

User Guidance

Oxford University Hospitals - Clinicians

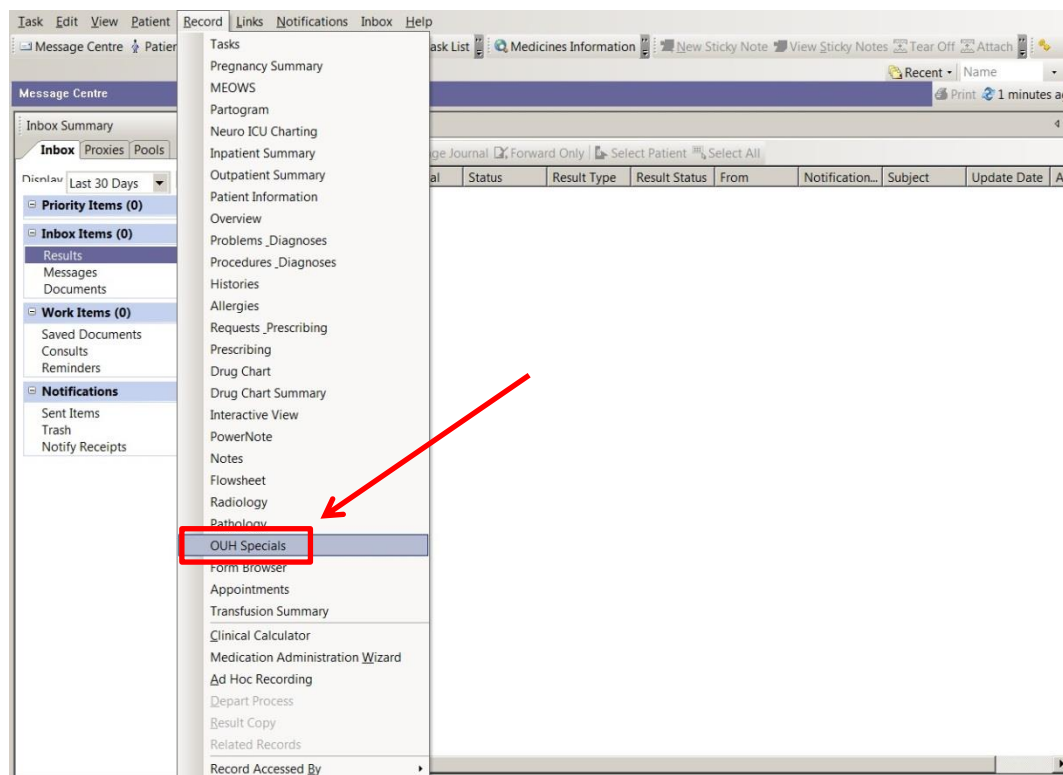
Assumption: you have access to EPR

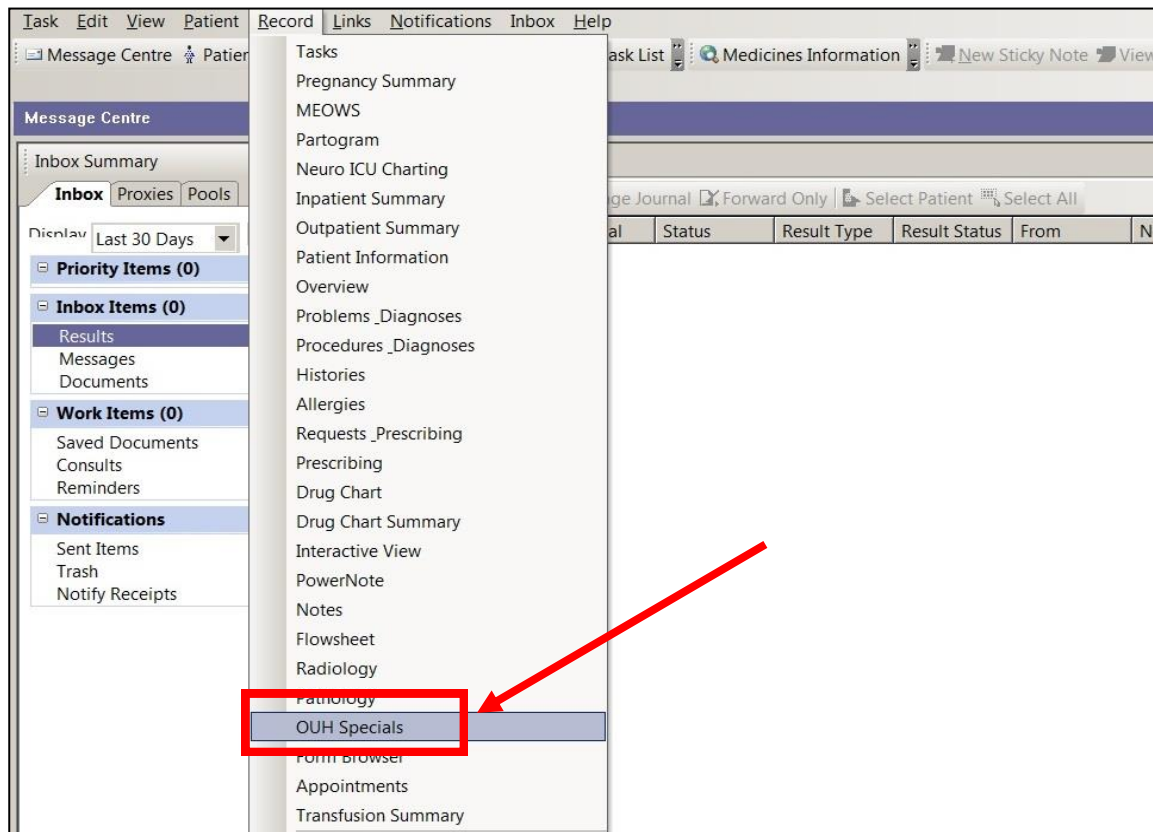
Logging in to the OCS

1. Log into EPR - and launch the PowerChart application.

