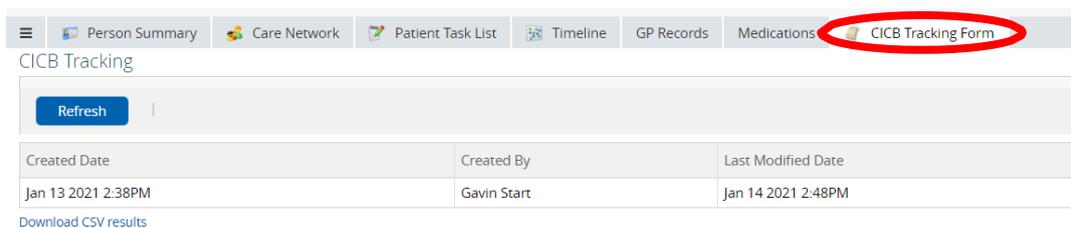


## Quick Reference Guide – adding and updating pathway information for a patient

### Pre requisites:

- CICB colleague has logged in to Connecting Care directly via [the portal](#) (see screen below) NB: the solution is not accessible via single sign on from in-context launch i.e Medway, Lorenzo, EMIS)
- Sirona colleague has assigned the patient to a Local Authority in CICB tracking form.

1. You will first need to locate and click on the patient’s record. There are 2 ways of doing this:
  - a) Finding the patient through record search (see [Quick Reference Guide - Record Search](#))
  - b) Clicking on the patient’s name, found in a Local Authority List (See [Quick Reference Guide – Viewing a Local Authority List](#))
2. Once you are on the patient’s record. Click ‘CICB tracking form’

A screenshot of a web application interface. At the top, there is a navigation bar with several tabs: 'Person Summary', 'Care Network', 'Patient Task List', 'Timeline', 'GP Records', 'Medications', and 'CICB Tracking Form'. The 'CICB Tracking Form' tab is highlighted with a red circle. Below the navigation bar, the page title is 'CICB Tracking'. There is a 'Refresh' button. Below that is a table with three columns: 'Created Date', 'Created By', and 'Last Modified Date'. The table contains one row of data. Below the table, there is a link that says 'Download CSV results'.

**3. Click on the enrolment record. This will open the CICB tracking form for you to make changes or additions.**

**DOCUMENT INTERFACE**, Sxc Bluespier  
BORN 07-Apr-1990 (30y) GENDER Male  
ADDRESS Flat 9 Egerton Court, 144 Gloucester Road, BRISTOL, UK, ... **UNABLE TO LOAD RESPECT / END OF LIFE RECORD** **NO KNOWN SAFEGUARDING ALERTS**

Person Summary Care Network Timeline GP Records Medications **CICB Tracking Form** CICB Enrolment

CICB Tracking

Refresh Unenrol from CICB Pathway

Created Date	Created by	Last Modified Date
20-Jan-2021 00:47:00	Jessica Jones	20-Jan-2021 00:47:00
15-Jan-2021 00:33:00	Chris Jackson	20-Jan-2021 11:00:00

Download CSV results

**4. After the form has been Completed by the CICB hub for the first time each subsequent update will require the user to input an 'Amend reason' before clicking Complete.**

Person Summary Care Network Patient Task List Timeline GP Records Medications **CICB Tracking Form**

Amend Document  
Summarise the changes you are making to this document \*

Pathway progress update

CICB Tracking Form\_3  
Last updated by Clare laney 22 hours ago (v. 4) Show History  
Amendments (2)  
v.4 - Raaaah  
14-Jan-21 14:48 by Clare laney  
Show All

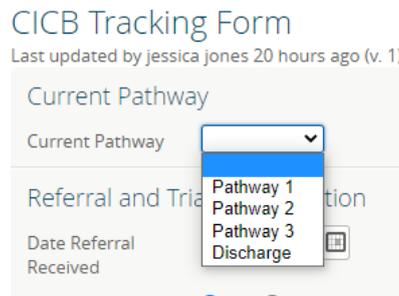
Referral and Triage Information

Date Referral Received: 13-Jan-2021  
Hospital: NBT  
Ward:   
Local Authority Case Identifier:   
Local Authority: Bristol  
Acute Covid +ve: Positive  
Latest Acute Covid Test Date: 13-Jan-2021  
Acute Proposed Pathway:  Pathway 1  Pathway 2  Pathway 3  Triage Pending

Pathway Progress

Acute Bed Category:   
Acute Bed Type:  Residential  Nursing  
Acute Contract:  Block  Spot

1. **NB: 'Current Pathway' at the top of the tracking form must be updated to reflect the pathway the patient is on. This will ensure the patient is displayed on the correct pathway/discharge list. You can select the 'blank' option if this has not been decided yet and the patient will remain on the Local Authority's Waiting List.**



The screenshot shows a web form titled "CICB Tracking Form" with a subtitle "Last updated by jessica jones 20 hours ago (v. 1)". The form has several fields: "Current Pathway" (a dropdown menu), "Referral and Trial" (a text field), and "Date Referral Received" (a date field). The "Current Pathway" dropdown menu is open, showing four options: "Pathway 1", "Pathway 2", "Pathway 3", and "Discharge".

2. **Once you have made the necessary changes to the form, click 'Complete' to save your changes.**



The screenshot shows a dialog box with the text "agreement sent" at the top. Below the text are three buttons: "Complete", "Revert", and "Cancel". The "Complete" button is highlighted with a red circle.

**For more information & support contact your local IT Helpdesk.**