

## Quick Reference Guide – Launching Connecting Care Portal in CareFlow EPR (Medway)

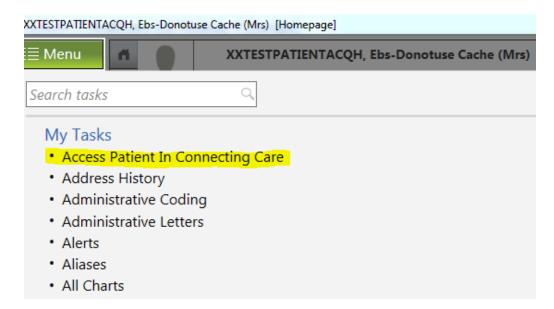
You can now access Connecting Care record from within CareFlow EPR (Medway) in context so you do not need to enter your username and password again to use this function. You can still access Connecting Care via the web browser when needed.

To access a person in Connecting Care in CAREFLOW EPR follow these steps -

- 1. Search for the patient in CAREFLOW EPR (Medway)
- 2. Select Menu from the Patient Home Page

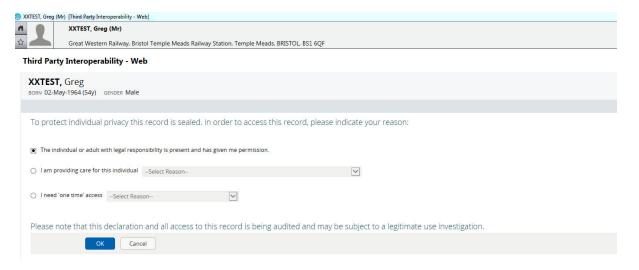


3. From the My Tasks list select 'Access Patient In Connecting Care'



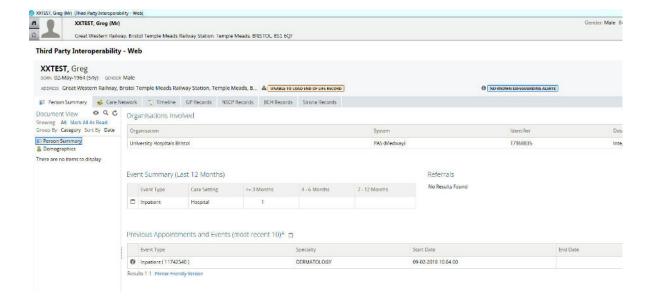
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4. The Connecting Care record for the patient you are viewing will then be launched in a new window. You will be taken to the Privacy Challenge screen if you have not accessed the patient record to establish a relationship.



<u>Click Here</u> for further information on how to use the Privacy Challenge screen on our website

5. The **Connecting Care record** will open. You will then be able to navigate to the different tabs.



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- 6. To exit Connecting Care click the Cancel button on the bottom right hand side of the screen
- When you close the Patient Home Page (ECN) within CAREFLOW EPR (Medway), the Connecting Care window will shut down

**Please note:** When using Connecting Care through CAREFLOW EPR (Medway) you cannot search for patients within Connecting Care or use any other Connecting Care functionality, including ED admissions list, Work lists and My Details.

To access this other functionality you must log in to the Connecting Care portal in a web browser, to do this you will need to use the username and password

- When trying to access the Connecting Care record through CAREFLOW EPR
  (Medway) you may see an error message for the following reasons
  - The person has opted out from Connecting Care
  - o No NHS number is recorded in CAREFLOW EPR (Medway) for this person
  - The person may have a Connecting Care record but their NHS number isn't marked as traced and verified
  - No Connecting Care record found for the NHS number
  - Connecting Care found more than one person with this NHS number

For more information & support contact the UHBW IT Helpdesk

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