

# Adding a Care Document to the OCS via Case Notes

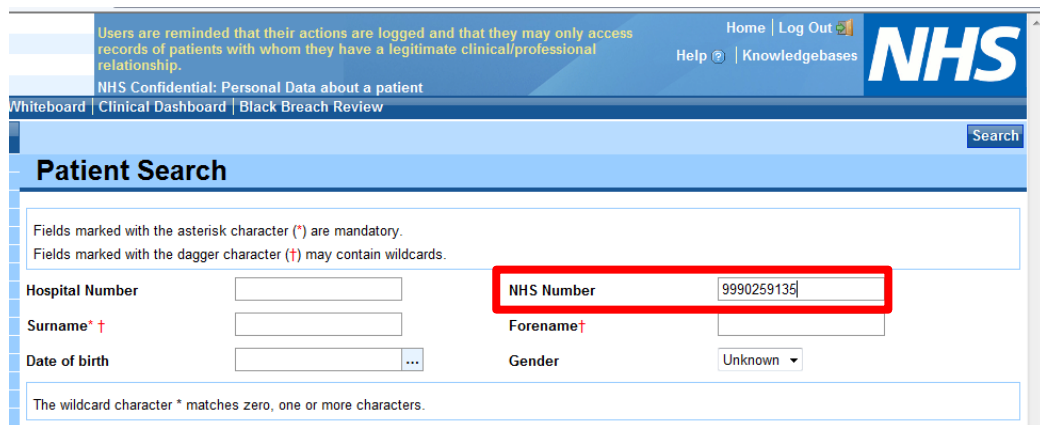
Documents may be attached onto Case Notes for viewing in the Oxfordshire Care Summary.

This paper describes how this may be done using a **Case Notes** log-in.

Some Case Notes roles do not permit attachment of documents. If you need this function to be added to your role, please contact [oxfordshire.caresummary@nhs.net](mailto:oxfordshire.caresummary@nhs.net)

