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Emergency Care Summary

GP Practice Administrator Training Guide V1.7

Date: 18th October 2010 Version: 1.7 Document Ref: ECS-DPTD-014

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Document Control

Superseded documents

None

Version history

Version	Date	Comments					
Version 0.1	12/12/2005	Initial Document					
Version 1.0	06/03/2006	Final Version for Approval					
Version 1.1	28/04/2006	Updated with Log In Page additional functions					
Version 1.2	18/08/2006	Updated with Upgrade August 06					
Version 1.3	22/11/2006	Added Find Patient functionality & printing instructions					
Version 1.4	29/01/2008	Revised user guide for UI Refresh					
Version 1.5	11/04/2008	Added section for new rejection buttons					
Version 1.6	24/11/2008	Revised Rejection section and moved					
Version 1.7	18/10/2010	Addition of link to ECS FAQs document on ECS site to Table of Contents page.					

Changes since last version

N/A

Outstanding issues and omissions

None

Issue control

Owner and approver:	Isobel Stewart					
Signature:		Date:				
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Amendments

Any comments on, or suggested amendments to this document should be forwarded to the owner/approver shown above.



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For additional information, please see the ECS FAQs document on the ECS website at the below link:

http://www.ecs.scot.nhs.uk/index.php/faqs



- 1. Open Internet explorer
- In the address bar, type <u>https://ecsprweb1.nds.scot.nhs.uk/ecs/home/login.aspx</u> then press enter or click on https://www.scot.nhs.uk/ecs/home/login.aspx
- 3. The **Log In** screen is displayed:

ECS	Emergency Care Summary		4.0.814.2
		Welcome on SCI Store 4.0.814.2 configured on SG017182 at Thu Apr 03 11:05:40 2008	
		Login Username Password	
		Login Ext Clear Require Support? (Click here) Forgotten Password? (Click Here)	



4. Enter your user name and password, then click **Login**.

5. The Home Page is now displayed.

	Shortcut to last 5 viewed			
FCS SCI Store Paisley	patients	My Settings	About Store	Log Out
Home Find Patient			СНІ	Go
Home			User: test (on PJSSCI6
Patients				
3 Records Returned				
Source Name DOB Se Local Alan Pacino 08/07/1950 M	× CHI 0304050607			
Local Johnny Depp 21/06/1900 M	0302022222			

6. When leaving the system select the **Log off** hyperlink at the top right hand corner of the screen.

1. Always tick Include ECS Summaries.



Viewing Patient Details accessed by OOH Clinicians

1. Click on the Reporting Menu title and then choose **ECS Access Report** from the drop-down options.

ECS Training System	Ν	4y Settin	gs About S	Store Log Out
Home Find Patient			СНІ	Go
	Reporting			
Home	ECS Access R	leport	Us	er: gpadmin1 on EC
Recently Viewed			·	
Recent Patients Viewed				
1 Record Returned				
Name DOB Sex CHI				
Jaome Pinto 01/01/1969 M 0302020	404			

ECS Training System			My Settings	About Store	Log Out
Home Find Patient				СНІ	Go
		Reporting			
Home > ECS Access Report				User: g	padmin1 on ECS
Period Start Period End	29/01/200 29/01/200	17			
GP Practice	10361 - 3	ST MARGARET'S HE	ALTH CENTRE	×	
Include ECS Summaries Go					

