

Emergency Care Summary

GP Practice Administrator Training Guide V1.7

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None

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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

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Owner and approver:	Isobel Stewart
Signature:	Date:
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NHSScotland Project Manager	

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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>



Click here and enter your user name to view contact details for your Local System Administrator.
The system will **suspend** your account if you enter an incorrect password **3 times consecutively**. Should this happen, select **Forgotten Password** and answer the security questions to change your password and re-activate your account. If you have not set up questions please contact the Local System Administrator who can reset your password.

Logging On

1. Open Internet explorer
2. In the address bar, type <https://ecsprweb1.nds.scot.nhs.uk/ecs/home/login.aspx> then press enter



or click on

3. The **Log In** screen is displayed:

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

5. The Home Page is now displayed.

Shortcut to last
5 viewed
patients

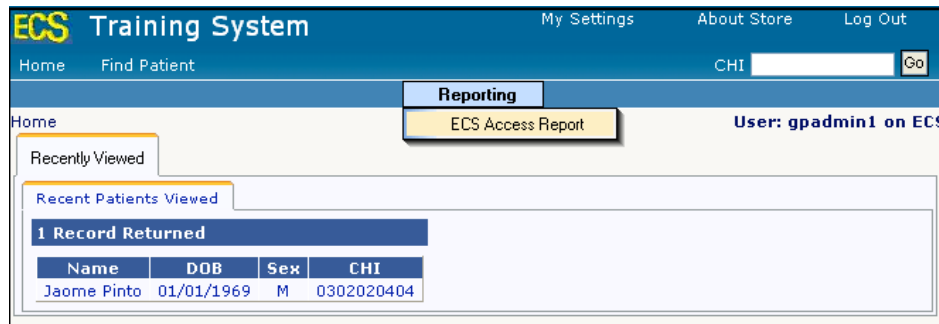
The screenshot shows the ECS SCI Store Paisley interface. At the top, there is a blue header bar with the ECS logo on the left and navigation links (My Settings, About Store, Log Out) on the right. Below the header, there is a sub-header bar with links (Home, Find Patient) and a search bar labeled 'CHI' with a 'Go' button. The main content area is divided into two tabs: 'Recently Viewed' and 'Patients'. The 'Patients' tab is active, showing a table with 3 records. The table has columns for Source, Name, DOB, Sex, and CHI. The records are: Alan Pacino (DOB: 08/07/1950, CHI: 0304050607), Johnny Depp (DOB: 21/06/1900, CHI: 0302022222), and Jaome Pinto (DOB: 01/01/1969, CHI: 0302020404). There are two black boxes with arrows pointing to them: one points to the 'Find Patient' link, and the other points to the table.

Source	Name	DOB	Sex	CHI
Local	Alan Pacino	08/07/1950	M	0304050607
Local	Johnny Depp	21/06/1900	M	0302022222
Local	Jaome Pinto	01/01/1969	M	0302020404

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

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 My Settings About Store Log Out

Home Find Patient CHI Go

Reporting

ECS Access Report User: gpadmin1 on ECS

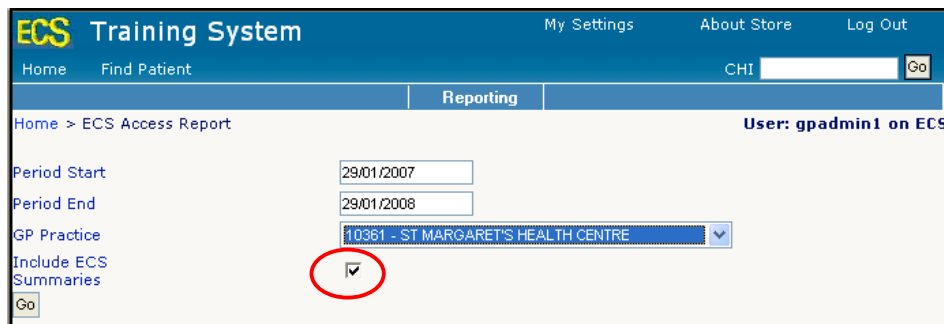
Home

Recently Viewed

Recent Patients Viewed

1 Record Returned

Name	DOB	Sex	CHI
Jaome Pinto	01/01/1969	M	0302020404



ECS Training System My Settings About Store Log Out

Home Find Patient CHI Go

Home > ECS Access Report User: gpadmin1 on ECS

Period Start

Period End

GP Practice

Include ECS Summaries ☒

Go

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

3. The Access Report is displayed:

Patients viewed for Practice 10361 - ST MARGARET'S HEALTH CENTRE between 29/01/2007 and 29/01/2008.
Total Accesses: 10