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

**NHS Number**

Surname\* †

Forename†

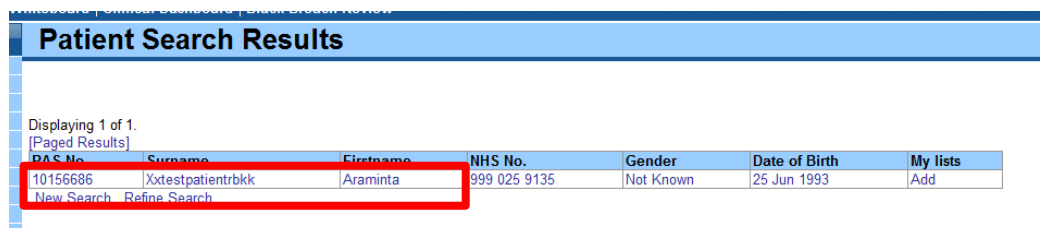
Date of birth

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



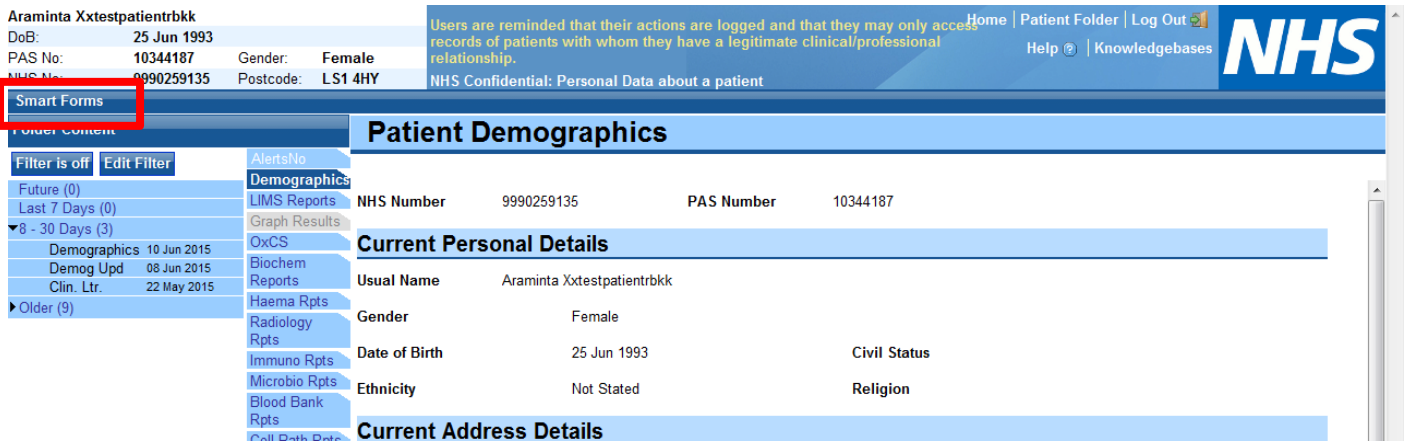
### Patient Search Results

Displaying 1 of 1.  
[Paged Results]

PAS 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

4. Select the **Smart Forms** option, which can be found towards the top left of the display



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**Smart Forms**

### Patient Demographics

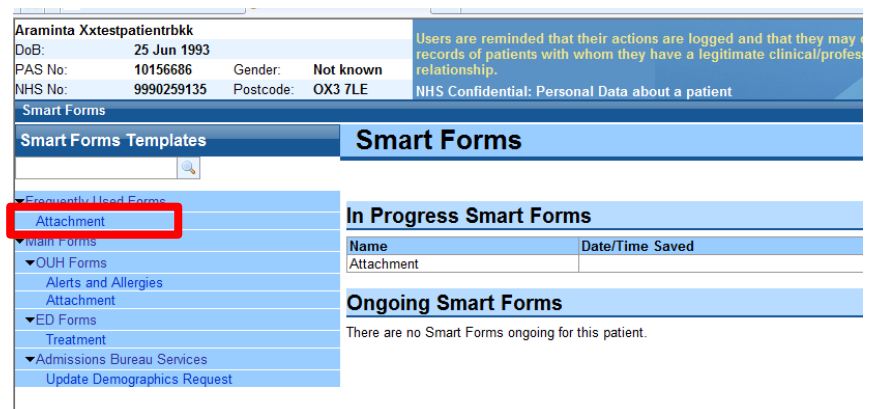
NHS Number	9990259135	PAS Number	10344187
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### Current Personal Details

Usual Name	Araminta Xxtestpatientrbkk		
Gender	Female	Date of Birth	25 Jun 1993
Civil Status		Ethnicity	Not Stated
Religion			

### Current Address Details

5. Select **Attachment**



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**Smart Forms**

**Attachment**

### In Progress Smart Forms

Name	Date/Time Saved
Attachment	

### Ongoing Smart Forms

There are no Smart Forms ongoing for this patient.

The following screen appears



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Home | Patient Folder | Log Out | Help | Knowledgebases

**Attachment**

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

### Demographics

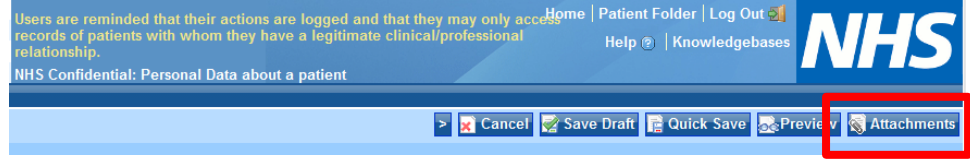
Patient Details			
Forename	ISODEL	Surname	XXTESTPATIENTRCPY
Gender	Female	Date of Birth	10 Jun 1944
NHS Number	9990268150	PAS Number	10156699