2. Enter the details into the relevant fields and click **Go**.



3. The Access Report is displayed:

ECSWS 3an 1990 0302020404 Jaome Pinto ECSUPV12 DEV 29/01/2008 12:11:00 ECSCInicalAudit Rejected 4 Demog 21 1900 0302022222 Johnny Depp ooh1 Borders OOHClinician marc - Test Hospital A&E 29/01/2008 12:12:00 ECSummaryAudit Image: CommaryAudit Image	h Family Viewer Viewer Organisation Event ViewECSummary Demog Status	Viewer Role	Viewer	en Family Name	Given Name	сні	e of Birth	Report Typ
Permog 1/10/10 0302022222 Johnny Depp ooh1 Borders OOHClinician marc - Test Hospital ABE 29/01/2008 ECSummaryAudit Image: CommaryAudit ECS 1/100 0302022222 Johnny Depp ooh1 Borders OOHClinician marc - Test Hospital ABE 29/01/2008 ECSummaryAudit Image: CommaryAudit Demog 01 Jan 03020220404 Jaome Pinto ooh1 Borders OOHClinician marc - Test Hospital ABE 29/01/2008 ECSummaryAudit Image: CommaryAudit Demog 01 Jan 03020220404 Jaome Pinto gpadmin1 dfs 29/01/2008 Clinical Demog 11 Jan 0302022222 Johnny Depp ooh1 Borders OOHClinician marc - Test Hospital ABE 29/01/2008 Clinical Information 21 21 3an 0302022222 Johnny Depp ooh1 Borders OOHClinician marc - Test Hospital ABE 29/01/2008 Clinical Information 21 21 3an 0302022222 Johnny Depp ooff ECSWedFhose OOHClinician marc - Test Hospital ABE 29/01/2008 ECSummaryAudit 29/01/2008	e Pinto ECSSupV12 DEV 29/01/2008 ECSClinicalAudit Rejected	:	ECSSupV1:	ne Pinto)4 Jaome	0302020404	01 Jan 1969	ECSWS
ECS 21 1900 0302022222 Johnny Depp ooh1 Borders OOHClinician marc - Test Hospital A&E 29/01/2008 ECSummaryAudit Demog 01 Jan 1969 0302022404 Jaome Pinto ooh1 Borders OOHClinician marc - Test Hospital A&E 29/01/2008 ECSummaryAudit Imarc - Test 12:13:26 29/01/2008 Demog 01 Jan 1960 0302022404 Jaome Pinto ooh1 Borders OOHClinician marc - Test Hospital A&E 29/01/2008 Clinical Information Imarc - Test 12:16:124 29/01/2008 Clinical Information Imarc - Test 12:17:33 29/01/2008 ECSummaryAudit Imarc - Test 12:17:36 29/01/2008	y Depp ooh1 Borders marc - Test 29/01/2008 OOHClinician Hospital A&E 12:11:59	Borders OOHClini	ooh1	ny Depp	2 Johnny	0302022222	21 Jun 1900	Demog
Demog 01 1969 0302020404 Jaome Pinto ooh1 Borders OOHClinician marc - Test Hespital A&E 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 29/01/2008 Clinical 12/13/50 29/01/2008 Clinical 12/13/50 29/01/2008 Clinical 12/13/50 29/01/2008 Clinical 12/15/50 29/01/2008 Clinical 12/15/50 29/01/2008 Clinical 10/10 20/01/2008 Clinical 10/10 20/01/2008 Clinical 10/10 20/01/2008 Clinical 12/15/50 29/01/2008 Clinical 12/15/50 29/01/2008 Clinical 12/15/50 29/01/2008 Clinical 12/15/50 29/01/2008 Clinical 12/15/50 29/01/2008 ECSummaryAudit 20/01/2008 ECSummaryAudit 29/01/2008 12/17/38 ECSummaryAudit 29/01/2008 12/17/38 ECSummaryAudit 29/01/2008 12/17/38 ECSummaryAudit 29/01/2008 12/17/39 ECSummaryAudit 29/01/2008 12/17/39 ECSummaryAudit 29/01/2008 12/17/39 ECSummaryAudit 29/01/2008 12/17/39 29/01/2008 ECSummaryAudit 29/01/2008 12/17/39 ECSummaryAudit<	y Depp ooh1 Borders marc - Test 29/01/2008 CSummaryAudit	Borders OOHClini	ooh1	ny Depp	2 Johnny	0302022222	21 Jun 1900	ECS
Demog 01 Jam 0302020404 Jaome Pinto gpadmin1 dfs 29/01/2008 12:13:50 Point-in-time Demog 21 J900 0302022222 Johnny Depp ooh1 Borders OHClinician marc - Test Hospital A&E 29/01/2008 12:15:14 Clinical Information Clinical Information 21 mise the window to ensure: all dataits are displayed. Borders OHClinician marc - Test Hospital A&E 29/01/2008 12:15:56 Clinical Information Information 21 Mise the window to ensure: all dataits are displayed. Borders OHClinician marc - Test Hospital A&E 29/01/2008 12:17:33 ECSummaryAudit Image: Second Adastra 24 Tayson of thictionality at present available/of users Montal A&E 29/01/2008 12:17:36 ECSummaryAudit Image: Second Adastra 25 Jan 0302020404 Jaome Pinto ooh1 Borders OHClinician marc - Test Hospital A&E 29/01/2008 12:17:36 ECSummaryAudit Image: Second Adastra 26 Jan 0302020404 Jaome Pinto ooh1 Borders OHClinician marc - Test Hospital A&E 29/01/2008 12:17:39 ECSummaryAudit Image: Second Adastra 26 Jan 0302020404 Jaome <t< td=""><td>e Pinto ooh1 Borders marc - Test 29/01/2008 OOHClinician Hospital A&E 12:13:26</td><td>Borders OOHClini</td><td>ooh1</td><td>ne Pinto</td><td>)4 Jaome</td><td>0302020404</td><td>01 Jan 1969</td><td>Demog</td></t<>	e Pinto ooh1 Borders marc - Test 29/01/2008 OOHClinician Hospital A&E 12:13:26	Borders OOHClini	ooh1	ne Pinto)4 Jaome	0302020404	01 Jan 1969	Demog
21 Jun 1900 0302022222 Johnny Depp ooh1 Borders OHClinician marc - Test Hospital A&E 29/01/2008 Clinical Information 21 Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed. Next or Previous to one surge all details are displayed all details are displayed. Next or Previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are the surger to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to one surge all details are displayed by the previous to the previous to one surge all details are displayed by t	e Pinto gpadmin1 dfs 29/01/2008 12:13:50 Point-in-time		gpadmin1	ne Pinto)4 Jaome	0302020404	01 Jan 1969	Demog
mise the window to ensure eal? details are displayed. Next or Previous to Scroll through the records Service accesses are denoted by menor processes are denoted by menor processes WS accesses showiff the Demographic or Clinical information was pted/rejected. The reader of the Demographic or Clinical information was pted/rejected. The reader of the Demographic or Clinical information was pted/rejected. The data transmission of the test of test	y Depp ooh1 Borders marc - Test 29/01/2008 Clinical OOHClinician Hospital A&E 12:16:14 Information	Borders OOHClini	ooh1	ny Depp	2 Johnny	0302022222	21 Jun 1900	Demog
Service accesses are denoted by the root Type' of ECSWS defines marc - Test de NHS24, Taycare and Adastra users. WS accesses showiff the Demographic or Clinical information, was marc - Test pted/rejected. Thereighs no functionality at present available to lusers Hospital A&E e web browser to do this. ECS Jan 0302020404 Jaome Pinto ooh1 Borders 00HClinician marc - Test 1969 Previous Next	ere displayed. Borders marc - Test 29/01/2008 OOHClinician Hospital A&E 12:16:56	Borders OOHClini	ayed.	are displ	etails an	sure alk de	21 toens	neewingdov or Previou
SWS accesses show if the Demographic or Clinical information was marc - Test 29/01/2008 in 20/07/2008 in the second state of t	pot prype, of ECSWSd评hese marc - Test 00HClinician Hospital A&E 29/01/2008 ECSummaryAudit 12:17:33	₩S derh OOHClini	କ୍ରଂର୍ନୁ ECS	port₌,Typ s.	byj'Rep a users.	denoted by d Adastra	s are∘ano are∘ano	eaccess S24, Tayo
e web browser to do this. ECS Jan 0302020404 Jaome Pinto ooh1 Borders OCHClinician Hospital A&E 29/01/2008 ECSummaryAudit Previous Next Export to Excel	c or Clinical information, was marc - Test 29/01/2008 at present available to lusers Hospital A&E 12:17:36	natiop _r w bletolus	iical inforr ent availa	ic or Clin at pres	graphic onality	ne Demog 0302020404 no functio	ow¶ifth erejas	cesses sh Demog jected. Ti
Export to Excel	e Pinto ooh1 Borders marc - Test 29/01/2008 ECSummaryAudit	Borders OOHClini	ooh1	ne Pinto)4 Jaome	S. 0302020404	do <u>1</u> this Jan 1969	ecs
							•	Previous Ne
	Export to Excel) Excel	Export t					