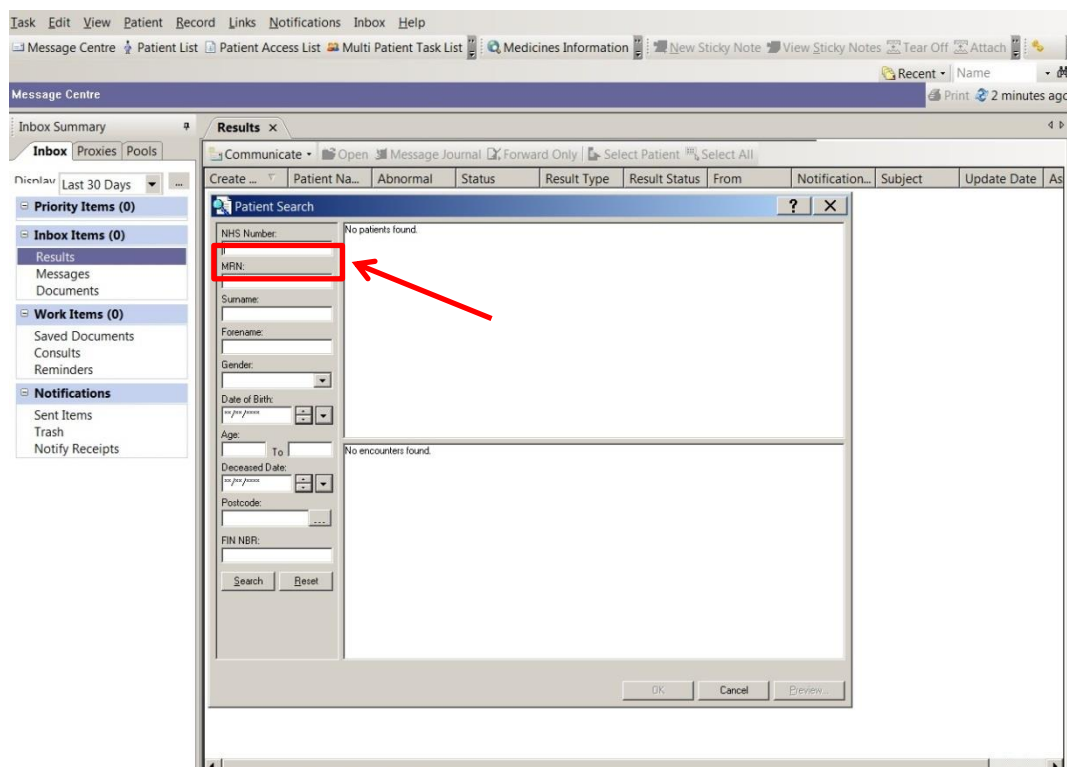


2. You will find a new item available under the Record tab - **OUH Specials** (see the image below) - which will take you to a screen that holds key bits of information