### GP Details

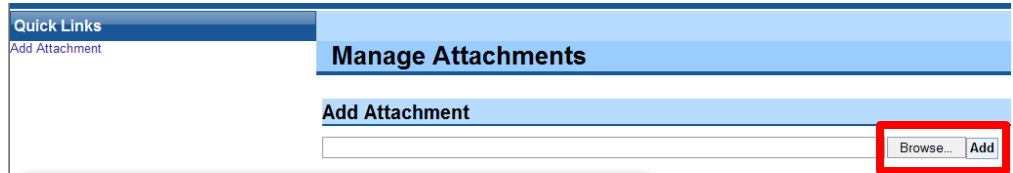
Name			
Given		Family	ALCOCK AM
National Code	G8345309	Practice Code	K84040
Address			
Address Line One	HORSE FAIR SURGERY	Address Line Two	SOUTH BAR HOUSE
Address Line Three	BANBURY	Address Line Four	OXFORDSHIRE
Address Line Five		Postcode	OX16 9AD
Telephone	01295 259484		

### Attachment Details

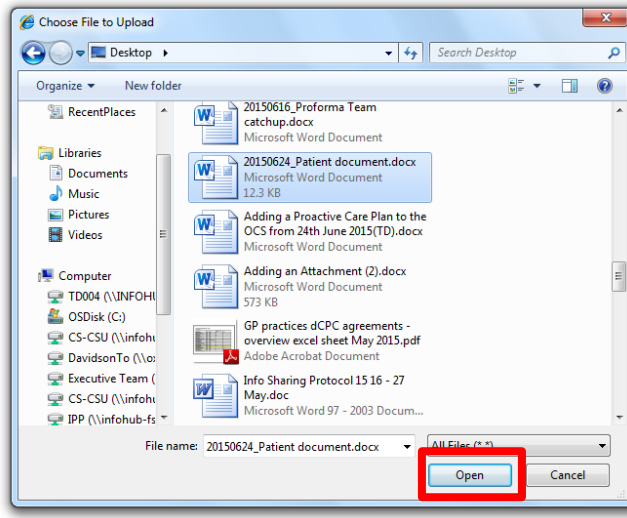
6. Select **Attachments**



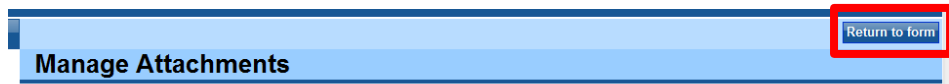
7. **Browse** to add document



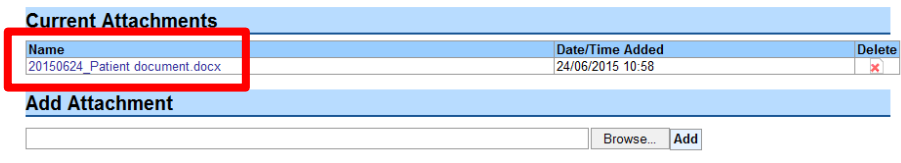
8. Select **Open** and then **Add**



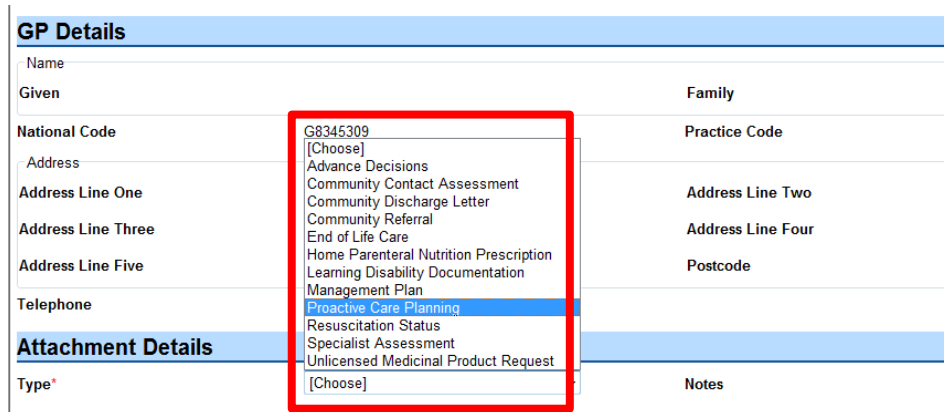
9. Select **Return to form**



NOTE: The form has been attached



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



11. Select **Save Draft**  
(image 1)

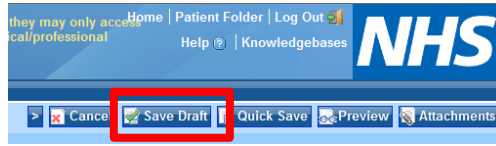


Image 1

12. Select **Publish**  
(image 2)

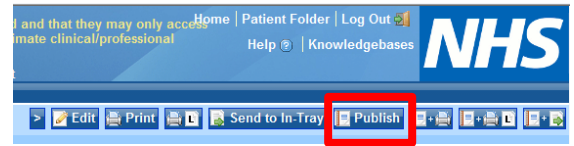
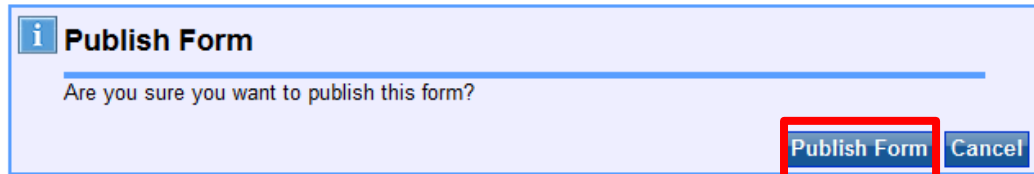
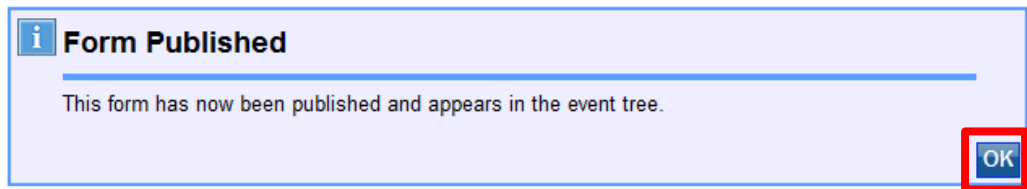


Image 2

13. Select **Publish form**



14. Select **OK**



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

ISODEL XXTESTPATIENTRCPY  
DoB: 10 Jun 1944  
PAS No: 10156699 Gender: Female  
NHS No: 9990268150 Postcode: LS1 4HY

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**Smart Forms**