Report Type	Date of Birth	CHI	Given Name	Family Name	Viewer	Viewer Role	Organisation	Event Time	View ECS Summary Audit	Demog Status	Clinical Status
ECSWS	01 Jan 1969	0302020404	Jaome	Pinto	ECSSupV12		DEV	29/01/2008 12:11:00	ECSClinicalAudit	Rejected	Accepted
Demog	21 Jun 1900	0302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:11:59			
ECS	21 Jun 1900	0302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:12:07	ECSummaryAudit		
Demog	01 Jan 1969	0302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:13:26			
Demog	01 Jan 1969	0302020404	Jaome	Pinto	gpadmin1		dfs	29/01/2008 12:13:50			
Demog	21 Jun 1900	0302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:16:14			
	21 Jun 1900	0302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:16:56			
	21 Jun 1900	0302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:17:33	ECSummaryAudit		
	21 Jun 1900	0302022222	Johnny	Depp	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:17:36			
ECS	01 Jan 1969	0302020404	Jaome	Pinto	ooh1	Borders OOHClinician	marc - Test Hospital A&E	29/01/2008 12:17:39	ECSummaryAudit		

Point-in-time Clinical Information

Previous Next

Export to Excel

Notes:

1. Maximise the window to ensure all details are displayed.
2. Click Next or Previous to scroll through the records
3. Web Service accesses are denoted by 'Report Type' of ECSWS. These include NHS24, Taycare and Adastra users.
4. ECSWS accesses show if the Demographic or Clinical information was accepted/rejected. There is no functionality at present available to users of the web browser to do this.

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

Current Patient		HISTORICAL ECS SUMMARY - POINT IN TIME AUDIT							
Patient Name	Johnny Depp	Date Viewed : 29/01/2008 12:12:07							
CHI	0302022222	Allergy							
Date of Birth (dd/mm/yyyy)	21/06/1900	Description		Date Recorded		Comments			
Address	21 Pirate Road Piratston Piratley Piratshire	Acute Medication (within 30 days)							
Post Code	PA1 ATE	Drug ID		Formulation		Dose	Frequency	Medication Start Date	Prescription Date
Reg. GP	LEGG, CATHERINE	Repeat Medication							
GP Practice	ST MARGARET'S HEALTH CENTRE	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 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

- Clicking the **'Export to Excel'** button will export all accesses into an excel spreadsheet within the browser window.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Report	Date of Birth	CHI	GivenName	FamilyName	Viewer	ViewerRole	Organisation	Organisation	EventTime	DemogStatus	ClinicalStatus
2	ECSWS	01-Jan-69	302020404	Jaome	Pinto	ECSSupV12	DEV	DEV	DEV	29/01/2008 12:11	Rejected	Accepted
3	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	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	dfs	29/01/2008 14:02		

1. Use the drop down menus to help refine your search.

equals
equals
begins
contains
Soundex

Patient Details

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

ECS SCI Store Paisley My Settings About Store Log Out

Home Find Patient CHI Go

Home > Find Patient User: test on PJ55CI6

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 Log Out

Home Find Patient CHI Go

Home > Find Patient User: test on PJ55CI6

Search Options Search Clear

Surname equals pinto

Forenames equals

Date Of Birth

Postcode

Identifier equals

Advanced Search Options

Available Data Sources

ECS ☒ 1 Result

1 Record Returned

CHI	Name	DOB	Sex	Address	Consent	
0302020404	Jaome Pinto	01/01/1969	M	1 The Force Barcatown	Y	<input type="checkbox"/>

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**.

The screenshot shows the ECS SCI Store Paisley interface. At the top, there are links for 'My Settings', 'About Store', and 'Log Out'. Below the header, there is a navigation bar with 'Home' and 'Find Patient'. A search bar for CHI is present with a 'Go' button. The user is logged in as 'test on PJS5C16'. The main content area shows patient details for 'Jaome Pinto' with CHI '0302020404', Date of Birth '01/01/1969', Age '39', GP '(56789)', GP Practice 'ST MARGARET'S HEALTH CENTRE', and GP Practice Code '10361'. There are tabs for 'ECS Consent', 'Clinical Data', 'Palliative Data', and 'Demographics'. A warning box is displayed, stating 'Last Emergency Care Summary received 1 January 2008' and listing several points: 'You 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 such as opiates, or drugs prescribed by other prescribers in other clinics. 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 clinician if he/she is aware of any new or unrecorded allergies.', and 'It is good practice to check the accuracy of this data with the patient.' Below the warning box are two checkboxes: 'Explicit consent has been given to view ECS.' and 'Patient does not want their GP to know about this access.' At the bottom of the warning box is a 'View Clinical Information' button.

