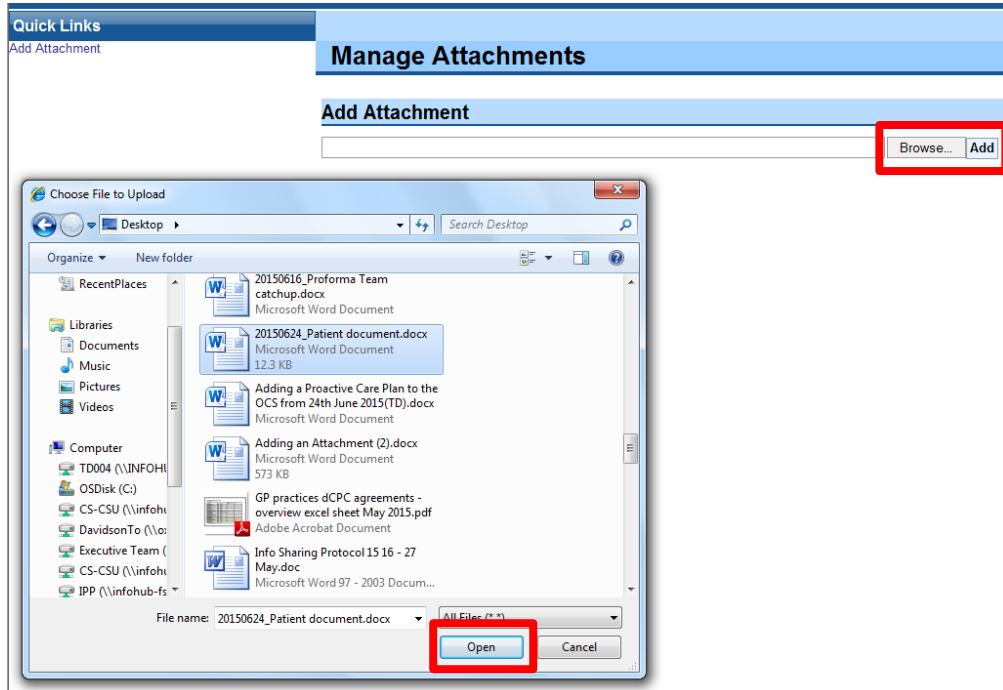
Given	Family	ALCOCK AM
National Code	Practice Code	K84040
Address	Address Line Two	SOUTH BAR HOUSE
Address Line One	Address Line Four	OXFORDSHIRE
Address Line Three	Postcode	OX16 9AD
Address Line Five		
Telephone		01295 259484

Attachment Details

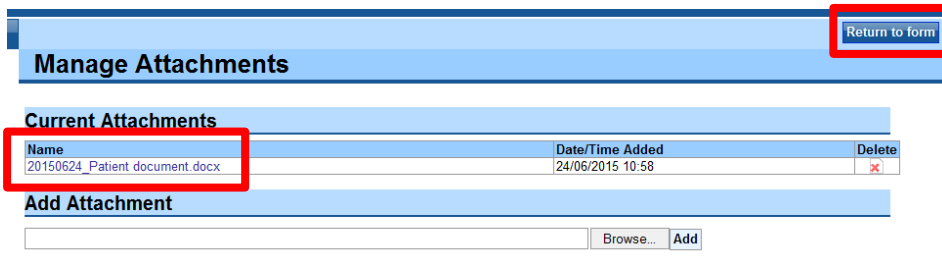
7. Select **Attachments**



8. **Browse** to add document
9. Select **Open** and then **Add**

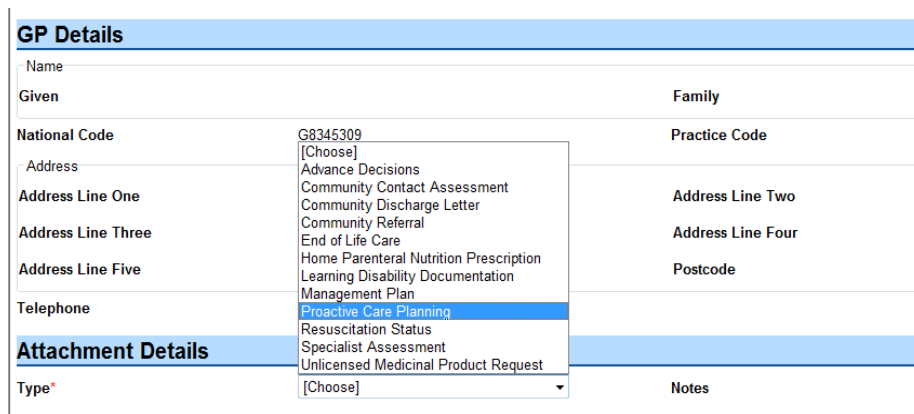


10. Select **Return to form**

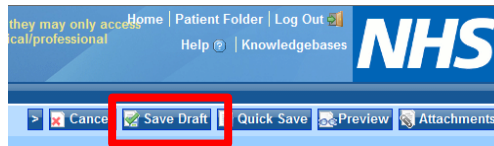


NOTE: The form has been attached

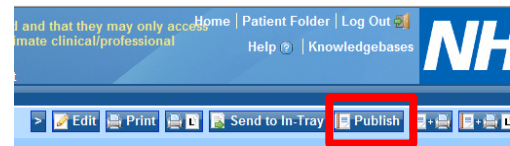
11. Scroll down to the bottom of the screen and select appropriate attachment **Type** from drop-down menu



