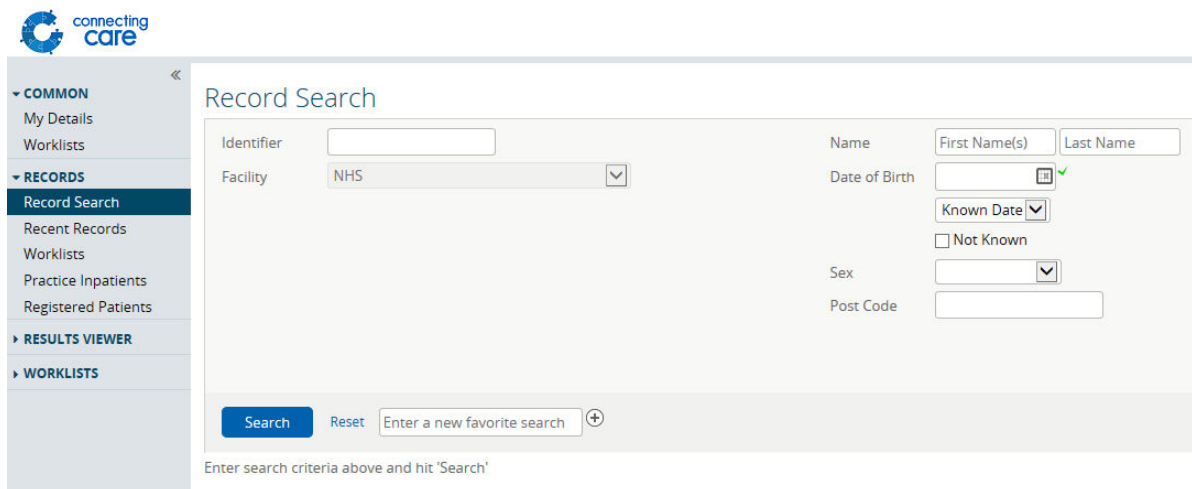


Quick Reference Guide – Record Search via the Portal

Searching for a Record

An individual's Connecting Care record can be located using the **Record Search** option.

- Click on the **Records** link in the left panel and select **Record Search**



Record Search

Identifier:

Facility: NHS

Name: First Name(s) Last Name

Date of Birth: 01/01/1969 Known Date Not Known

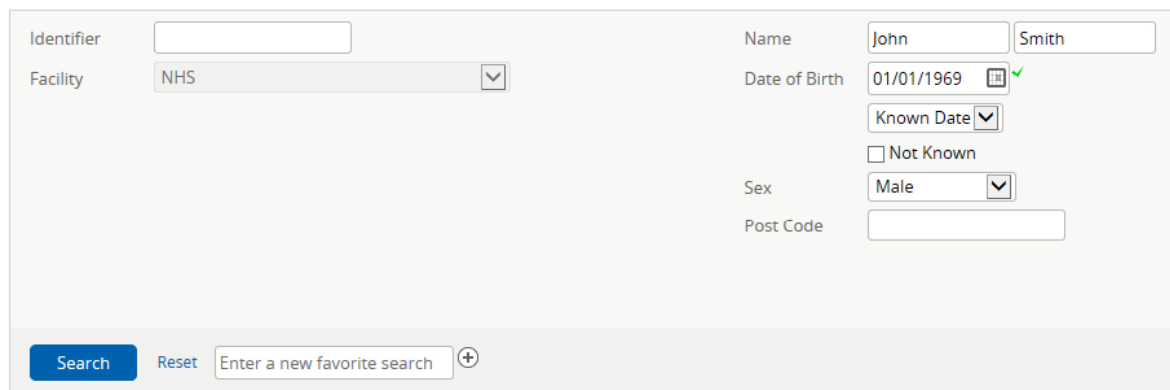
Sex: Male

Post Code:

Enter search criteria above and hit 'Search'

- We recommend that whenever you can, you search using all of the following:
 - First Name and Surname
 - Date of Birth
 - Sex
 - Postcode

Record Search



Record Search

Identifier:

Facility: NHS

Name: John Smith

Date of Birth: 01/01/1969 Known Date Not Known

Sex: Male

Post Code:

- Entering Date of Birth
 - If you do not know the Date of Birth you can select Not Known
 - If you do not know the exact Date of Birth but have an estimate then you can select a time frame from the drop down box which will expand your search to that time period. *(If the Date of Birth was before 1923 then please enter this in manually and don't use the calendar)*
- The more information you enter, the quicker your results will be returned and the more accurate they will be

You can also search by -

- **NHS number**
- **Local Identifier** – The number given for that person from the source system the information is coming from (e.g. 'hospital number'). If you search using this number you will also have to select the correct 'Facility' to go with it.

