

Quick Reference Guide – Assigned Patient Lists

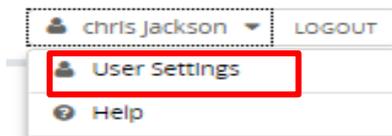
Connecting Care has a number of lists available to help you locate the individual's record you are trying to access.

These lists will be available to all users with the **Connecting Care care professional role**

Prerequisite

You need to log in through the portal to see these reports, they are not visible when using single sign on.

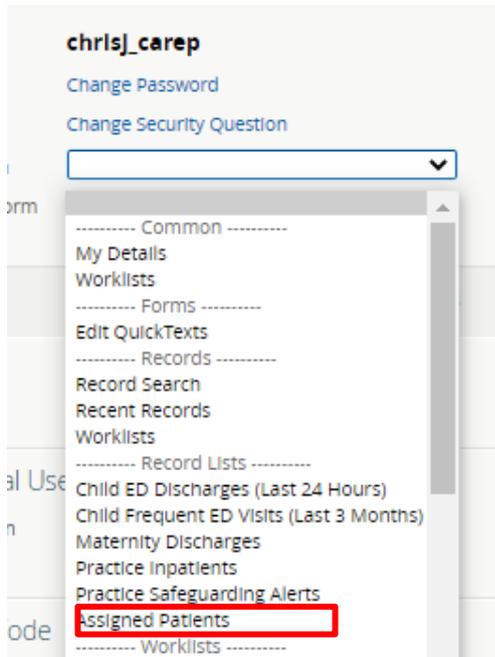
In order to see records on this report you need either a Practice code or a Clinical code. You can check whether or not you have these codes set up by navigating to my details contained in user settings.



My Details

Username	chrisj_carep	Inactivity Logout	After maximum time allowed <input type="button" value="v"/> Your maximum timeout is currently 30 minutes.
	Change Password		
	Change Security Question		
Start Screen	<input type="text" value=""/>		
Roles I perform	Care Professional	Groups I belong to	Users, CICB - LA - Bristol, Document Admin Read, Viewing, Pathways Users, Portal Dashboards BETA
<input type="button" value="Update Preferences"/>		<input type="button" value="Discard Changes"/>	
Users			
E-mail	<input type="text" value="chris.jackson5@nhs.net"/>		
Additional User Information			
Organisation		Service/Team	<input type="text" value=""/>
Job Title	<input type="text" value=""/>		
Clinical Code			
Clinician Code	<input type="text" value="C4594305"/>	Practice Code	<input type="text" value="L81004"/>

You can change your own clinical code here, If your practice code is not set or is incorrect you can have it changed by contacting the back office. It is also possible to run this report every time you log in by selecting it in your start screen:



Assigned Patients

The Assigned Patient list allows, consultants, community and social care teams to have access to a list of individuals that you have a contact with, providing the individual is still active caseload. In order to view the list we need to know your unique code from within your organisations system.

List of Assigned Patients

	NHS Number	LID	Name	Date of Birth (Age)	Sex	Address
<input type="checkbox"/>	999 002 1635 <small>(TRACED AND VERIFIED)</small>	1099956 (Bristol Community Health)	XXTESTPATIENTAEJL, Ebs-Donotuse	09-09-1964 (50 years)	Female	Regus, Princes Exchange, 2 Princes Square, Leeds, LS1 4HY
<input type="checkbox"/>	999 003 9720 <small>(TRACED AND VERIFIED)</small>	1099954 (Bristol Community Health)	XXTESTPATIENTAERU, Ebs-Donotuse	11-10-1912 (102 years)	Male	C/o Medical Officer, Healthcare Dept, Hmp Leyhill, Wotton-under-edge, GL12 8BT

Add checked results to worklist Replace worklist with checked results

Results 1-2

The assigned patient list works in the same way as the registered patients list.

NOTE: It is not currently possible for us to configure a list for Community Teams using EMIS

Assigned Patients– why might this be blank

If the list is blank it is likely that we don't have your unique code.

List of Assigned Clients

No Results Found

If you would like to view the list please send us your code via your local service desk.

Alternatively, you can request for your home page to be changed to patient search or you can do this for yourself by following the instruction in My Details QRG.

For more information & support contact your local IT Helpdesk.