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.

ECS

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

ECS SCI Store Paisley

My SettingsAbout StoreLog Out

[Home](#) [Find Patient](#)

CHI

Home > Find Patient > Patient Details

User: test on PJ55CI6

Reject Demog Info

Reject Clinical Info

Actions

Patient

Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	GP Practice Code
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE	10361

ECS Consent

Clinical Data

Palliative Data

Demographics

Last Emergency Care Summary received 1 January 2008

Allergy

Description	Date Recorded	Comments
Allergy XYZ		

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
23432	Drug ABC	Tab	Daily		31 Dec 2005

☐ Patient does not want their GP to know about this access.

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.

Patient							
Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	Consultant	Ward/Location
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE		

ECS Consent					
Clinical Data					
Demographics					
IDs					
Names					
Addresses					
Telecoms					

1 Record Returned					
Title	Given Name	Middle Names	Family Name	Current	Current At
	Jaome		Pinto	<input checked="" type="checkbox"/>	23/01/2008 22:22:38

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

Patient							
Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	Consultant	Ward/Location
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE		

ECS Consent					
Clinical Data					
Demographics					
IDs					
Names					
Addresses					
Telecoms					

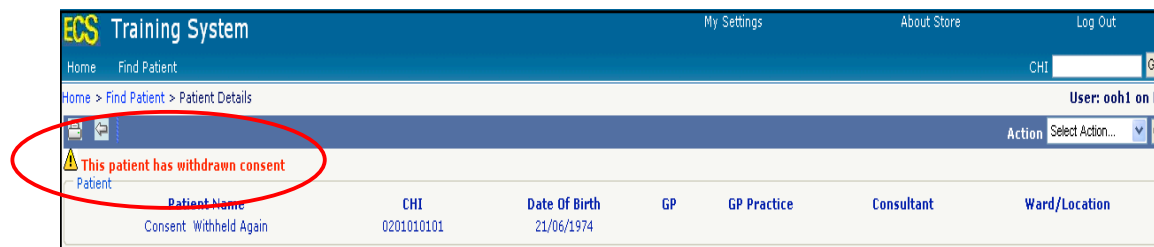
1 Record Returned				
Telecom Area	Telecom No	Telecom Type	Current	Current At
	01234567890	home at 01/01/2008	<input checked="" type="checkbox"/>	23/01/2008 22:22:38

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:

ECS Training System		My Settings	About Store	Log Out														
Home Find Patient		CHI		Go														
Home > Find Patient		User: ooh1 on EC																
Search Options Search Clear Surname equals withheld again Forenames equals consent Date Of Birth Postcode Identifier equals Advanced Search Options Available Data Sources Local <input checked="" type="checkbox"/> 1 Result		1 Record Returned Records Per Page: 20 <table border="1"> <thead> <tr> <th>CHI</th> <th>Name</th> <th>DOB</th> <th>Sex</th> <th>Address</th> <th>Consent</th> <th>Select All</th> </tr> </thead> <tbody> <tr> <td>0201010101</td> <td>Consent Withheld Again</td> <td>21/06/1974</td> <td></td> <td></td> <td>N</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			CHI	Name	DOB	Sex	Address	Consent	Select All	0201010101	Consent Withheld Again	21/06/1974			N	<input type="checkbox"/>
CHI	Name	DOB	Sex	Address	Consent	Select All												
0201010101	Consent Withheld Again	21/06/1974			N	<input type="checkbox"/>												

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.



The screenshot shows the ECS Training System interface. At the top, there are links for 'Home', 'Find Patient', 'My Settings', 'About Store', and 'Log Out'. Below this, a breadcrumb trail reads 'Home > Find Patient > Patient Details'. A search bar for CHI is visible. The main content area displays a patient's details, including a warning icon and the text 'This patient has withdrawn consent'. Below this, a table lists patient information: Patient Name (Consent Withheld Again), CHI (0201010101), Date Of Birth (21/06/1974), GP (GP Practice), Consultant, and 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**.