Record Search

Identifier

Facility NHS ▼

BNSSG Mental Health

Bristol City Council - Adults

Bristol City Council - Children's

North Bristol Trust

North Somerset Council - Adults

North Somerset Council - Children's

South Glos Council - Adults

South Glos Council - Children's

University Hospitals Bristol

Weston Area Health Trust

NHS

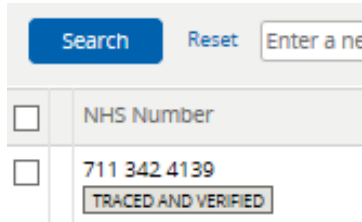
Enter search criteria above & click Search

Important Information

- If you want to be sure of getting the best match across many different systems it is best to search using demographic information.
- Do not try to do 'Wild Card' searches, the use of wildcard characters such as * and % have been blocked
- At the moment the results that are returned are limited to 10 and ordered by NHS number.
- You should only access records where you are authorised by your organisation to do so (i.e. where you are involved in providing care for the individual whose record you are accessing). Activity undertaken on the system is recorded in an audit trail.

Traced and Verified

You will notice that on the search screen within the NHS number box it may say Traced and Verified.



<input type="checkbox"/>	NHS Number
<input type="checkbox"/>	711 342 4139 TRACED AND VERIFIED

Traced and Verified means that we've received the NHS number from a system which has checked the number is correct against the Patient Demographics Service.

Further information can be found at the below website

<https://digital.nhs.uk/services/demographics>

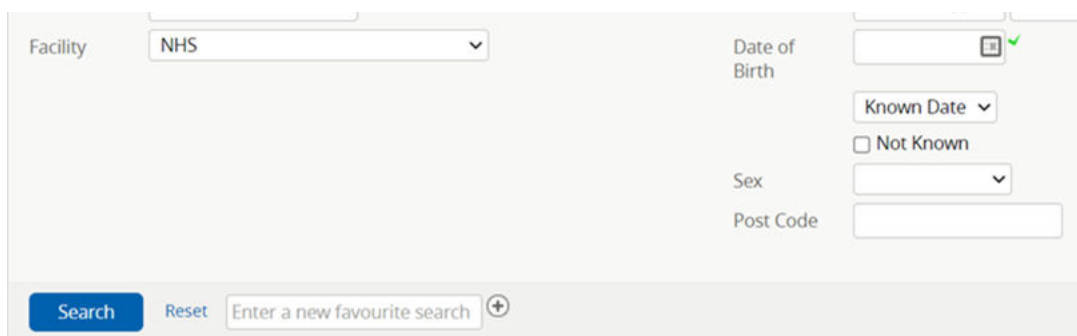
Deceased Flag

If Connecting Care receives notification from a hospital that a person is deceased, a DECEASED marker will appear in the Date of Birth field.

<input type="checkbox"/>	NHS Number	Name	Date of Birth (Age)
<input type="checkbox"/>	962 034 4472 TRACED AND VERIFIED	MORRISON, Dorothy	10-Feb-1971 DECEASED

Opted Out Persons

If the following message appears, the person may have opted out of sharing their information with Connecting Care. There is further information available here [Privacy Information \(scwcsu.nhs.uk\)](https://www.scwcsu.nhs.uk/privacy).



Facility: NHS

Date of Birth: [] ✓

Known Date: []

Not Known:

Sex: []

Post Code: []

Search Reset Enter a new favourite search +

No Results Found

Additional Information regarding searching

The type of searching used in Connecting Care is different to searches you may be used to in other systems. This is because it is based on matching information from a number of different systems.

The searching used in Connecting Care is known as a '*probabilistic searching*'. The searching can be thought of as working a little like an Internet search engine (like Google). The aim is not to return a single record but return many possible matches.

The probabilistic searching works as follows –

- When you search for someone in Connecting care then each piece of information entered into a search is matched to all records in the system and given a 'score' which reflects how closely it matches the record
- The scores from each piece of information are then added together
- If the resulting score is high enough, then the record is returned in the results
- Not all pieces of information specified need to match a record exactly for the total score to be high enough for the result to be returned
- This type of search allows for better searching across multiple systems with different ways of recording information
- In general it is better to provide as many pieces of information in the search as possible as this increases the chances of the correct record being returned
- Some fields are given a higher weighting towards the final score than others. In general, date of birth, postcode and NHS Number are highly weighted pieces of information. A very common piece of information, the surname 'Smith' for example, will be given a lower score when it matches than a less common piece of information.

For more information & support contact your local IT Helpdesk