

Quick Reference Guide – Unenrolling a patient

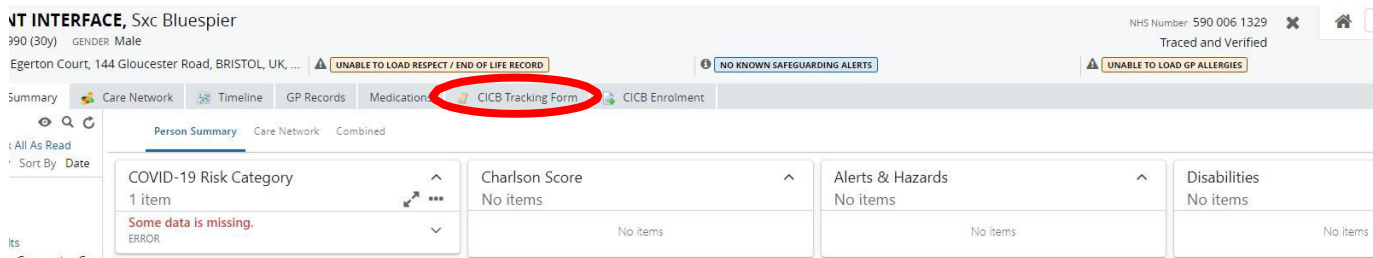
Pre requisites:

- 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.
- Patient has been enrolled on CICB list. ([See Quick Reference Guide - Enroling a patient onto CICB.](#))

1. You will first need to locate and click on the Patient's Record. There are 2 ways of doing this:

- Finding the patient through record search (see [Quick Reference Guide - Record Search](#))
- Clicking on the Patient's Name, found in the Local Authority's List (See [Quick Reference Guide – Viewing A Local Authority List](#))

2. The patient's demographic information will display. Select the 'CICB tracking form' tab.

A screenshot of the Connecting Care patient record interface. The patient's name is 'Sxc Bluespier' and their NHS number is '590 006 1329'. The interface shows various tabs for patient information, including 'CICB Tracking Form', which is highlighted with a red circle. Below the tabs, there are several summary cards for different categories: 'COVID-19 Risk Category' (1 item), 'Charlson Score' (No items), 'Alerts & Hazards' (No items), and 'Disabilities' (No items). There are also error messages for 'Some data is missing' and 'UNABLE TO LOAD GP ALLERGIES'.

3. Select 'Unenrol from CICB pathway'

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**

Person Summary Care Network Timeline GP Records Medications CICB Tracking Form CICB Er

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. Click to confirm you are happy to unenrol the patient. The patient will now be unenrolled from any CICB/Local Authority list.

target Process - D Programme

test-connectingcare.swcsu.nhs.uk says
Are you sure you want to unenrol this patient?

OK Cancel

END OF LIFE RECO

CICB Tracking Form CICB Enrolment

NB: This should not be used to discharge a patient. Please see ['Quick Reference Guide – Discharging a patient'](#) if you wish to do this.

For more information & support contact your local IT Helpdesk.