Point in time clinical information can be viewed by clicking on the hyperlink (if exists) under the **ViewECSSummaryAudit** column.

Current Patient		HISTORICAL ECS SUI	MMARY - POINT	IN TIME AUDIT			
Patient Name	Johnny Depp	Date Viewed : 29/01/2008 1	2:12:07				
CHI	0302022222	Allergy					
Date of Birth	21/06/1900	Description	Date Reco	orded	C	omments	
Address	21 Pirate Road						
	Piratston	Acute Medication (within 30	days)				
	Piratley	Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
Dent Carlo	Piratshire						
Post Code	PALATE LECC CATHERINE	and the Proof					
Key, Gr	ST MARGARET'S	Repeat Medication				Madia Marchine Obersh	Ducardation
GP Practice	HEALTH CENTRE	Drug ID	Formulation	Dose	Frequency	Date	Date
		Medisense Optium Plus Strip	Vampire Blood Glucose Testing 50	as directed	As directed	09 May 2005	09 May 2005
		Medisense Thin Lancet	Type A 0.36mm 28 Gauge	as directed	As directed	09 May 2005	09 May 2005
		Advantage Ii Strip	Blood Glucose Testing 50	NOT RECORDED	As directed	24 Mar 2005	20 Apr 2005
		Glimepiride	TABS 1MG	1 Tab	Daily	17 Feb 2005	20 Apr 2005
		Ramipril	CAPS 10MG	1 Cap	Daily	09 May 2003	20 Apr 2005
		Aspirin	Ec TABS 75MG	2 Tabs	Daily	03 Jan 2003	20 Apr 2005
		Simvastatin	TABS 40MG	1 Tab	At night	03 Jan 2003	20 Apr 2005
		Xalatan	Eye DROPS 50MCG/ML	Instill	As directed	16 Oct 2002	20 Apr 2005
		Bendroflumethiazide (Bendrofluazide)	TABS 2.5MG	1 Tab	Daily	24 Jan 2002	20 Apr 2005
		Atenolol	TABS 50MG	1 Tab	Daily	24 Jan 2002	20 Apr 2005
		Diazepam	TABS 10MG	1 Tab	As directed	07 Jan 2002	20 Apr 2005
		Salbutamol	200 Dose INHAL 100MCG/DOSE	2 PUFFS	prn	08 Aug 1994	06 May 2005

4. Clicking the '**Export to Exce**l' button will export all accesses into an excel spreadsheet within the browser window.

	A	В	C	D	E	F	G	Н		J	K	L
1	Report 7	Date of Birth	CHI	GivenName	FamilyName	Viewer	ViewerRole	Organisation	Organisation	EventTime	DemogStatus	ClinicalStatus
2	ECSWS	01-Jan-69	302020404	Jaome	Pinto	ECSSupV12		DEV	DEV	29/01/2008 12:11	Rejected	Accepted
З	Demog	21-Jun-00	302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:11		
4	ECS	21-Jun-00	302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:12		
5	Demog	01-Jan-69	302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:13		
6	Demog	01-Jan-69	302020404	Jaome	Pinto	gpadmin1		dfs	dfs	29/01/2008 12:13		
7	Demog	21-Jun-00	302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:16		
8	Demog	21-Jun-00	302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:16		
9	ECS	21-Jun-00	302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:17		
10	Demog	01-Jan-69	302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:17		
11	ECS	01-Jan-69	302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 12:17		
12	Demog	01-Jan-69	302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 13:36		
13	Demog	01-Jan-69	302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	marc - Test Hospital A&E	29/01/2008 13:46		
14	Demog	01-Jan-69	302020404	Jaome	Pinto	gpadmin1		dfs	dfs	29/01/2008 14:02		



Patient Details

- From the Menu Bar, Select the Find Patient hyperlink.
 Soundex will find similar sounding names i.e. Watson and Watkins.

ECS SCI Store Paisley	My Settings	About Store	Log Out
Home Find Patient		СНІ	Go
Home > Find Patient		User: test o	n PJSSCI6
Search Options Search Clear			
Surname equals 💙			
Forenames equals 💙			
Date Of Birth			
Postcode			
Identifier equals 💙			
Advanced Search Options			
Available Data Sources			
ECS 🔽			

2. Enter the known details into the relevant fields and click Search.

3. The system will return all matching Patient Details.

ECS SCI Store Paisley					My Settings 🛛 🖌	About Store I	Log Out
Home Find Patient					c	ні	Go
Home > Find Patient	_					User: test on	PJSSCI6
Search Options Search Clear	1 Record Retur	ned					
Surname equals 👽 pinto	СНІ	Name	DOB	Sex	Address	Consent	
Forenames equals	0302020404	Jaome Pinto	01/01/1969	М	1 The Force Barcatow	n Y	
Date Of Birth							
Postcode							
Identifier equals 🔽							
Advanced Search Options 📃							
Available Data Sources							
ECS 🔽 1 Result							

4. Confirm Patient Details and click on the patient name to display the ECS Consent tab.



5. New functionality has been created in version 4.0.814 which allows the user to indicate if the demographic or clinical data for a patient is incorrect. This is called a **demographic** or **clinical rejection**, depending on which set of data it is that is incorrect. These rejection buttons are indicated below and more information can be obtained about them later in the document in the section entitled **Demographic/Clinical Rejections**.

