



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 <u>oxfordshire.caresummary@nhs.net</u>

1. Log on to Casenotes

 Search for your patient in Casenotes** 	records of patier relationship.	ded that their actions are logged and th ts with whom they have a legitimate c II: Personal Data about a patient ard I Black Breach Review		Home Log Out 🗐 Help 🛞 Knowledgebases	S
(using NHS # or					Search
required	Patient Searc	:h			
information)		risk character (*) are mandatory. jer character (†) may contain wildcards.			
	Hospital Number		NHS Number	9990259135	
	Surname* †		Forename†		
	Date of birth		Gender	Unknown 👻	
	The wildcard character * mat	tches 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								
Disalarian 4.								
Displaying 1 o								
Displaying 1 o [Paged Resul		Firstname	NHS No.	Gender	Date of Birth	My lists		
[Paged Resul	ts]	Firstname Araminta	NHS No. 999 025 9135	Gender Not Known	Date of Birth 25 Jun 1993	My lists Add		



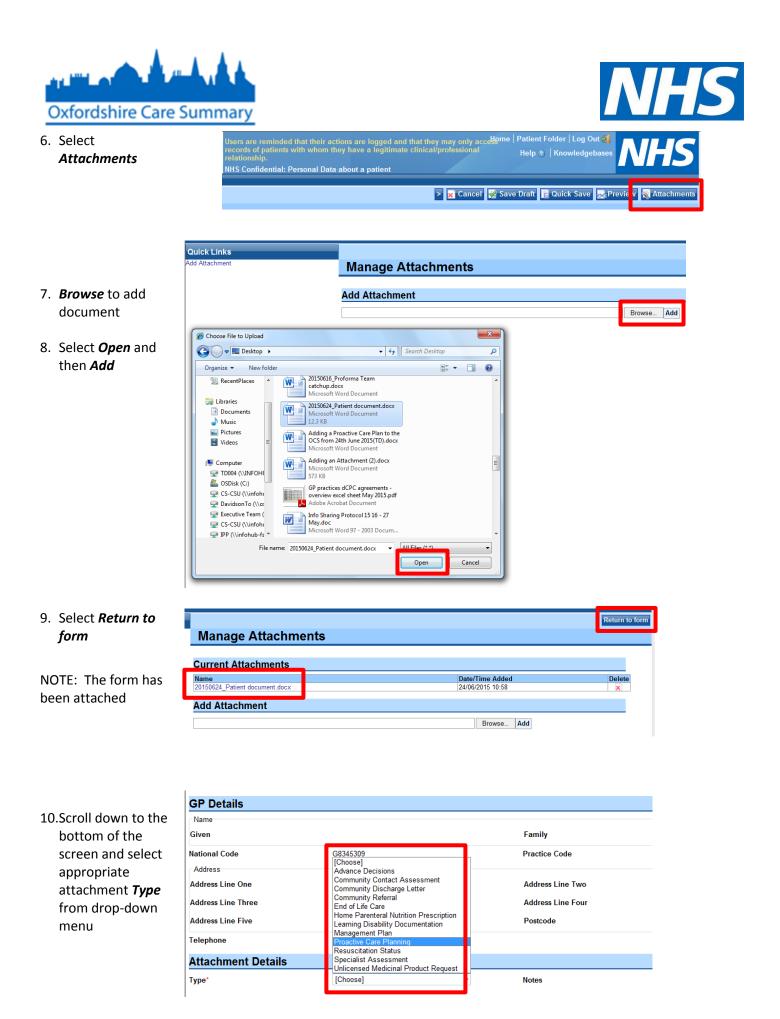


4. Select the **Smart Forms** option, which can be found towards the top left of the display

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► Older (9)	22 may 2013	Haema R												
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					Smart Forms							-		
					Smart Form	s Templates		S	mart Fo	orms				
5. Select	Attachm	ent												_
					Eroquently Lise	d Forms								
					Attachment			In F	Progress	Smart Forn	ns			
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					Treatment			There	e are no Smart	Forms ongoing for	r this patient.			