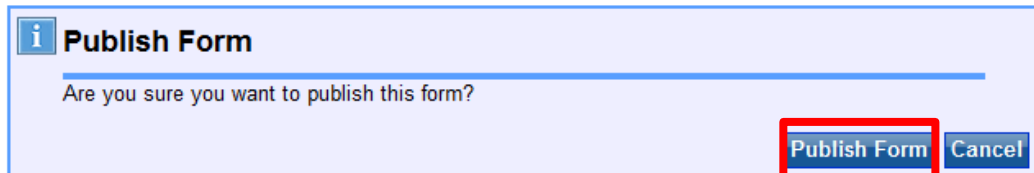
12. Select **Save Draft**



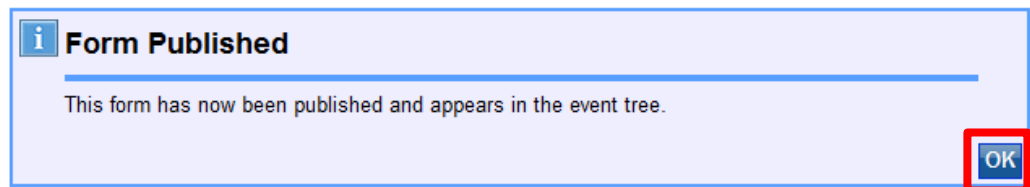
13. Select **Publish**



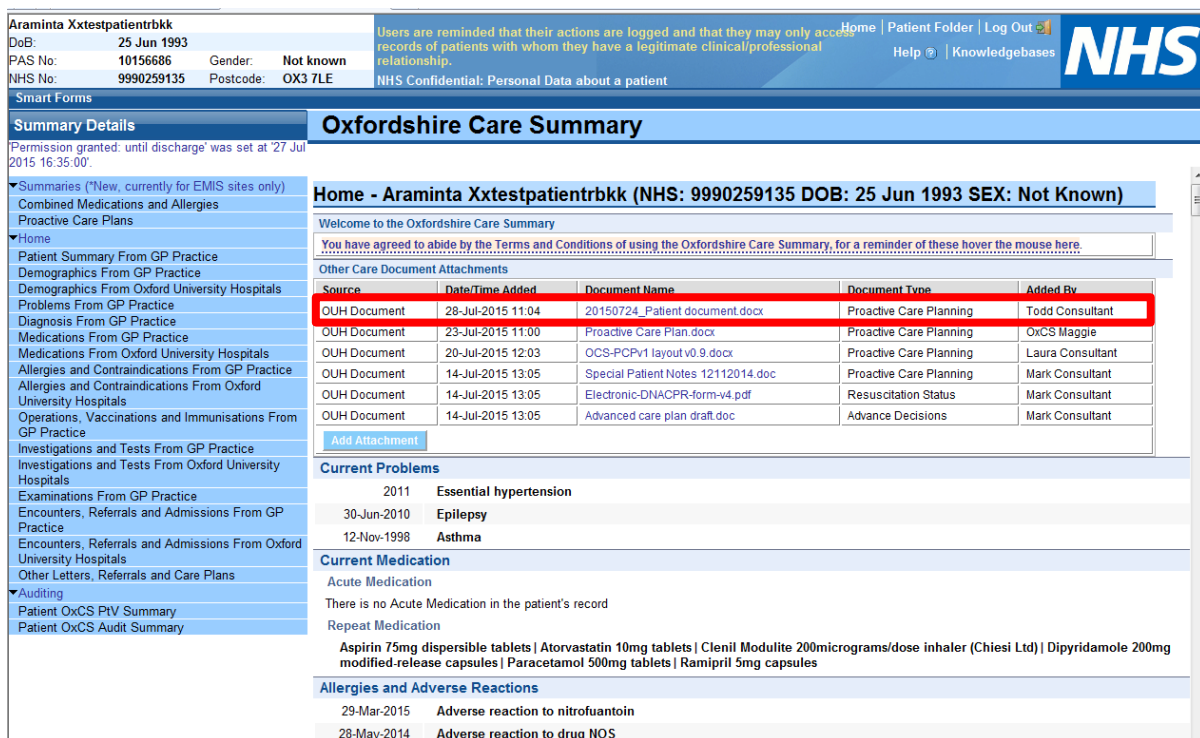
14. Select **Publish form**



15. Select **OK**



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



Source	Date/Time Added	Document Name	Document Type	Added By
OUH Document	28-Jul-2015 11:04	20150724_Patient document.docx	Proactive Care Planning	Todd Consultant
OUH Document	23-Jul-2015 11:00	Proactive Care Plan.docx	Proactive Care Planning	OxCS Maggie
OUH Document	20-Jul-2015 12:03	OCS-PCPV1 layout v0.9.docx	Proactive Care Planning	Laura Consultant
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OUH Document	14-Jul-2015 13:05	Electronic-DNACPR-form-v4.pdf	Resuscitation Status	Mark Consultant
OUH Document	14-Jul-2015 13:05	Advanced care plan draft.doc	Advance Decisions	Mark Consultant

This guidance is accurate as of 24 June 2015