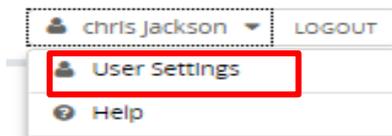## Quick Reference Guide – Assigned Patient Lists

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.

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:
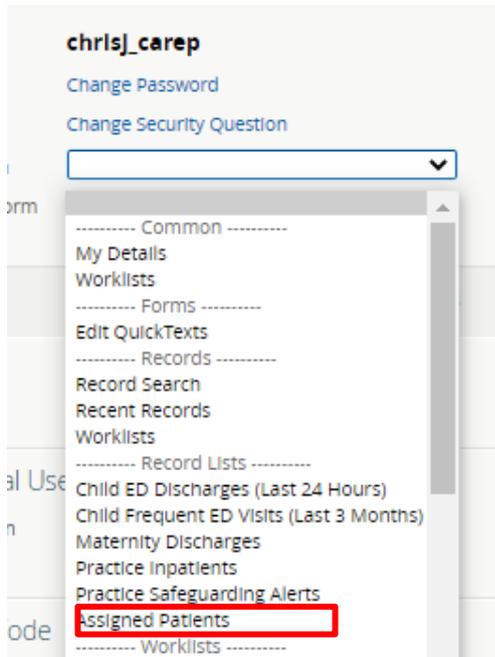
Assigned Patients

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.

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.

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

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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.

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