ECS SCI Store Pais	ley				My Settings	About Store	Log Out		
Home Find Patient						СНІ	Go		
Home > Find Patient > Patient D	vetails	ſ			1	User: test	on PJSSCI6		
📇 🖙 💥 Reject Demog Info	🔀 Reject Clinical Info 🛛 🗧					Actions Select Acti	on 🗙 Go		
Patient Patient Name CH Jaome Pinto 030202	.I Date Of Birth 20404 01/01/1969	Age 39	GP (56789)	GP Pra ST MARGARET'S	nctice HEALTH CENTRE	GP Practic 1036:	e Code 1		
ECS Consent Clinical Data P	Pallative Data Demographics								
	Last Emergency	Care (Summary r	eceived 1 January 20	108				
	• You must ask for per	missic	on before vi	ewing the clinical data	а.				
	 Your details will be r be able to see that you 	ecorde u have	ed and mon looked at 1	itored, and the patier his record.	nt's practice will				
	 This record shows a last year. It may not in drugs prescribed by ot are not always collecte 	ll preso clude l her pro ed or ta	criptions iss handwritter escribers in aken as inte	ued by the GP clinical n prescriptions such a other clinics. Prescrip ended.	system in the s opiates, or tions issued				
	• Allergies will be indic asked by the clinician if	ated in he/sh	f known an 1e is aware	d recorded. The patie of any new or unreco	nt should be Irded allergies.				
	 It is good practice to check the accuracy of this data with the patient. 								
	🗆 Explicit cor	nsent h	as been give	n to view ECS.					
	🗖 Patient doe	es not ≬	want their GP	o to know about this acc	ess.				
			View Clinical Ir	formation					

- 6. Before you view the patients' clinical details you must ensure that the patient consent to view clinical information has been gained and that they have been asked if they wish their GP to find out about the access. Check relevant boxes appropriate to the answers given.
- 7. Once **permission has been granted**, click **View Clinical Information** or select the **Clinical Data** tab.



Prescription information is separated into Acute (last 30 days only) and Repeat (Current).
 To view all prescription information, click Show All Medication Information.
 User can update ECS if patient changes their mind about whether they want their GP to know about access.

ECS SCI Store Paisl	ey			My Settings Ab	out Store Log Out
Home Find Patient				CH	I Go
Home > Find Patient > Patient De	tails				User: test on PJSSCI
📇 🖙 💢 Reject Demog Info 🔰	Keject Clinical Info			Action	s Select Action 💌 Go
Patient Patient Name CHI Jaome Pinto 0302020	Date Of Birth 404 01/01/1969	Age GP 39 (56789)	GP F St Margaret	Practice S HEALTH CENTRE	GP Practice Code 10361
ECS Consent Clinical Data Pa	llative Data Demographics				
	Last Emergency	· Care Summary	received 1 January	2008	
Allergy					
Description Alleray XYZ	Date Recorde	d		Comments	
Acute Medication (within 30 day	s)				
Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
Repeat Medication					
Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
23432	Drug ABC	Tab	Daily		31 Dec 2005
	🗖 Patient do	es not want their	GP to know about this a	access.	
		Show All Medica	ation Information		





Finding More Detail

ECS may hold further information about the patient such as telephone numbers and previous names. To locate this information:

1. Click on the Demographics tab.

CHI 0302020404	Date Of Birth 01/01/1969	Age 39	GP (56789)	GP I St Margaret	Practice "S HEALTH CENTRE	C	onsultant	Ward/Location
Demographics IDs								
ICOMS								
Given Name	Middle N	lames		Family Name	Current	Current At		
			Pinto		N	23/01/2008 22:22:38		
	CHI 0302020404 Demographics IDs coms Given Name	CHI Date Of Birth 0302020404 01/01/1969 Demographics IDs coms Given Name Middle N	CHI Date of Birth Age 0302020404 01/01/1969 39 Demographics IDs icoms IDs	CHI Date Of Birth Age GP 0302020404 01/01/1969 39 (56789) Demographics IDs come Given Name Middle Names Pinto	CHI Date Of Birth Age GP GP 0302020404 01/01/1969 39 (56789) ST MARGARET Demographics IDs	CHI Date Of Birth Age GP GP Practice 0302020404 01/01/1969 39 (56769) ST MARGARET'S HEALTH CENTRE Demographics IDs IDs IDs Given Name Middle Names Family Name Current Pinto Image: Current	CHI Date Of Birth Age GP GP Practice C 0302020404 01/01/1969 39 (56789) ST MARGARET'S HEALTH CENTRE C Demographics IDs isoms Given Name Middle Names Family Name Current At 23/01/2008 22:22:38	CHI Date Of Birth Age GP GP Practice Consultant 0302020404 01/01/1969 39 (56789) ST MARGARET'S HEALTH CENTRE Consultant Demographica IDs IDs IDs IDs IDs Given Name Middle Names Family Name Current At Pinto 23/01/2008 22:22:38

2. Select the required sub tab. E.g. Addresses, Telecoms

← Patient Patient Name Jaome Pinto	CHI 0302020404	Date Of Birth 01/01/1969	Age 39	GP (56789)	GP P St Margaret'	ractice S HEALTH CENTRE	Consultant	Ward/Location
ECS Consent Clinical Data	Demographics IDs							
1 Record Returned								
Telecom Area	Te	elecom No	Te	lecom Type	Current	Current At		
	01234567890)	home at 01/	/01/2008	V	23/01/2008 22:22:38		

Patient Consent

Patients have the right to opt out of the system and withhold their details. If a patient has opted out no address details are displayed and the letter 'N' is displayed under the consent column on the Find Patient search screen:





Clicking on the patient name will not give you access to any further information and a message will be clearly displayed to notify the user that the patient has withdrawn consent. No other tabs will be present.

