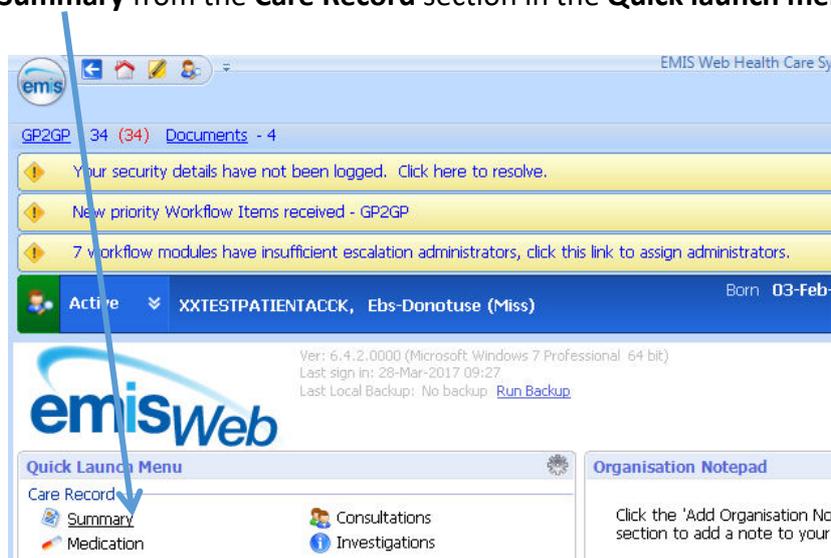


Quick Reference Guide – Launching Connecting Care Portal in EMIS Web

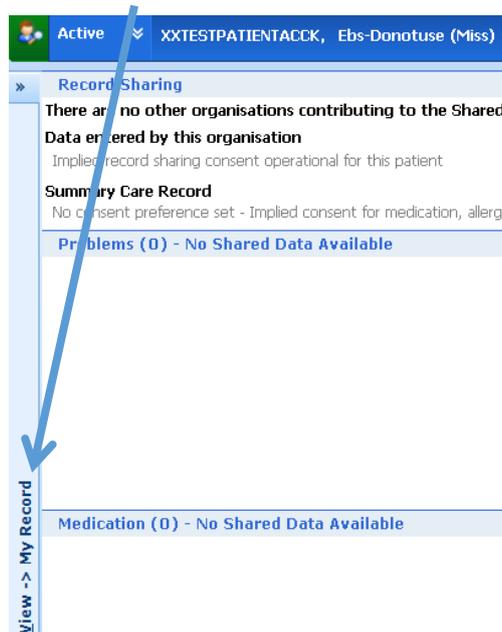
You can now access Connecting Care record from within EMIS in context, you do not require a separate user name and password to EMIS to use this function.

To access a person in Connecting Care in EMIS follow these steps -

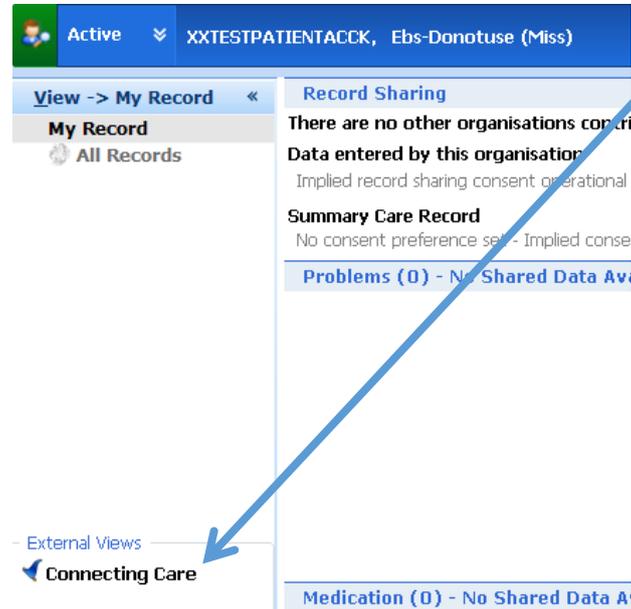
1. Open a patient in **EMIS**
2. Select **Summary** from the **Care Record** section in the **Quick launch menu**



