The Birmingham Shared Care Record

Contents

Overview

The Birmingham Shared Care Record is a single, read only record of a person's care; pulling together client information recorded by Health and Social Care providers across Birmingham and the surrounding area. It is planned, that over time, the record will also include information from organisations further afield.

The client record will only be available if the client has given consent to their GP to share information across health and social care organisations.
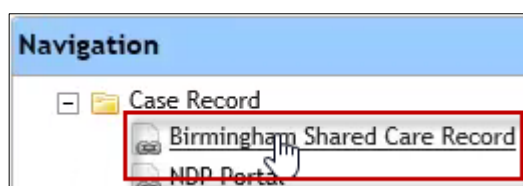
Accessing the Birmingham Shared Care Record

The Birmingham Shared Care Record is accessed via the **Clinical Portal** screen in Rio

- Click the **Menu** button (top left), select the **Quick Menu** (1st column), select **Client's View** (2nd column)
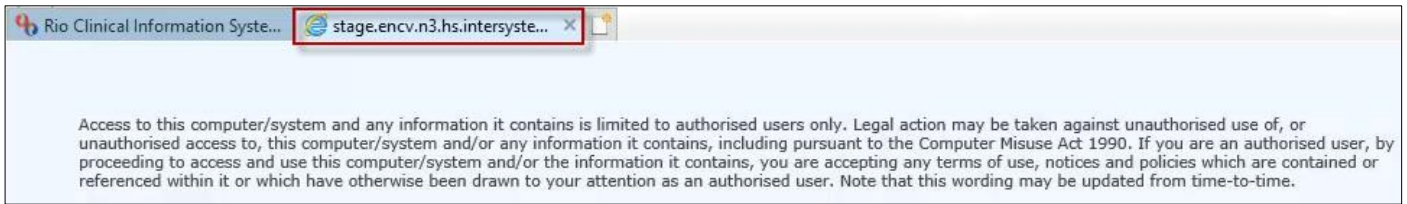
- **Search** for your client

The client's **Clinical Portal** will display

- Locate the **Navigation** pane (right)

- Click to open the **Case Record** folder

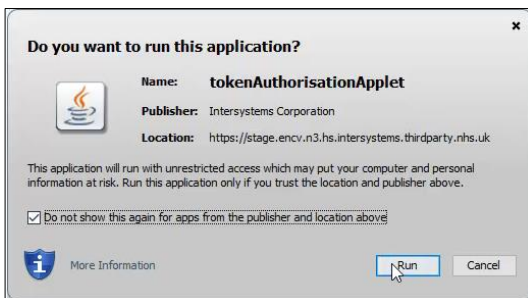- Select the **Birmingham Shared Care Record** link

A **new tab** will open at the **top** of the screen in **Internet Explorer**
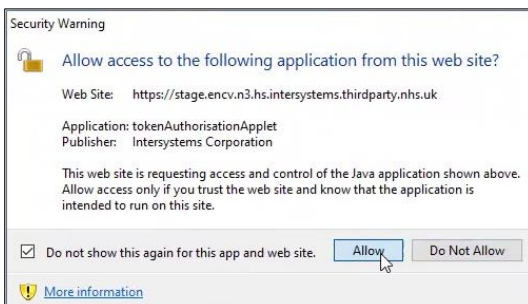

A warning telling you that you should only be accessing the record if you are an authorised user will display while you are waiting for the record to load.

You may see a **Javascript** prompt

- Place a tick ☑ in the *'Do not show this again for apps from the publisher and location above'* check box
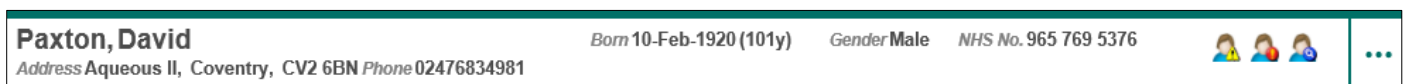
- Click **Run**

You may also see a **Security Warning**

- Again, place at tick in the box ☑

- Click **Allow**

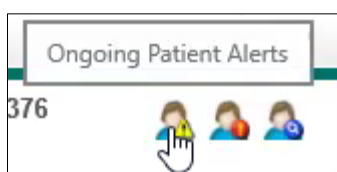The **Birmingham Shared Care Record** for your client will open.