The screenshot shows the ECS Training System interface for a patient's clinical information. The top navigation bar includes 'Home', 'Find Patient', 'Reporting', 'My Settings', 'About Store', and 'Log Out'. A search bar for CHI is present. The main content area displays patient details for 'Johnny Depp' (CHI: 0302022222, Date Of Birth: 21/06/1900, Age: 107, GP: LEGG, CATHERINE, GP Practice: ST MARGARET'S HEALTH CENTRE, Consultant: Ward/Location). Below this, there are tabs for 'ECS Consent', 'Clinical Data', 'Demographics', and 'IDs'. The 'Clinical Data' tab is selected, showing sections for 'Allergy', 'Acute Medication (within 30 days)', and 'Repeat Medication'. The 'Repeat Medication' section contains a table with columns: Drug ID, Formulation, Dose, Frequency, Medication Start Date, and Prescription Date. The table lists various medications and their details.

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



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

The screenshot shows the 'Print Preview' window for a patient's details. The patient information is as follows:

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	

The 'Page Setup' dialog box is open, showing the following settings:

- Paper:** Size: A4 (210 x 297mm), Source: Automatically Select
- Headers and Footers:** Header: &w&bPage &p of &p, Footer: &u&b&d
- Orientation:** Portrait (selected), Landscape (unselected)
- Margins (millimeters):** Left: 7.5, Right: 7.5, Top: 7.5, Bottom: 7.5

Buttons: OK, Cancel, Printer...

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

The screenshot shows the 'Patient Details' window. The patient information is as follows:

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		

The 'Medication' table is displayed below:

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 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 (Bendroflumethiazide)	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

Buttons: Show All Medication Information

- Click **Print** button or (Alt + P).
- 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.

You are required to change the password because you are either a first time user or your user profile has been modified by your SCI Administrator.

Enter Current Password

Enter New Password

Re-Type New Password

All Passwords must be between 6 and 10 Alphanumeric Characters Long.
 All Passwords must contain at least one numeric character.
 New Passwords cannot be the same as previous passwords.

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

All Passwords must be between 6 and 10 Alphanumeric Characters Long.
 All Passwords must contain at least one numeric character.
 New Passwords cannot be 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 re-activate your account should it become “locked out” due to 3 consecutive incorrect attempts.

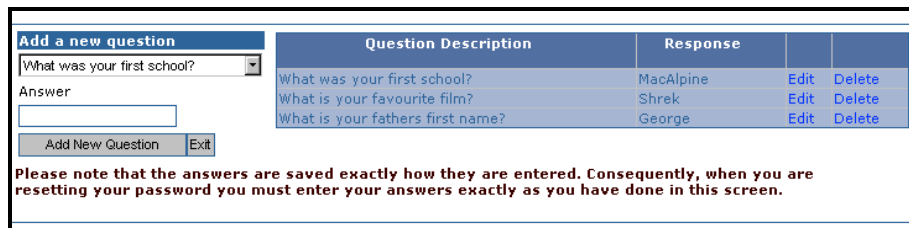
1. Select **My Settings** hyperlink from the menu bar and then **Maintain User Questions**.

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

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

You can then update the questions at any time:

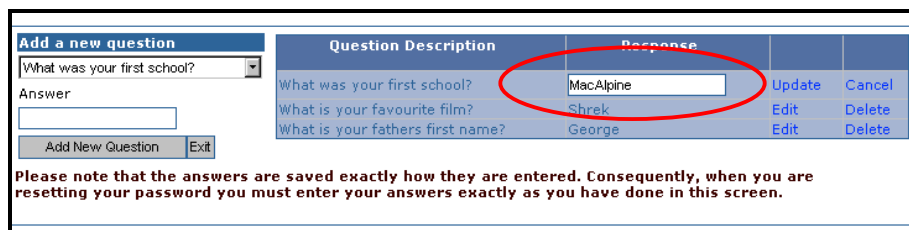
1. Select **My Settings** hyperlink from the menu bar and then **Maintain User Questions**.



Question Description	Response		
What was your first school?	MacAlpine	Edit	Delete
What is your favourite film?	Shrek	Edit	Delete
What is your fathers first name?	George	Edit	Delete

Please note that the answers are saved exactly how they are entered. Consequently, when you are resetting your password you must enter your answers exactly as you have done in this screen.