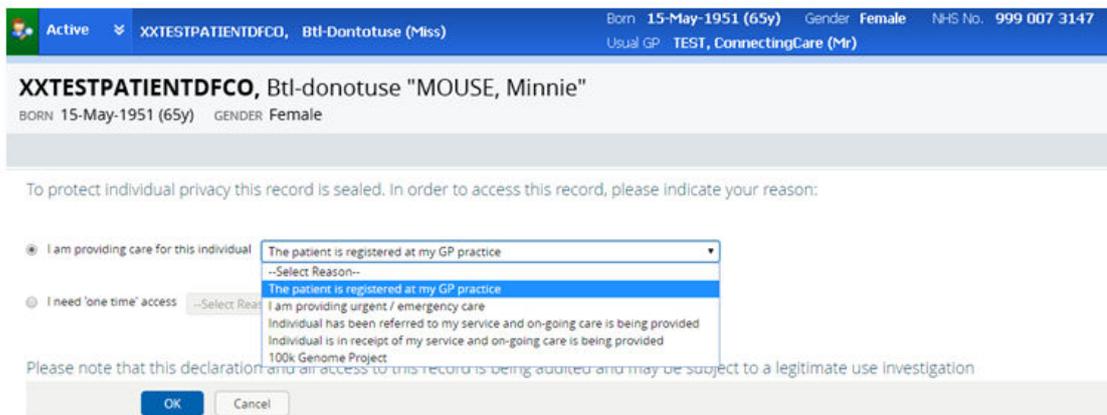
3. Expand the **View -> My Record** bar on the left hand side of the screen by clicking on it



- On the left hand side of the screen under **External Views** select **Connecting Care**

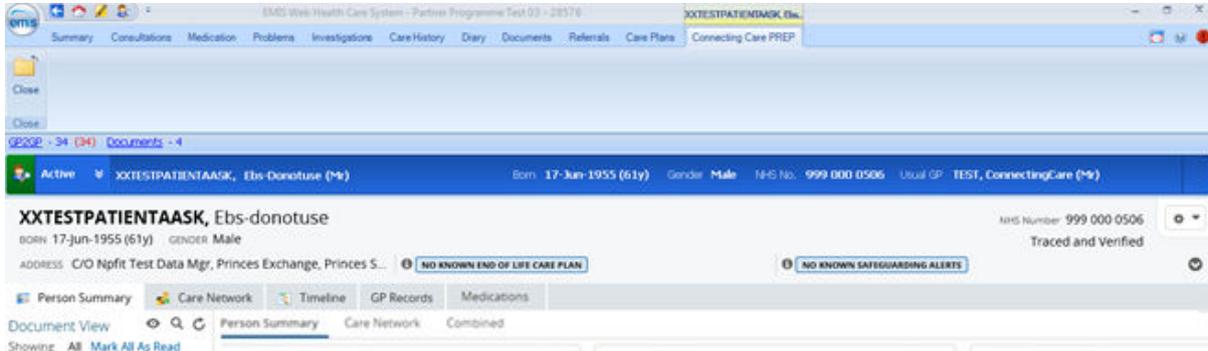


- The Connecting Care record for the patient you are viewing will then be launched in the window, you will be taken to the Privacy Challenge screen.



[Click Here](#) for further information on how to use the Privacy Challenge screen on our website

- The **Connecting Care record** will then open, you will then be able to navigate around the record



- You will also be able to continue to navigate around the patients EMIS record and back to the Connecting Care record
- When you move on to a different patient within EMIS, the Connecting Care record for the previous patient will shut down

Please note: When using Connecting Care through EMIS Web you cannot search for patients within Connecting Care or use any other Connecting Care functionality, including

- My Patient in Hospital lists
- Delivered Documents report
- Child ED Lists
- Practice Safeguarding Alert list
- 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 have been given a username and password

- When trying to access the Connecting Care record through EMIS you will see an error message for the following reasons –
 - You do not have a Connecting Care account or it has been set up incorrectly
 - The person has opted out from Connecting Care
 - No NHS number is recorded in EMIS 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 your local IT Helpdesk