E	💦 Training System				My Settings	About Store	Log Out	
н	ome Find Patient						CHI	Go
Ho	me > Find Patient > Patient Details						User: ool	h1 on EC
							Action Select Action	👻 Go
(🛛	This patient has withdrawn consent							
	Patient Name Consent Withheld Again	CHI 0201010101	Date Of Birth 21/06/1974	GP	GP Practice	Consultant	Ward/Location	

Printing ECS Summary

Patients have right to request they see their information that is currently held within the ECS database. As a result, the GPAdmin role has been extended to allow practices the ability to find and print a patient's ECS summary, should it be requested.

1. Whilst viewing patient's clinical information as mentioned in Step 4 of Finding Patient Details.

ES Training System			My Settings	About Store	Log Out
Home Find Patient					CHI
		Benorting			
Home > Find Patient > Patient Details		Hoporking			User: apadmin1 on I
					Calast Satiss
					Action Select Action
Patient Name CHI	Date Of Birth Age	GP	GP Practice	Consultant	Ward/Location
Johnny Depp 0302022222	21/06/1900 107	LEGG, CATHERINE	ST MARGARET'S HEALTH CENTRE		
ECS Consent Clinical Data Demographics ID:	3				
Allergy					
Description	Date Recorded		Comments		
Acute Medication (within 30 days)					
Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription
					Date
Repeat Medication					
Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription
Medisense Optium Plus Strip	Vampire Blood Glucose Testing 50	as directed	As directed	09 May 2005	09 May 2005
Medisense Thin Lancet	Type A 0.36mm 28 Gauge	as directed	As directed	09 May 2005	09 May 2005
Advantage Ii Strip	Blood Glucose Testing 50	NOT RECORDED	As directed	24 Mar 2005	20 Apr 2005
Glimepiride	TABS 1MG	1 Tab	Daily	17 Feb 2005	20 Apr 2005
Ramipril	CAPS 10MG	1 Cap	Daily	09 May 2003	20 Apr 2005
Aspirin	Ec TABS 75MG	2 Tabs	Daily	03 Jan 2003	20 Apr 2005
Simvastatin	TABS 40MG	1 Tab	At night	03 Jan 2003	20 Apr 2005
Xalatan	Eye DROPS 50MCG/ML	Instill	As directed	16 Oct 2002	20 Apr 2005
Bendroflumethiazide (Bendrofluazide)	TABS 2.5MG	1 Tab	Daily	24 Jan 2002	20 Apr 2005
Atenolol	TABS 50MG	1 Tab	Daily	24 Jan 2002	20 Apr 2005
Diazepam	TABS 10MG	1 Tab	As directed	07 Jan 2002	20 Apr 2005
Salbutamol	200 Dose INHAL 100MCG/DOSE	2 PUFFS	prn	08 Aug 1994	06 May 2005
	-				
	□ F	atient does not want their GP to ki	now about this access.		
		Show All Medication Info	rmation		

2. Click on the Print Preview button on the toolbar.





3. On the print preview window that appears click the Page setup or (At + U).

					D 4 40		n	
'atient Details					Page 1 of 2	Patient L	Details	
Patient CHI	Date Of	Age GP	GP P	ractice Consul	tant Ward/Location			
Name Johnny Depp 03020222	Birth 22 21/06/1900	107 LEGG	ST MAR	GARET'S I CENTRE				
ECS Consent Clinical I	Data Demograp	hics IDs				Page Setup		
Allergy						Paper		1.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5
Description	Date Reco	orded		Comments		Size:		Material Control of Control 2017 Autors P Systematic Control 2017 Autors of Control Control Control Control 2017 Autors of Control Control Control Control 2017 Autors of Control Control Control Control Control 2017 Autors of Control Control Control Control Control Control 2017 Autors of Control Cont
Anote Medication footble	20 days							Conf. allocations 10 Characterizations and Alano, Material Strength Congr.
Drug ID	Formulation	Dose	Frequency	Medication Start	Prescription	P44 (210 X 29	97mm)	PEa system games: On themesigeneous Differences parameters in Process Process Performances Conf. of Statements
				Date	Date	Source:		CEDemonstrativespeelik Rasse, Materialiserenabil Corp.e 100 aurer P. journangergann
Report Medication						Automatically	y Select 🔽	File system gamese Too Brandy preserve Commencements H means H Zoografi (Hitermoniconics) 1 Control office presidents
Drug ID	Formulation	Dose	Frequency	Medication Start	Prescription			CDimension in the second secon
	Vampire Blood			Date	Date	 Headers and 	Footers	
Medisense Optium Pius Strip	Glucose Testing 50	as directed	As directed	09 May 2005	09 May 2005	Header		
Medisense Thin Lancet	Type A 0.36mm 28 Gauge	as directed	As directed	09 May 2005	09 May 2005	&w&bPage &	8p of 8P	
Advantage Il Strip	Blood Glucose Testing 50	NO T RECORDED	As directed	24 Mar 2005	20 Apr 2005	Eooter		
Glimepiride	TABS 1MG	1 Tab	Daily	17 Feb 2005	20 Apr 2005	8u8b8d		
Ramipril	CAPS 10MG	1 Cap	Daily	09 May 2003	20 Apr 2005			
Aspirin	Ec TABS 75MG	2 Tabs	Daily	03 Jan 2003	20 Apr 2005			
Simvastatin	TABS 40MG	1 Tab	At night	03 Jan 2003	20 Apr 2005	Orientation -	Margins (millimeters)	
Xalatan	EVE DROPS 50MCG/ML	Instill	As directed	16 Oct 2002	20 Apr 2005	Portrait	Left: 7.5	Right: 7.5
Bendroflumethlazide (Bendrofluazide)	TABS 2.5MG	1 Tab	Dally	24 Jan 2002	20 Apr 2005			
Atenolol	TABS 50MG	1 Tab	Dality	24 Jan 2002	20 Apr 2005	Landscape	e <u>T</u> op: 7.5	Bottom: 7.5
Diazepam	TABS 10MG	1 Tab	As directed	07 Jan 2002	20 Apr 2005			
	200 Dose							
Salbutamol	100MCG/DOSE	2 POPPS	pro	08 Aug 1994	06 May 2005		OK	Cancel Print
	Patient does	not want their	GP to know about	t this access.				

