



Contents

Adding Further Rio Tabs	1
Maximising the Pane	2
Updating/Editing Client Details	3
Using the Client Overview	4
Closing the Overview	4

The Clinical Portal – Client's View is undergoing a brand-new look that provides users access to key information on one summary page.

Access the Clinical Portal – Client's View

Summary Chronological Rep	oort Progress Note Appointme	Its Care Summary
Indicators	Summary Alert Indica	tor Summary Condition Indicators Reasonable Adjustments 2
22 Nov 2024 Conditions	22 Nov 2024 Consent Nov Indicated	Conditions Consent Not Indicated
Demographics		Navigation
Full Name ClientID COVID 19 Status Gender Full Address PostCode First Language (If Not English) Interpreter Required? Interpreter Registered GP	Miss Courtney EDWARDS 1000562 No status recorded F 10 Short Street, Halesowen, B63 3UH English Not required Not Required LOFTUS CE	Case Record CR - Care Plan CR - Referrals CR - Documents CR - Documents CR - Mental Health Clinical Coding Assessment Form BCHC Generic Assessment Forms Dependancy Level Assessment Form E _ Learning Disabilities Assessment Form

Current tabs are displayed

Summary Chronological Report	Progress Note	Appointments	Care Summary
------------------------------	---------------	--------------	--------------

Adding Further Rio Tabs

Click

Additional tabs are displayed on the **Clinical Summary Selector**

- Click ☑ Childrens and Families Divisional tab
- Click Save

The new tab will be displayed to the right of the current tabs

	Clinical Summary Selector
	Appointments Past and Upcoming Appointment
	Chronological Report Chronological Report
or	Progress Note Progress Note
	Childrens and Families Childrens and Families
	Clinical Summary Clinical Summary

Summary Chronological Report Progress Note Appointments Care Summary Childrens and Familie	×
--	---





0 ÷

Select Childrens and Families

Once selected, the tab colour changes to blue

This **C & F Divisional tab displays** more information relating to the Client within individual panes. These panes have vertical scroll bars (bottom right of pane)



Maximising the Pane

Some panes will have an option to maximise

Click

The whole pane displays

<u>Client Family</u>			
ClientID	¢	Client Name (Relationship)	
1000835		EDWARDS, Joseph - Parent	₿.

Click Close

The pane has now returned to its original view



Updating/Editing Client Details

If the pane displays a hyperlink (underlined text) this will directly access the screen for the user to update/edit the information

<u>Clien</u>	t Pe	ersonal Contacts						٥
Rank	¢	Туре	¢	Relation	¢	Name 🗘	Main phone	÷ Î
1		Next of Kin		Father		SMITH John	07518457845	587

Click Client Personal Contacts

A new tab displays to the right of the Rio tabs (top left of screen)

IMPORTANT - ALWAYS CHECK YOU HAVE THE CORRECT CLIENT'S RECORD BEFORE UPDATING/EDITING

2 @ 🗖 (Rio Tabs Update-20240	0725_14062 × 🔒 Rio	Clinical Information System	m - 🗆 🗙 🔒 Personal Co	ntacts	× +						- 0 ×
$\in \mathbb{C}$ a	https://riotrain.	bchc.servelec.thirdpart	ty.nhs.uk/rio/Demogra	phics/DemRegistration.	asp?PM=contact:	s&ClientId=1000562					⊕ A^ ☆ Φ	1= 🖷 👒 🧭
EDWARDS	<u>, Courtney (I</u>	<u>Miss)</u> 18 Au	ug 2014 (10 g	year(s) old)	Female	NHS. 941 022 42	84			Α	Actions	Overview
Rank	Туре	Relation	NHS Number	Family Name	Given Name	Address	Main phone	Email	Start Date	End Date	Correspondence	
1 🐺	Next of Kin	Father		SMITH	John	10 Short Street	0751845784587		1 Nov 2013		Correspondence	Edit
2 🏠	Friend or Relative (Has contact with the patient)	Next of kin		EDWARDS	Jenny	10 Short Street					Correspondence	Edit
						Add New Cont	act					

Click
Add New Contact
(bottom centre)

Complete the details as required

- Click Save
- Click New Rio Tab X

This will close the tab

via the vertical scroll bar (right side of pane)

Indicated disorder 1 Dementia Diabetes Hearing Epilepsy Disability (Q²0 (M) Learning Visual disability Disability Alert Indicators 00 L DoLS 22 Nov 2024 Consent Not Autism Deprivation

Using the Client Overview

Users can see all the information via the Overview button

Rio Tabs

Click Overview •

The **Client Overview** displays

• Click 🗹

Select the title of the pane you wish to view

The user can view all contents of each pane





Best Care

Overview



Childrens and Families

Actions

a