**Summary Details**

Permission granted: until discharge was set at '24 Jun 2015 10:40:00'.

▼ Summaries (Not yet available for this practice)

▼ Combined Medications and Allergies

▼ 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
- 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 - ISODEL XXTESTPATIENTRCPY (NHS: 9990268150 DOB: 10 Jun 1944 SEX: Female)**

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	24-Jun-2015 10:05	20150624_Patient document.docx	Learning Disability Documentation	Todd Consultant

[Add Attachment](#)

**Current Problems**

- 01-Sep-2014 Epilepsy
- 25-Mar-2012 Hypertensive disease
- 01-Jan-1989 Asthma

**Current Medication**

**Acute Medication**

There are no Acute Medications records in the patient's record

**Repeat Medication**

Carvedilol 3.125mg tablets | Aspirin 75mg dispersible tablets | Paracetamol 120mg/5ml oral solution paediatric sugar free

**Allergies and Adverse Reactions**

- 18-Sep-2014 H/O: drug allergy Sertraline 50mg tablets Sweating and vomiting
- 18-Sep-2014 [X]Sertraline adverse reaction Sertraline 50mg tablets Itches
- 01-Jan-1989 H/O: drug allergy Erythrocin 500 tablets (AMCo) Sweating

**Recent Tests**

There are no Recent Tests records in the patient's record

This document is accurate as of 24 June 2015