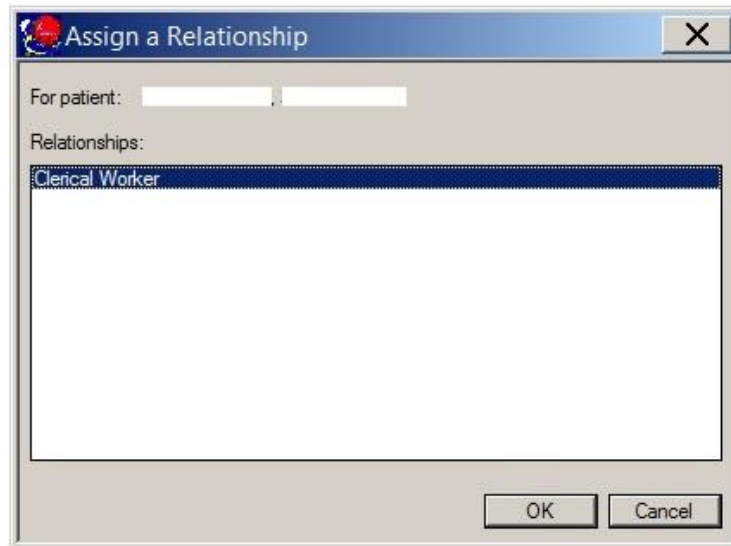




- You will then be shown the Patient Search screen. You will need the patient's NHS number, or their Name, Gender and Date of Birth in order to search for them.

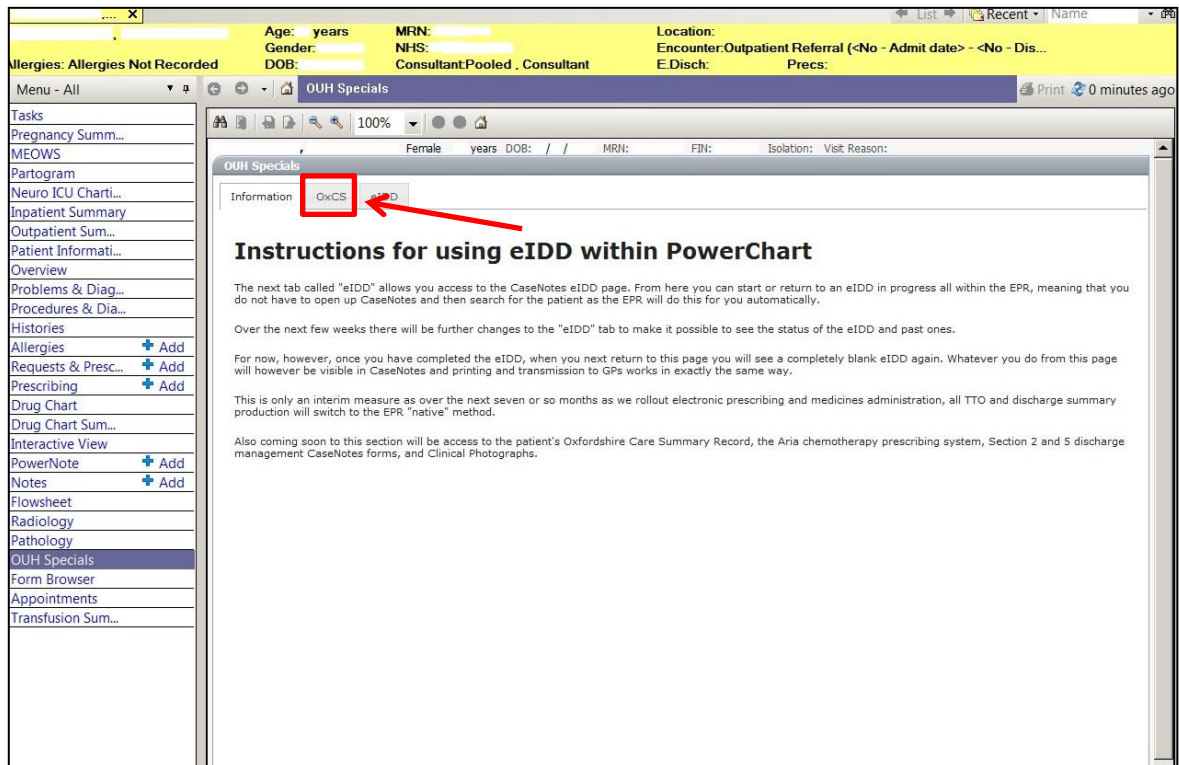


- The next screen asks you to confirm your relationship with the patient.