Viewing the Birmingham Shared Care Record

Demographics

Patient **demographics** are displayed in a banner at top of screen

To the right of the banner, you may see icons which flag if the client has Alerts, Allergies, Alias names, Demographic information, other addresses or the if the client is deceased

- **Hover** over an icon to view the **tool tip**

- **Click** an icon to **view** further information

- Click **Back to Viewer** link [< Back to Viewer] (top left) to return to the main record

The Summary Screen

The client **Summary** is displayed by default when you open a record and displays a summary of the most recently shared information.

Expanding and Collapsing Sections

Many screens in the Shared Care Record are displayed in **sections**, click an arrow to collapse or expand a section

The **Source** column lists the code of the organisation the information has been pulled from

Sorting Information

Information in columns can be **sorted** in ascending (A-Z) or descending (Z-A) order or default sort by clicking the Column heading.

Viewing Further Information

Items in **green** are 'links' which enable you to view further information and display a finger pointer when you hover over them.

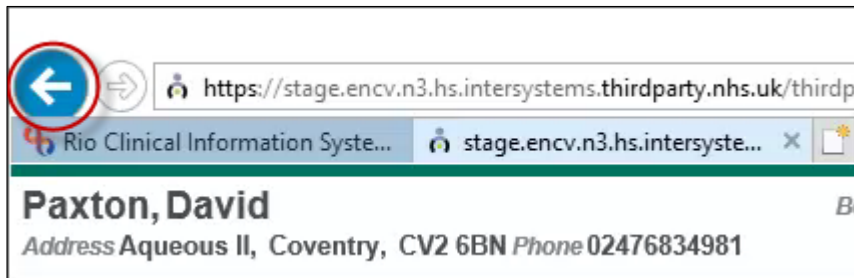- Click the <u>**link**</u> to **view** the information

- To return to the main record, click the <u>**Back to Viewer**</u> link
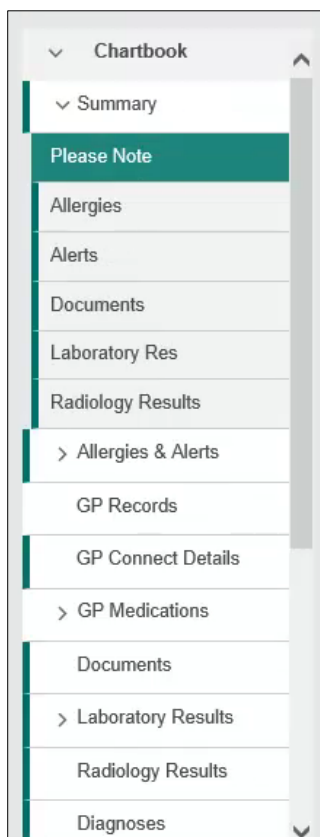
< Back to Viewer

On some screens, the **Back to Viewer** link may not display

- Click the **Internet Explorer Back arrow** to return to the client record

Navigating via the Chartbook

The client record can be navigated via the **Chartbook** pane on left side of screen

Notice some items have **arrows** to indicate there are **sub-sections**

Sub sections for the **Summary** are displayed by default so the arrow is pointing down

Collapsed sections are displayed with the arrow pointing to the right

- Click to **hide** or **view** sub-sections
- Click a **section** in the **Chartbook** to go straight to that screen

Some sections in the Chartbook, for example Documents, are also displayed in the Summary

Any item prefixed with **GP** in the Chartbook denotes information specifically pulled from the GP record
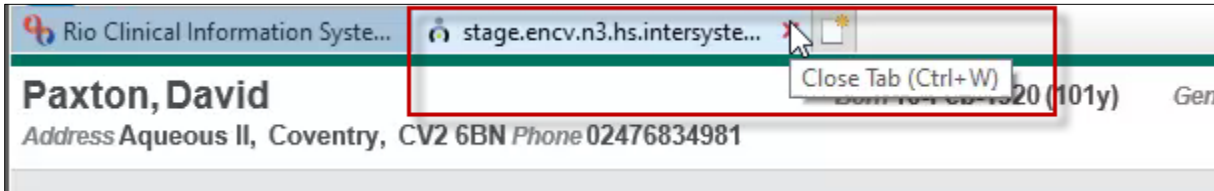
Note: It is always worth checking the GP information as some items, for example Allergies, do not always display in the relevant area of the Summary.

Closing the Shared Care Record and Returning to Rio

When you have finished viewing the record you will need to return to Rio.

- Click the **X cross** to **close the tab** at the **top of the screen**

- To return to the client's **Clinical Portal** screen, click the **back arrow** next to the **Menu** button