

Quick Reference Guide – Recent Records

Recent Record List

You can view your 'Recent Record' via the area called 'RECORDS' on the left hand side of the page.

• This will show you the individuals you have viewed **Today**, in the **Last 7 days**, **4** weeks and **12 months**.

 COMMON My Details Workling 	Today							
	MRN		Name	Sex	Date of Birth (Age)	Ø		
		(UHBPAS)	MORRISON, Dorothy	Female	13-Mar-1938 (82y)	(14 1)		
Record Search	Remove None selected							
Recent Records								
Worklists	Showing 1 of 1							
WORKISCS								
RECORD LISTS	Last 7	7 Days						
RECORD LISTS	Last 7	7 Days MRN	Name	Sex	Date of Birth (Age)	¢		
RECORD LISTS WORKLISTS FEEDBACK	Last 7	7 Days MRN I (GPREC)	Name WILKINSON, Linda	Sex Female	Date of Birth (Age) 04-Feb-1939 (81y)	¢		

You can access the individuals Connecting Care record by clicking anywhere on the individuals details.

✓ COMMON	Today							
My Details Worklists		MRN	Name	Sex	Date of Birth (Age)	₽		
* RECORDS		(UHBPAS)	MORRISON, Dorothy	Female	13-Mar-1938 (82y)	-		
Record Search	Remove 1 selected							
Recent Records								
Worklists	Showin	g 1 of 1						

To remove an individual, select the box to the left of the patient and press 'Remove'.

Connecting									
✓ COMMON	« Тос	Today							
My Details Worklists			MRN	Name	Sex	Date of Birth (Age)	¢		
* RECORDS			T6986982 (UHBPAS)	MORRISON, Dorothy	Female	13-Mar-1938 (82y)	-		
Record Search		Remove 1 selected							
Recent Records									
Worklists	Sho	wing	1 of 1						

You can sort the list into ascending or descending order by clicking on the column headings.

In the far right column you will see this symbol ^{\$\$\$}, click on it to select which columns you would like to be displayed.

Today	1							
	MRN	Name	Sex	Date of Bir	arth (Age)			
	(UHBPAS)	MORRISON, Dorothy	Female	13-Mar-19	Column Se	lector		
Remove None selected				MRN				
					Name			
Showin	g1of1				Sex			
Last 7	7 Days				Date of B	lirth (Age)		

NOTE: MRN is one of the local identifiers from one of the organisations sharing data in this record.

For more information & support contact your local IT Helpdesk