4. Select 'Landscape' radio button under the Orientation heading.

Patient Name CHI	Date Of Birth Age	GP	GP Practice	Consultant	Ward/Location
ECS Consent Clinical Data Demo	ographics IDs				
Allergy					
Description	Date Recorded	d	Com	ments	
Acute Medication (within 30 days)					
Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
Repeat Medication					
Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
Medisense Optium Plus Strip	Vampire Blood Glucose Testing 50	as directed	As directed	09 May 2005	09 May 2005
Medisense Thin Lancet	Type A 0.36mm 28 Gauge	as directed	As directed	09 May 2005	09 May 2005
Advantage Il Strip	Blood Glucose Testing 50	NOT RECORDED	As directed	24 Mar 2005	20 Apr 2005
Glimepiride	TABS 1MG	1 Tab	Daily	17 Feb 2005	20 Apr 2005
Ramiprii	CAPS 10MG	1 Cap	Daily	09 May 2003	20 Apr 2005
Aspirin	Ec TABS 75MG	2 Tabs	Daily	03 Jan 2003	20 Apr 2005
Simvastatin	TABS 40MG	1 Tab	At night	03 Jan 2003	20 Apr 2005
Xalatan	Eye DROPS 50MCG/ML	Instill	As directed	16 Oct 2002	20 Apr 2005
Bendrofium ethiazide (Bendrofiuazide)	TABS 2.5MG	1 Tab	Daily	24 Jan 2002	20 Apr 2005
Atenolol	TABS 50MG	1 Tab	Daily	24 Jan 2002	20 Apr 2005
Diazepam	TABS 10MG	1 Tab	As directed	07 Jan 2002	20 Apr 2005
Salbutamol	200 Dose INHAL 100MCG/DOSE	2 PUFFS	pro	08 Aug 1994	06 May 2005
	E antes	dana anti-una shala Cola			
	L Patient	does not want their GP to	whow about this access.		
1		Show All Medica to	n Information		

- 5. Click **Print** button or (Alt + P).
- 6. Close pop-up window to return to Patient details page.



Password Maintenance

Users must change the default password to a secure password before accessing the system for the first time. It is also a security requirement to change passwords on a regular basis (Currently 60 days). The first time you Log on to the system you will be presented with the following screen.

Enter Current Password		
Enter New Password		Submit
Re-Type New Password		Exit
All Passwords must be bet	ween 6 and 10 Alphanume	eric Characters Long.
All Pacewords must contain	at least one numeric cha	aracter

Enter the current password and new password twice as requested then select **Submit** and **Exit**.

To manually change your password:

1. Select My Settings from the menu bar and then Change Password.

Enter Current Password Enter New Password Re-Type New Password	Submit
All Passwords must be betw	ween 6 and 10 Alphanumeric Characters Long.
All Passwords must contain) at least one numeric character.
New Passwords cannot be t	the same as previous passwords.

2. Enter the current password and new password twice as requested then select **Submit**.



Maintaining Questions

This function allows you to set up questions that you can use to access the Change Password screen should you forget your password. It will also allow you to reactivate your account should it become "locked out" due to 3 consecutive incorrect attempts.

1. Select **My Settings** hyperlink from the menu bar and then **Maintain User Questions**.

sword, your answers must be entered exactly as they were saved on this screen.
janem
Please select a question
Please select a question
Please select a question

2. Select your preferred questions from the drop down lists and enter the answers. (Minimum of 3 questions which must not be duplicated).

Please	select a (question	
What v	vas your	first school?	
Where	were you	u born?	
What is	s your fav	ourite place?	
What is	s your mo	thers maiden name?	
What is	s your fav	/ourite film?	
What is	s your fav	ourite colour?	
What t	eam do yo	ou support?	
What is	s your fat	hers first name?	
What is	s vour fav	ourite sona?	

3. Click **Save** to be returned to the **Home Page**.

You can then update the questions at any time:

1. Select **My Settings** hyperlink from the menu bar and then **Maintain User Questions**.





2. To amend an answer to a question, click Edit next to the relevant question.



- 3. The response box will then open allowing you to change the answer.
- 4. Click Cancel to exit without changing the answer.
- 5. To **Add** an extra question, select the question from the drop down list, enter the answer and click **Add New Question**.
- 6. To **Delete** a question, click **Delete** next to the relevant question.
- Click **OK** to confirm deletion. (You must have a minimum of 3 questions)

These questions can now be used to change your password at any time and unlock your account.