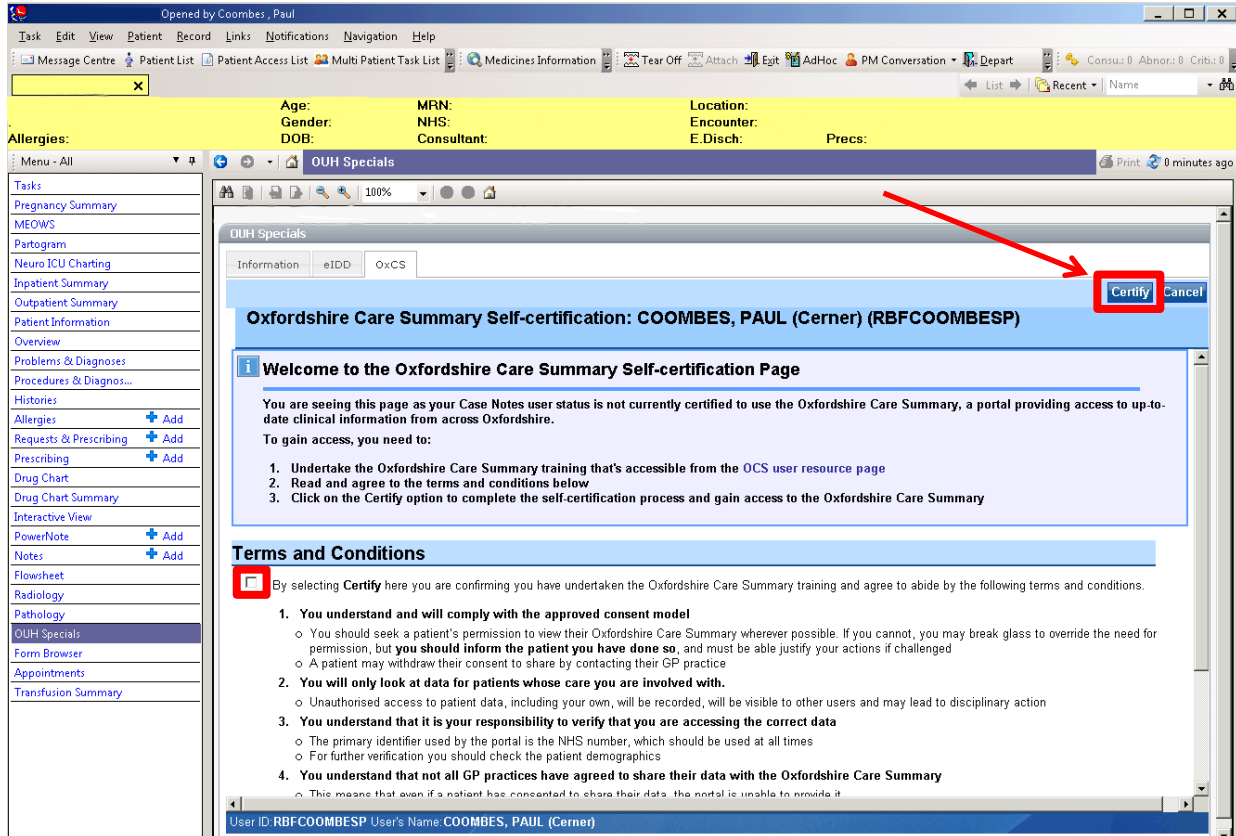
A dialog box titled "Assign a Relationship" with a close button (X) in the top right corner. It contains a "For patient:" field with a text input. Below it is a "Relationships:" section with a list box containing "Clerical Worker". At the bottom are "OK" and "Cancel" buttons.

- The following screen will appear, and you will need to select the OxCS tab.



A screenshot of the PowerChart software interface. The top bar shows patient information: Age: years, MRN: , Location: Encounter: Outpatient Referral (<No - Admit date> - <No - Dis...), Gender: , NHS: , E. Disch: , Precs: , DOB: , Consultant: Pooled , Consultant. The left sidebar lists various menu items, including "OUH Specials" which is highlighted. The main area shows the "OUH Specials" tab selected, with a red box around the "OxCS" tab and a red arrow pointing to it. The "eIDD" tab is also visible. The main content area displays "Instructions for using eIDD within PowerChart".

6. First time users of the Oxfordshire Care Summary will have to **self-certify** (NOTE: this includes existing CaseNotes users). If you have already self-certified, go to **step 7**
- Tick the box to agree that you will abide by the terms and conditions of accessing patient information
 - Select **Certify**.