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



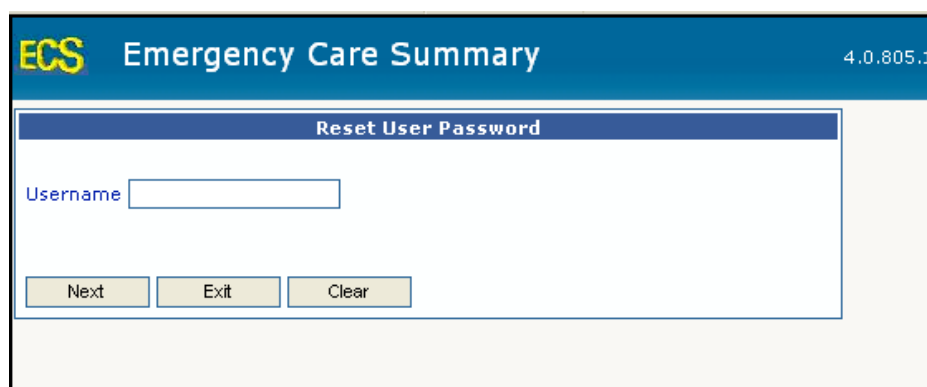
Question Description	Response		
What was your first school?	MacAlpine	Update	Cancel
What is your favourite film?	Shrek	Edit	Delete
What is your fathers first name?	George	Edit	Delete

Please note that the answers are saved exactly how they are entered. Consequently, when you are resetting your password you must enter your answers exactly as you have done in this screen.

- The response box will then open allowing you to change the answer.
- Click **Cancel** to exit **without changing** the answer.
- To **Add** an extra question, select the question from the drop down list, enter the answer and click **Add New Question**.
- 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.

- From the **Log In** screen, click **Forgotten Password**.



ECS Emergency Care Summary 4.0.805.1

Reset User Password

Username

- Enter the **User Name** and click **Next**.

ECS Emergency Care Summary

Reset User Password

What is your mothers maiden name?

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

ECS Emergency Care Summary

Reset User Password

New Password

Confirm Password

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

ECS Emergency Care Summary

Reset User Password

Password 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.

ECS SCI Store Paisley My Settings About Store Log Out

Home Find Patient CHI Go

Home > Find Patient > Patient Details User: test on PJSSC16

Actions Select Action... Go

Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	GP Practice Code
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE	10361

ECS Consent Clinical Data Palliative Data Demographics

Last Emergency Care Summary received 1 January 2008

- You 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 such as opiates, or drugs prescribed by other prescribers in other clinics. 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 clinician if he/she is aware of any new or unrecorded 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.

View Clinical Information

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 Paisley My Settings About Store Log Out

Home Find Patient CHI Go

Home > Patient Details User: test on PJSSC16

Actions Select Action... Go

Demographic information has been rejected

Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	GP Practice Code
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE	10361

ECS Consent Clinical Data Palliative Data Demographics

Last Emergency Care Summary received 1 January 2008

- You 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 such as opiates, or drugs prescribed by other prescribers in other clinics. 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 clinician if he/she is aware of any new or unrecorded 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.

View Clinical Information

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.

ECS SCI Store Paisley My Settings About Store Log Out

Home Find Patient CHI Go

Home > Patient Details User: test on PJ55CI6

Clinical information cannot be rejected until it has been viewed.

Reject Demog Info Reject Clinical Info Actions Select Action... Go

Demographic information has been rejected

Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	GP Practice Code
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE	10361

ECS Consent Clinical Data Palliative Data Demographics

Last Emergency Care Summary received 1 January 2008

- You 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 such as opiates, or drugs prescribed by other prescribers in other clinics. 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 clinician if he/she is aware of any new or unrecorded 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.

[View Clinical Information](#)

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

ECS SCI Store Paisley
My Settings
About Store
Log Out

Home
Find Patient
CHI
Go

Home > Patient Details
User: test on PJSSC16

Reject Demog Info
Reject Clinical Info
Actions
Select Action...
Go

Demographic information has been rejected
Clinical information has been rejected

Patient

Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	GP Practice Code
Jaome Pinto	0302020404	01/01/1969	39	(56789)	ST MARGARET'S HEALTH CENTRE	10361

ECS Consent
Clinical Data
Palliative Data
Demographics

Last Emergency Care Summary received 1 January 2008

Allergy

Description	Date Recorded	Comments
Allergy XYZ		

Acute Medication (within 30 days)

Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
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Repeat Medication

Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date
23432	Drug ABC	Tab	Daily		31 Dec 2005

☐ Patient does not want their GP to know about this access.

Show All Medication Information