

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

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4. On the left hand side of the screen under External Views select Connecting Care



5. 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.



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



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

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- 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 –
 - o You do not have a Connecting Care account or it has been set u incorrectly
 - o 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
 - o No Connecting Care record found for the NHS number
 - o Connecting Care found more than one person with this NHS number

For more information & support contact your local IT Helpdesk