Opened by Coombes, Paul

Task Edit View Patient Record Links Notifications Navigation Help

Message Centre Patient List Patient Access List Multi Patient Task List Medicines Information Tear Off Attach Exit AdHoc PM Conversation Depart Consu: 0 Abnor: 0 Criti: 0

Age: MRN: Location: Gender: NHS: Encounter: DOB: Consultant: E.Disch: Precs:

Allergies: Menu - All

Tasks

Pregnancy Summary

MEOWS

Partogram

Neuro ICU Charting

Inpatient Summary

Outpatient Summary

Patient Information

Overview

Problems & Diagnoses

Procedures & Diagnos...

Histories

Allergies + Add

Requests & Prescribing + Add

Prescribing + Add

Drug Chart

Drug Chart Summary

Interactive View

PowerNote + Add

Notes + Add

Flowsheet

Radiology

Pathology

OUH Specials

Form Browser

Appointments

Transfusion Summary

OUH Specials

Information eIDD OxCs

Certify **Cancel**

Oxfordshire Care Summary Self-certification: COOMBES, PAUL (Cerner) (RBFCOOMBESP)

Welcome to the Oxfordshire Care Summary Self-certification Page

You are seeing this page as your Case Notes user status is not currently certified to use the Oxfordshire Care Summary, a portal providing access to up-to-date clinical information from across Oxfordshire.

To gain access, you need to:

1. Undertake the Oxfordshire Care Summary training that's accessible from the [OCS user resource page](#)
2. Read and agree to the terms and conditions below
3. Click on the **Certify** option to complete the self-certification process and gain access to the Oxfordshire Care Summary

Terms and Conditions

☒ By selecting **Certify** here you are confirming you have undertaken the Oxfordshire Care Summary training and agree to abide by the following terms and conditions.

1. **You understand and will comply with the approved consent model**
 - o You should seek a patient's permission to view their Oxfordshire Care Summary wherever possible. If you cannot, you may break glass to override the need for permission, but **you should inform the patient you have done so**, and must be able to justify your actions if challenged
 - o A patient may withdraw their consent to share by contacting their GP practice
2. **You will only look at data for patients whose care you are involved with.**
 - o Unauthorised access to patient data, including your own, will be recorded, will be visible to other users and may lead to disciplinary action
3. **You understand that it is your responsibility to verify that you are accessing the correct data**
 - o The primary identifier used by the portal is the NHS number, which should be used at all times
 - o For further verification you should check the patient demographics
4. **You understand that not all GP practices have agreed to share their data with the Oxfordshire Care Summary**
 - o This means that even if a patient has consented to share their data, the portal is unable to provide it

User ID: RBFCOOMBESP User's Name: COOMBES, PAUL (Cerner)

7. If in EPR, the patient details will automatically pull through. If there is no information available on a particular patient, you will see one of the following messages:

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

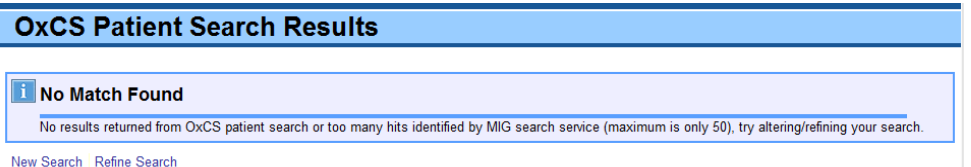


Record Patient's Permission-to-view Status

Oxfordshire Care Summary Unavailable – Patient has not Consented to Share

This patient Nic-Qtp-Donotuse Xtestpatientrbui (NHS: 9990261970 DOB: 09 Jun 2007 SEX: Male), has declined to share their information with the Oxfordshire Care Summary. If the patient wishes to change their mind, they must inform their GP practice.

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



OxCS Patient Search Results

No Match Found

No results returned from OxCS patient search or too many hits identified by MIG search service (maximum is only 50), try altering/refining your search.

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

8. In order to view the patient record, you will:
- Need to confirm your permission to view status (radio button)
 - Select **Confirm**

Record Patient's Permission-to-view Status

Warning

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, Araminta Xtestpatientrbkk (NHS: 9990259135 DOB: 25 Jun 1993 SEX: Female), please make sure you have selected the correct patient.

Please select one of the following options:

| Permission sought from: | 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"/> |

Reminder

You must only access a patient's Oxfordshire Care Summary data if you have a legitimate need to do so. All access to the Oxfordshire Care Summary is monitored and audited.