The following screen appears

SODEL XXTEST				Users are reminded that	nt their actions are logged and that they m	ay only accellome Patient Folder Log Out 到	
oB: AS No:	10 Jun 1944 10156699	0.1		records of patients with	n whom they have a legitimate clinical/pro	ofessional Help 🤋 Knowledgebases	
AS NO: IHS No:		Gender: Postcode:	Female L S1 4HY	relationship.			
Smart Forms	9990206130	Postcode.	L31401	NHS Confidential: Pers	onal Data about a patient		
Smart Politis							
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Fields marked w	ith the asterisk ch	aracter (*) a	re mandaton/				
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Demograpi	nics						
Patient Details							
Forename		IS	ODEL		Surname	XXTESTPATIENTRCPY	
Gender		Fe	emale		Date of Birth	10 Jun 1944	
NHS Number		99	90268150		PAS Number	10156699	
GP Details							
Name							
Given					Family	ALCOCK AM	
National Code		G	8345309		Practice Code	K84040	
Address							
Address Line Or	ie	н	ORSE FAIR SU	RGERY	Address Line Two	SOUTH BAR HOUSE	
Address Line Th	ree	B	ANBURY		Address Line Four	OXFORDSHIRE	
Address Line Fi	/e				Postcode	OX16 9AD	
Telephone		01	295 259484				
							_
Attachmen	t Details						



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11.Select Save Draft (image 1)	they may only acculome Patient Folder Log Out 🗃 cal/professional Help 💿 Knowledgebases	l and that they may only accelleme Patient Folder Log Out 🛃 mate clinical/professional Help ® Knowledgebases
12.Select Publish (image 2)	🕞 😿 Cance 🐼 Save Draft 👖 Quick Save 😹 Preview 🖏 Attachments	> 🚰 Edit 🚔 Print 🚔 🕻 📚 Send to In-Tray 📔 Publish 🔹 + 🚔 🕻 💷 🖗
	Image 1	Image 2
13.Select Publish form	Publish Form Are you sure you want to publish this form?	Publish Form Cancel
14.Select OK	Form Published This form has now been published and appears	in the event tree

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

ISODEL XXTESTPATIENTRCPY	Linere er	, cominded that their a	ctions are logged and that they may o	nly accellome Patient Folder Log Ou					
DoB: 10 Jun 1944	records	of patients with whom t	they have a legitimate clinical/professi	onal Hole Argentiadach	ases NHS				
PAS No: 10156699 Gender: Fem	nale relations			neip 🕑 Knowledgeb					
NHS No: 9990268150 Postcode: LS1	4HY NHS Con	fidential: Personal Dat	a about a patient						
Smart Forms									
Summary Details	Oxfordsh	ire Care Su	mmary						
'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 - ISOD	EL XXTESTPAT	FIENTRCPY (NHS: 9990268	3150 DOB: 10 Jun 1944 SE	X: Female)				
Home	Welcome to the Oxfo	ordshire Care Summary							
Patient Summary From GP Practice			onditions of using the Oxfordshire Care Sur	nmary, for a reminder of these hover the m	ouse here.				
Demographics From GP Practice									
Demographics From Oxford University Hospitals	Other Care Documer								
Problems From GP Practice Diagnosis From GP Practice	Source	Date/Time Added	Document Name	Document Type	Added By				
Medications From GP Practice	OUH Document	24-Jun-2015 10:05	20150624_Patient document.docx	Learning Disability Documentation	Todd Consultant				
Medications From Oxford University Hospitals	Add Attachment								
Allergies and Contraindications From GP Practice	Current Proplem	15							
Allergies and Contraindications From Oxford University Hospitals									
Operations, Vaccinations and Immunisations From	01-Sep-2014	Epilepsy							
GP Practice	25-Mar-2012	Hypertensive disease							
Investigations and Tests From GP Practice	01-Jan-1989	Asthma							
Examinations From GP Practice	Current Medicat	1							
Encounters, Referrals and Admissions From GP Practice									
Encounters, Referrals and Admissions From Oxford	Acute Medication There are no Acute	Medications records in t	the patient's record						
University Hospitals Other Letters, Referrals and Care Plans									
✓Auditing	Repeat Medicatio								
Patient OxCS PtV Summary	Carvedilol 3.125r	Carvedilol 3.125mg tablets Aspirin 75mg dispersible tablets Paracetamol 120mg/5ml oral solution paediatric sugar free							
Patient OxCS Audit Summary	Allergies and Ad	verse Reactions							
	18-Sep-2014		aline 50mg tablets Sweating and vomitting						
		• •;	° °						
	18-Sep-2014 [X]Sertraline adverse reaction Sertraline 50mg tablets Itches								
	01-Jan-1989	H/O: drug allergy Eryth	rocin 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