1. From the Log In screen, click Forgotten Password.

Emergency Care Summary	4.0.805.1
Reset User Password	
Username	
Next Exit Clear	

2. Enter the User Name and click Next.



ECS Emergency Care Summary
Reset User Password
What is your mothers maiden name?
Next Previous Exit

3. Answer each question and click **Next**.

Reset User Password New Password
New Password
Confirm Password
Exit Save Clear

4. Enter and confirm the new password, click **Save**.

ECS	Emergency Care Summary	
	Reset User Password	
Passwor Exit	d updated successfully. Please click Exit to access the Login screen.	

5. Click Exit.



Demographic/Clinical Rejections – INFORMATION ONLY

The following section is for information only. This is functionality that is not available to GP users, but may be used by the clinician treating the patient to reject information that the patient feels is incorrect.

This section is provided to help advise why the word "Rejected" may appear on your audit reports.

As mentioned in the previous section, there is new functionality in ECS which allows the user to note any discrepancies in the patients' demographic or clinical data.

In the unlikely event that the patient details, medications or allergies recorded on ECS are inaccurate, or the patient does not confirm the information held, then the user can choose to reject the use of the ECS information.

The rejection of the record can be for either:

- Inaccurate Demographic information or
- Inaccurate Clinical information

By clicking on either of the rejection buttons, the rejection will be shown on the ECS Access Report which is available to GP Administrators at every practice.

The patient should be advised to contact their GP Practice in order for any discrepancies to be corrected.

Please note that some Health Boards have a separate process to log and record any inaccuracies, and it is worth confirming if a separate process is needed in your area.

If a user views a patients data and wishes to reject it in ECS the user will use the rejection buttons which are in the menu bar at the top of the screen, as shown below.



E	SCI 💦	Store	Pais	ley					My Settings	About Store	Log Out
н	ome Find	Patient								СНІ	Go
Ho	me > Find Pa	atient > P	atient D	etails					٦	User: te	st on PJSSCI6
	🖕 💭 🔀 Rej	ject Demos	g Info	🔀 Reject C	linical Info	-				Actions Select A	vction 💌 Go
	Patient										
	Jaome Pi	ame nto	CH1 0302021	I I 0404	Oate Of Birth 01/01/1969	Age 39	GP (56789)	GP Prae ST MARGARET'S H	ctice IEALTH CENTRE	GP Pract 103	i ce Code 361
		r				1	(,				
Į.	ECS Consent	Clinical D	ata P	allative Data	Demographics						
				La	st Emergency	Care S	ummary r	eceived 1 January 20	08		
				• You m	ust ask for per	missior	n before vi	iewing the clinical data			
				• Your d be able t	letails will be n to see that you	ecorde: i have	d and mor looked at	itored, and the patient this record.	t's practice will		
				• This re	ecord shows al	l presci	riptions iss	sued by the GP clinical :	system in the		
				drugs pr are not a	escribed by othese always collected	ner pre d or tal	scribers in ken as int	other clinics. Prescript ended.	ions issued		
				• Allergi	es will be indic	ated if	known an	d recorded. The patien	it should be		
				asked by	the clinician if	he/she	e is aware	of any new or unrecor	ded allergies.		
				• It is with the	good pract ne patient.	tice to	o check	the accuracy of	this data		
					Explicit cor	sent ha	s been give	en to view ECS.			
					🗖 Patient doe	s not w	ant their G	P to know about this acce	ess.		
						V	'iew Clinical I	nformation			

If the user is viewing the patients demographic data and observes that the data is incorrect they would click the demographic rejection button – titled **reject demog info**. Once this is clicked, the user will be shown a message to indicate this and the rejection will be recorded in the database.