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.

9. The patient record will appear. Select the required information from the **left panel**. Information is presented in tabs by category and source.

Araminta Xtestpatientrbkk

DOB: 25 Jun 1993

PAS No: 10156686 Gender: Female


NHS No: 9990259135 Postcode: OX3 7LE

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 | Patient Folder | Log Out

Help | Knowledgebases



Oxfordshire Care Summary

Permission granted: this clinician, once only was set at 28-Jul-2015 12:00:00

Home - Araminta Xtestpatientrbkk (NHS: 9990259135 DOB: 25 Jun 1993 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 | 03-Aug-2015 13:03 | Adding an Attachment (2).docx | Management Plan | OxCS Maggie |
| OUH Document | 28-Jul-2015 12:00 | 20150724_Patient document.docx | Specialist Assessment | Todd Consultant |
| 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 |
| 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

| Date | Problem |
|-------------|------------------------|
| 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 | Cilenil Modulite 200micrograms/dose inhaler (Chiesi Ltd) | Dipyridamole 200mg modified-release capsules | Paracetamol 500mg tablets | Ramipril 5mg capsules

Allergies and Adverse Reactions

| Date | Reaction |
|-------------|------------------------------------|
| 23-Mar-2015 | Adverse reaction to nitrofurantoin |
| 28-May-2014 | Adverse reaction to drug NOS |

Recent Tests

There are no Recent Test Items in the patient's record

Please **NOTE** the following:

- Data is pulled from a variety of sources including OUH and GP – users may notice slight variations
- There is a **Combined Medications and Allergy** view (**NOTE**: only data from EMIS Web GP practices will appear on the combined view)
- The record **MAY** not be the complete record
- The record's accuracy is dependent on the person who input the data.
- Users access is monitored via the Auditing view (screenshots available below)

New patient search

Searching for a new patient can be done in two ways:

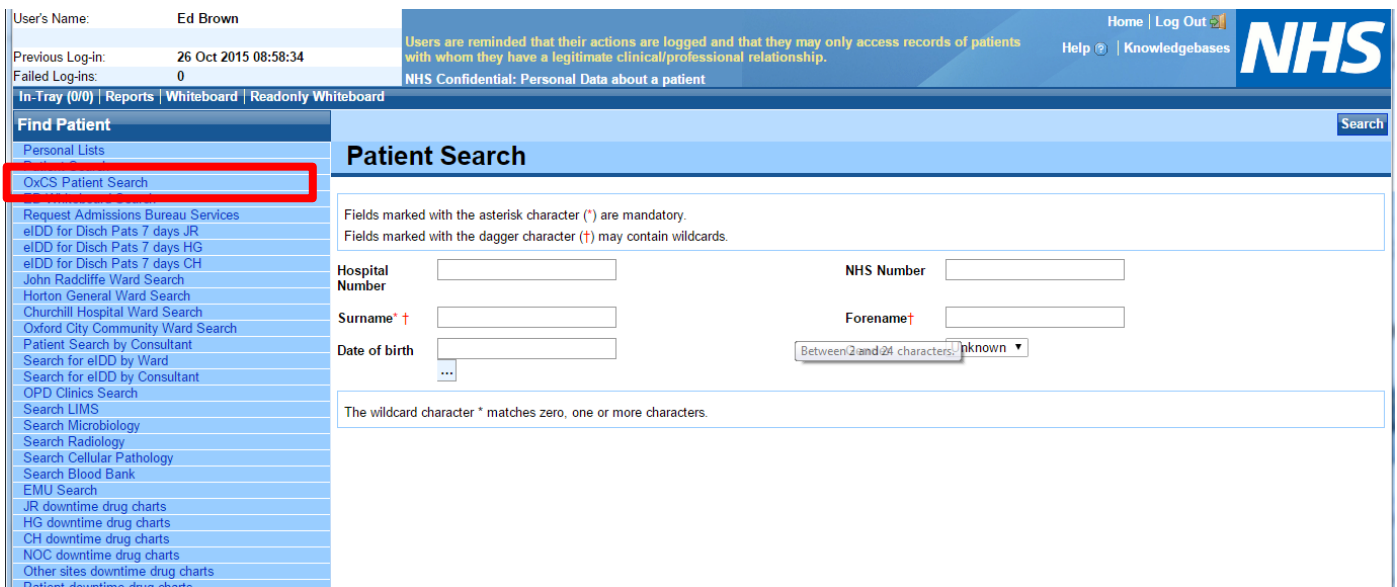
1. Via **EPR**
2. Via the **OxCS patient search** option

