

Viewing SCR information

You can view patients' SCR information in Care Record (all modules), using the SCR Viewer.

To access the SCR Viewer for non-regular patients, you must have both the following RBAC activities in the role profile on your smartcard:

- B0370 View Summary Health Records
- B0082 Legal Override of Consent

If you need to view SCRs when you can't ask patients for their permission, (for example, in a medical emergency) you must also have RBAC activity B0168 View SCR When Permission Could not be Requested in your role profile.

Enable SCR viewing for non-regular patients

To enable SCR viewing functionality, you must have RBAC activity B0062 Local System Administration in your role profile. If you want to activate SCR for non-registered patients, you *must* inform the local privacy officer.

1. Access Organisations.

Click , point to **Configuration**, click **Organisation Configuration**, and then click the **Organisations** tab at the bottom of the navigation pane.

2. In the navigation pane, select your organisation.
3. On the ribbon, click **Edit**.
4. In the left-hand pane of the Edit Organisation screen, click **SCR Configuration**.


5. In the SCR Viewing Options section of the SCR Configuration pane, click **Enable SCR viewing for non-GMS patients**.

If you click this option, its text changes to Disable SCR viewing for non-GMS patients.

6. Click **OK**.


Access the SCR Viewer

1. Access Care Record.

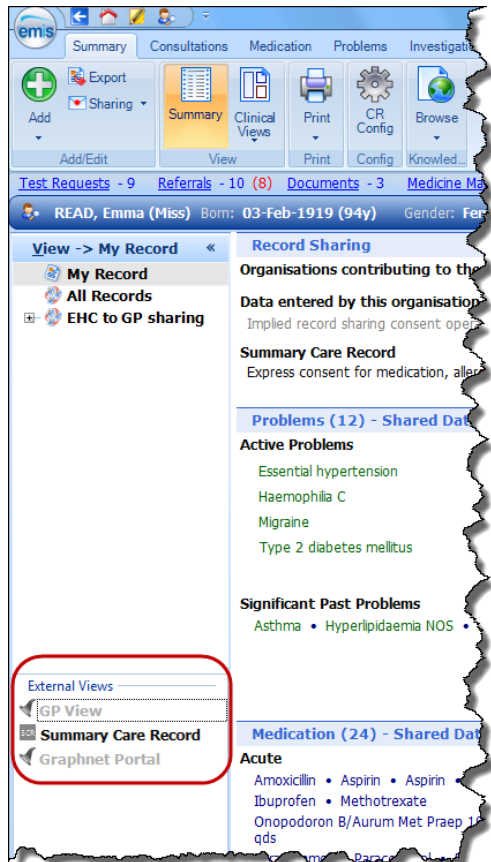
Click , point to **Care Record**, and then select the required Care Record module.

If you don't have a patient selected, you are prompted to choose one.

The selected Care Record screen is displayed.

2. Select the required patient.
3. If required, click  at the left-hand side of the screen to expand the shared records pane.

4. In the External Views section of the shared records pane, select **Summary Care Record**.



5.

If the patient is a non-regular patient who is not synchronised with PDS, a warning message is displayed.

Before you can access the SCR Viewer for this patient, you need to trace the patient retrospectively on the Spine.

6. On the warning message screen, click **Yes**. The Patient Trace screen is displayed, with the selected patient's details already populated.
 - a. If required, add further trace criteria.
 - b. Click **Find**. A trace is performed, and any possible matches are displayed in the lower pane.
 - c. Select the required patient.
 - d. At the bottom of the screen, click **Couple to Selected Patient**. The patient is synchronised with PDS. When synchronisation is complete, a confirmation message is displayed.
 - e. To close the message, click **OK**. If the patient's consent option requires them to be asked for permission to view their SCR, the Permission to View screen is displayed.

The sections and fields displayed on this screen depend on the option you select in the top section: if you select Yes (View Record) or No (Access Refused), the Reason for Access section is *not* displayed.

6. If the Permission to View screen is displayed, complete the details.
 - a. In the top section, select the required option from the following:
 - **Yes (View Record)**: if you select this option, you can type additional information, and then access the SCR Viewer.
 - **No (Access Refused)**: if you select this option, you can type additional information, but you can't access the SCR Viewer.
 - **Emergency Access**: if you select this option, you *must* select the reason for access and type additional information, and you can then access the SCR Viewer.
 - **Access for Legal Reasons**: if you select this option, you *must* select the reason for access and type additional information, and you can then access the SCR Viewer. This option is only available if you have RBAC activity B0082 Legal Override of Consent in your role profile.
 - b. In the Notes field, type any additional information.

c. Click **OK**.

The SCR Viewer is displayed, showing the patient's current GP summary, and with a 'sticky tab' on the ribbon, which you can use to return to Care Record.

Viewing GP summaries

The ribbon options are only available when you have selected **Summary Care Record** in the External Views section of the shared records pane.

Use the following table as a guide to the SCR Viewer ribbon options that you can use to view GP summaries.

For non-regular patients, SCR Viewer functionality is restricted, and only the following ribbon options are available:

- Close
- Refresh
- Print
- Print Preview

Option	Use to
Close	Close the SCR Viewer screen.
Summary Care Record	View the current SCR(s) for the patient on the Spine. If a patient has more than one active SCR, a Summary Navigator pane is displayed at the left-hand side of the SCR Viewer screen, listing the available SCRs.

Local Preview	View how the patient's current SCR information would look if uploaded to the Spine. Depending on your system configuration, you can click this option and select one of the following: <ul style="list-style-type: none"> • Medication, allergies and adverse reactions only • Medication, allergies, adverse reactions AND additional information
Side by Side	View the local GP summary and the SCR on the Spine side by side.
Refresh	Update the information displayed.
Send Summary to Spine	Send a GP summary update to the Spine immediately. To do this, you must have RBAC activity B0380 Perform Detailed Health Records in your role profile.
Withdraw from Spine	Withdraw the selected summary from the Spine. To do this, you must have RBAC activity B0380 Perform Detailed Health Records in your role profile. You should only withdraw summaries from the Spine in exceptional circumstances.
Consent	Access the Patient Consent Preference screen and change the patient's SCR consent preference. You can also access this screen by clicking the consent hyperlink at the bottom of the Summary Care Record Viewer screen.
Print	Print the current SCR.
Print Preview	Preview the current SCR before printing.
Upload History	View a list of all the patient's summaries that your organisation has uploaded, withdrawn and replaced.