ECS SCI	Store Pa	isley				My Settings	Abo	ut Store	Log Out
Home Find	Patient						СНІ		Go
SCI Store Paisley My Setting: About Store Log C Home Find Patient CHI CHI User: test on P355 Core > Patient Details User: test on P355 Chines > Patient Name CHI Date Of Birth Age GP GP Practice GP Practice Code Patient Name CHI Date Of Birth Age GP GP Practice GP Practice Code 10361 ECS Consert Clinical Data Patient Name Chine Data Demographics Last Emergency Care Summary received 1 January 2008 • You must ask for permission before viewing the clinical data. • You must ask for permission before viewing the clinical data. • You details will be recorded and monitored, and the patient's practice will be able to see that you have looked at this record. • This record shows all prescriptions issued by the GP clinical system in the last year. It may not include handwritten prescriptions such as oplates, or drugs prescribed by other prescribers in other dinics. Prescriptions issued are not always collected or taken as intended. • Allergies will be indicated if known and recorded. The patient should be asked by the dimican flexible is aware of any new or uncerded allergies. • It is good practice to check the accuracy of this data with the patient. Explicit consent has been given to view ECS. Patient does not want their GP to know about this access.	n PJSSCI6								
📇 🖙 💥 Rej	SCI Store Paisley My Settings About Store Lo Iome Find Patient CHI CHI Ime > Patient Details User: test on PD CHI Ime > Patient Details User: test on PD Select Actions Ime > Patient Name CHI Demographic information has been rejected Select Action Patient Name CHI Date Of Birth Age GP GP Practice GP Practice Cod Jaome Pinto 0302020404 01/01/1969 39 (56789) ST MARGARET'S HEALTH CENTRE 10361 ECS Consent Clinical Data Pallative Data Demographics ECS Consent Clinical Data Pallative Data Demographics Last Emergency Care Summary received 1 January 2008 • Your must ask for permission before viewing the clinical data. • Your details will be recorded and monitored, and the patient's practice will be able to see that you have looked at this record. • This record shows all prescriptions issued by the GP clinical system in the last year. It may not include handwritten prescriptions usuad so opiates, or drugs prescribed by other prescriptions insued are not always collected or taken as intended. • Allergies will be indicated if known and recorded. The patient should be asked by the clinician if he/she is aware of any new or unrecorded allergies. • It is	1 💙 Go							
Demograp Patient	hic informa	tion has been	rejected	>					
Patient Na	ime	CHI D	ate Of Birth	Age	GP	GP Practice	GI	Practice	Code
Jaome Pir	SCI Store Paisley My Settings About Store Log Q Find Patient CHI Image: CHI User: test on PJSSI A Reject Demog Info Reject Clinical Info Actions Select Action Image: Chi Clinical Info Internation has been rejected Image: CHI Date Of Birth Age GP GP Practice GP Practice Code Internation has been rejected Image: CHI Date Of Birth Age GP GP Practice GP Practice Code 10361 Consert Chical Data Palative Data Demographics Image: Chical Info Image: Chical Info <t< td=""><td></td></t<>								
ECS Consent									
Í		Las	t Emergency	Care S	iummary r	eceived 1 January 2008			
		• You m	ust ask for pe	rmissio	n before vi	ewing the clinical data.			
		• Your d be able t	etails will be r o see that yo	ecorde u have	d and mon looked at t	itored, and the patient's practice will his record.			
		• This re last year drugs pre are not a	cord shows a . It may not in escribed by ot Iways collecte	ll presc clude h her pre d or ta	riptions iss handwritter escribers in eken as inte	ued by the GP clinical system in the n prescriptions such as opiates, or other clinics. Prescriptions issued ended.			
		 Allergi asked by 	es will be india the clinician i	ated if f he/sh	known ani e is aware	d recorded. The patient should be of any new or unrecorded allergies.			
		• It is with the	good prac ie patient.	tice t	o check	the accuracy of this data			
			Explicit con Explicit con Explicit con Explicit con Explicit content doe	nsent ha es not w	as been give vant their GF	in to view ECS. 9 to know about this access.	My Settings About Store Log CH1 User: test on PJS Actions Select Action V Select Action V Actions Select Action V Ctice GP Practice Code EALTH CENTRE 10361 10361 10361 10361 10361 10361 103551 103551 10355 103551 103551		
					View Clinical Ir	nformation			



The user can also reject the patients clinical information. A rejection occurs when a patients data is incorrect. Obviously to alert that the data is incorrect the user must first see this data. If a user tries to click on **reject clinical info** before they look at the clinical data they will be shown an error message as shown below.

CS SCI Sto	re Pais	sley				M	y Settings	About Store	Log Ou
Home Find Patie	nt							СНІ	
lome > Patient Deta	ils							User: test o	n PJSSC
Clinical informa	ation canr	not be rejea	cted until it ha	is been	viewed.	>			
🖹 🖙 🔀 Reject D	anog inio	🔀 Reject O	micalino					Actions Select Actio	n 💙 G
Contemporation Contemporatin Contemporation Contemporation Contemporation Contemp	nformatio	n has been	n rejected						
Patient Name	Cł	4I C	Date Of Birth	Age	GP	GP Practice		GP Practice	Code
Jaome Pinto	03020	20404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH	CENTRE	10361	
ECS Consent Clini	cal Data	Pallative Data	Demographics						
		Las	st Emergency	Care S	ummary rec	eived 1 January 2008			
			se Entergene,						
						and the second			
		• You mi	ust ask for per	missio	n before viev	ving the clinical data.			
		Your d be able t	letails will be r to see that you	ecorde 1 have	d and moniti looked at th	pred, and the patient's prac s record.	tice will		
		• This re	ecord shows al	Il presc	riptions issu	ed by the GP clinical system	in the		
		drugs pro are not a	r. It may not in escribed by ot always collecte	clude n her pre d or ta	scribers in o ken as inten	prescriptions such as oplate ther clinics. Prescriptions iss ded.	s, or sued		
		 Allergination asked by 	es will be indic / the clinician if	ated if he/sh	known and e is aware o	recorded. The patient shoul ⁻ any new or unrecorded all	d be ergies.		
		• It is with th	good prac he patient.	tice t	o check t	he accuracy of this o	lata		
			Explicit cor	nsent ha	as been given	to view ECS.			
			🗖 Patient doe	es not w	ant their GP t	o know about this access.			



Once the user views the patients clinical data they can then issue a clinical rejection if the users clinical information is incorrect.

CS SCI Store Pa	aisley			My Settings	About Store	Log
Home Find Patient					СНІ	
lome > Patient Details					User: test o	n PJS
📇 🖙 💥 Reject Demog Inf	io 🛛 💥 Reject Clinical Info				Actions Select Actio	n 🗸
A Demographic informa Clinical information h	i tion has been reje cted as been rejected	>				
Patient Patient Name Jaome Pinto 030	CHI Date Of Bir 02020404 01/01/1969	th Age GP 9 39 (56789)	GP P) ST MARGARET	Practice S HEALTH CENTRE	GP Practice 10361	Code
ECS Consent Clinical Data	Pallative Data Demograp	hics				
	Last Emerge	ncy Care Summary	received 1 January	2008		
Allergy						
Description	Date Recor	ded	1	Comments		
Allergy XYZ						
	o (_)					
Drug ID	Formulation	Dose	Frequency	Medication Start	Date Prescripti Date Date	on
Repeat Medication						
Drug ID	Formulation	Dose	Frequency	Medication Start	Date Prescripti Date	on
23432	Drug ABC	Tab	Daily		31 Dec 200	05
	🗖 Patient	does not want their	GP to know about this a	ccess.		