Via **EPR**

1. Exit the Oxfordshire Care Summary
2. Search for the patient in EPR as you would normally
3. Go to **step 1**

Via **Oxfordshire Care Summary** Search option

1. Exit your current patient
2. Select **OxCS Patient Search**



User's Name: Ed Brown

Previous Log-in: 26 Oct 2015 08:58:34

Failed Log-Ins: 0

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

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NHS

In-Tray (0/0) | Reports | Whiteboard | Readonly Whiteboard

Find Patient

Personal Lists

OxCS Patient Search

Request Admissions Bureau Services

eIDD for Disch Pats 7 days JR

eIDD for Disch Pats 7 days HG

eIDD for Disch Pats 7 days CH

John Radcliffe Ward Search

Horton General Ward Search

Churchill Hospital Ward Search

Oxford City Community Ward Search

Patient Search by Consultant

Search for eIDD by Ward

Search for eIDD by Consultant

OPD Clinics Search

Search LIMS

Search Microbiology

Search Radiology

Search Cellular Pathology

Search Blood Bank

EMU Search

JR downtime drug charts

HG downtime drug charts

CH downtime drug charts

NOC downtime drug charts

Other sites downtime drug charts

Patient downtime drug charts

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

Between 2 and 24 characters. unknown

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


- 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

Search

OxCS Patient Search

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


Important - Please Note
 It is recommended that you only use the OxCS Patient Search when you cannot find the patient you are looking for through the standard Patient Search.

NHS Number

If you enter an NHS number, it will be used for the search, if you do not enter NHS number then you must supply at least Surname, Gender and Date of Birth (within a range)

Gender*

Gender, Surname and Date of Birth are only mandatory if NHS number is not supplied

Forename†

GP Practice Code

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

Surname* †

Date of birth*

Will search from this date + 3 years

Postcode

If there is a patient on record in the Oxfordshire Care Summary, it will return your options as below (**NOTE:** if there is no record, the system will advise).

- Click on the patient's name
- Go to **step 9**

Displaying 1 of 1.

| NHS No. | Name | Gender | Date of Birth | Address | GP Practice | Known to CN? |
|--------------|---------------------------|--------|---------------|-------------------------------------|-------------|--------------|
| 999 025 9132 | Araminta Xtestpatientrbkk | Female | 25 Jun 1993 | South Oxford Health Centre, OX1 4RP | K84617 | Yes |

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

Audit

In accordance with Information Governance criteria, users are advised that the OCS solution monitors and records ALL users actions and movements as they navigate through patients' records – including the permission to view summary. Please see the screenshots below.

Permission to view summary

Araminta Xtestpatientrbkk

DOB: 25 Jun 1993

PAS No: 10156686

NHS No: 9990259135

Gender: Female

Postcode: OX3 7LE

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NHS Confidential: Personal Data about a patient

Home | Patient Folder | Log Out

Help | Knowledgebases

Smart Forms

Summary Details

Oxfordshire Care Summary

Permission granted: for next 96 hrs' was set at 20 Oct 2015 13:19:00.

Summaries

Combined Medications and Allergies

Proactive Care Plans

Forms

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

Patient OCS PIV Summary

Patient OCS Audit Summary

OxCS Data Access - Araminta Xtestpatientrbkk (NHS: 9990259135 DOB: 25 Jun 1993 SEX: Female)

Patient OxCS Permission to View Summary

| PIV | Sought From | Status | Given To | Set By | Date |
|---------|---------------------|---|--------------------|------------------|-------------------|
| Granted | Patient | Permission granted: until discharge | Hospital Clinician | Ed Brown | 21 Oct 2015 12:29 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | Mark Consultant | Mark Consultant | 20 Oct 2015 17:24 |
| Granted | Patient | Permission granted: for next 96 hrs | OOH GP | Ed Brown | 20 Oct 2015 13:19 |
| Granted | Patient | Permission granted: until discharge | Hospital Clinician | Ed Brown | 19 Oct 2015 11:11 |
| Granted | Patient | Permission granted: until discharge | Hospital Clinician | Ed Brown | 16 Oct 2015 10:43 |
| Granted | Patient | Permission granted: for next 96 hrs | OOH GP | Ed Brown | 15 Oct 2015 16:22 |
| Granted | Patient | Permission granted: this clinician, once only | Ed Brown | Ed Brown | 15 Oct 2015 14:50 |
| Granted | Patient | Permission granted: until discharge | ED Clinician | Laura Consultant | 12 Oct 2015 12:41 |
| Granted | Patient | Permission granted: until discharge | OxCS Child Health | Laura Atyeo | 09 Oct 2015 14:06 |
| Granted | Patient | Permission granted: this clinician, once only | Ed Brown | Ed Brown | 08 Oct 2015 15:47 |
| Granted | Patient | Permission granted: this clinician, once only | Laura Atyeo | Laura Atyeo | 08 Oct 2015 15:43 |
| Granted | Patient | Permission granted: this clinician, once only | Ed Brown | Ed Brown | 08 Oct 2015 15:33 |
| Granted | Patient | Permission granted: until discharge | Hospital Clinician | Ed Brown | 08 Oct 2015 15:19 |
| Granted | Patient | Permission granted: until discharge | OxCS Child Health | Laura Atyeo | 08 Oct 2015 15:19 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | OxCS ChildHealth | OxCS ChildHealth | 08 Oct 2015 14:44 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | OxCS ChildHealth | OxCS ChildHealth | 08 Oct 2015 14:10 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | OxCS ChildHealth | OxCS ChildHealth | 08 Oct 2015 13:59 |
| Granted | Patient | Permission granted: until discharge | ED Clinician | Laura Consultant | 27 Aug 2015 10:55 |
| Granted | Patient | Permission granted: until discharge | ED Clinician | Laura Consultant | 24 Aug 2015 11:51 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | Mark Consultant | Mark Consultant | 24 Aug 2015 11:27 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | Mark Consultant | Mark Consultant | 20 Aug 2015 11:13 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | Mark Consultant | Mark Consultant | 18 Aug 2015 16:30 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | Mark Consultant | Mark Consultant | 18 Aug 2015 16:22 |
| Granted | Patient not present | Permission assumed: BREAK GLASS | Mark Consultant | Mark Consultant | 18 Aug 2015 16:20 |

User ID: edbrownohgp User's Name: Ed Brown

Home | OxCS Patient Search | Patient Folder | OxCS Patient Search

Patient audit summary

Araminta Xtestpatientrbkk

DOB: 25 Jun 1993

PAS No: 10156686

NHS No: 9990259135

Gender: Female

Postcode: OX3 7LE

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NHS Confidential: Personal Data about a patient

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Smart Forms

Summary Details

Oxfordshire Care Summary

Permission granted: for next 96 hrs' was set at 20 Oct 2015 13:19:00.

Summaries

Combined Medications and Allergies

Proactive Care Plans

Forms

Patient Summary From GP Practice

Demographics From GP Practice

Demographics From Oxford University Hospitals

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Diagnosis From GP Practice

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Medications From Oxford University Hospitals

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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

Patient OCS PIV Summary

Patient OCS Audit Summary

OxCS Data Access - Araminta Xtestpatientrbkk (NHS: 9990259135 DOB: 25 Jun 1993 SEX: Female)

Patient OxCS Access Audit Summary

Select detailed view

The table below shows a list of all users who have accessed the Oxfordshire Care Summary of Araminta Xtestpatientrbkk (NHS: 9990259135 DOB: 25 Jun 1993 SEX: Female) by date.

For more detail on an individual user's access please select the user name from the drop down list and click on the 'Screens viewed by Username' button or simply click on the user's name in the list.

| OxCS accessed by user | Last time OxCS was accessed by this user |
|-----------------------------------|--|
| Mark Pharmacist | Last accessed 21 Oct 2015 14:07 |
| Ed Brown | Last accessed 21 Oct 2015 15:52 |
| Laura Atyeo | Last accessed 09 Oct 2015 14:07 |
| OxCS ChildHealth | Last accessed 08 Oct 2015 14:44 |
| Evelyn Consultant | Last accessed 24 Jul 2015 11:29 |
| Todd Consultant | Last accessed 30 Jul 2015 16:12 |
| Laura Consultant | Last accessed 20 Oct 2015 17:10 |
| OxCS Maggie | Last accessed 03 Aug 2015 13:33 |
| swathidclinician swathidclinician | Last accessed 18 Jun 2015 14:20 |
| Mark Consultant | Last accessed 20 Oct 2015 17:26 |

User ID: edbrownohgp User's Name: Ed Brown

Home | OxCS Patient Search | Patient Folder | OxCS Patient Search

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Oxfordshire Care Summary: OUH user guide. Author: tdavidson. Date: 26/01/2016. Vers 1.2