



Contents

Overview	1
Accessing the Birmingham Shared Care Record	1
Viewing the Birmingham Shared Care Record	2
Demographics	2
The Summary Screen	3
Expanding and Collapsing Sections	3
Sorting Information	4
Viewing Further Information	4
Navigating via the Chartbook	5
Closing the Shared Care Record and Returning to Rio	6

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.

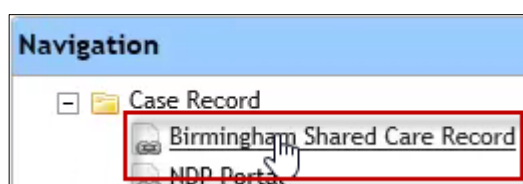
Accessing the Birmingham Shared Care Record

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 – Client's View** screen will display

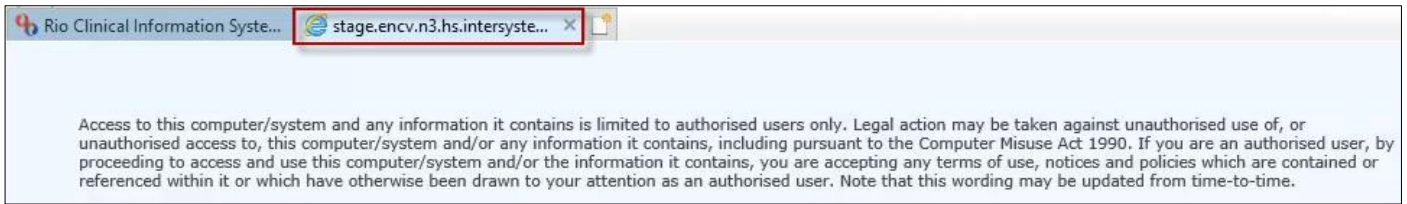
- Locate the **Navigation** pane (right)
- Click to open the **Case Record** folder
- Select the **Birmingham Shared Care Record** link



The Birmingham Shared Care Record



A **new tab** will open at the **top** of the screen in the **Web Browser (Microsoft Edge/Chrome)**

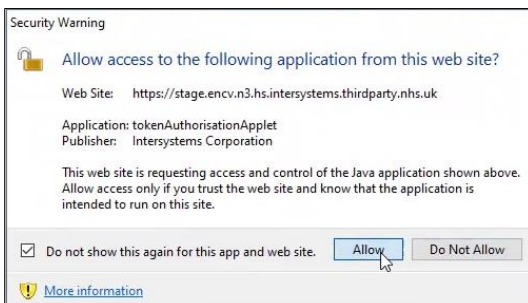


A warning telling you that you should only be accessing the record if you are an authorised user will display while you are waiting for the record to load.



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 a tick in the box ☒
- Click **Allow**

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

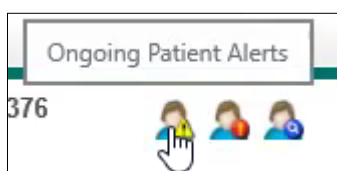
Viewing the Birmingham Shared Care Record

Demographics

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

[< Back to Viewer](#)

link (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.

The screenshot shows the 'Summary' screen for a patient named David Paxton. The header includes the patient's name, address (Aqueous II, Coventry, CV2 6BN), phone number (02476834981), date of birth (10-Feb-1920), gender (Male), and NHS number (965 769 5376). The left sidebar contains a 'Chartbook' with various sections like Allergies, Alerts, Documents, etc. The main content area displays a summary of the patient's information, including a note about the incompleteness of the record. Below this, there are sections for 'Allergies' and 'Alerts'. The 'Allergies' section contains a table with three entries: SWFT (Latex, Severe), GEH (ASPIRIN, Moderate), and QEB (ALLERGY TO NUTS, Severe). The 'Alerts' section contains one entry: WVT (Government Shielded Patient, Active). At the bottom, there is a section for 'Clinical Notes: Documents' with a warning about security and privacy risks, and a table with one entry: UHCW (Discharge Summary, 18/10/2020 16:19).

Source	Category	Allergen	Nature Of Reaction	Severity	Onset Date	Last Updated	Comments	Status
SWFT	Allergy	Latex		Severe	28/05/2020			Active
GEH	Allergy	ASPIRIN		Moderate	28/05/2020			Active
QEB	Allergy	ALLERGY TO NUTS		Severe	29/05/2013			Active

Source	Alert Category	Alert	Start date	End Date	Update Date	Message	Status
WVT	Clinical	Government Shielded Patient					Active

Source	Document Link	Clinician	Doc Type	Specialty	Creation Date	Last Updated
UHCW	Discharge Summary		DischargeSummary		18/10/2020 16:19	18/10/2020 11:03

Expanding and Collapsing Sections

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

This image shows a close-up of the 'Allergies' section header. A red circle highlights a small downward-pointing arrow icon, which is used to collapse the section. The header also includes a list icon and a three-dot menu icon.

Source	Category	Allergen	Nature Of Reaction	Severity	Onset Date	Last Updated	Comments	Status
SWFT	Allergy	Latex		Severe	28/05/2020			Active
GEH	Allergy	ASPIRIN		Moderate	28/05/2020			Active
QEB	Allergy	ALLERGY TO NUTS		Severe	29/05/2013			Active

This image shows a close-up of the 'Allergies' section header. A red circle highlights a small right-pointing arrow icon, which is used to expand the section. The header also includes a list icon and a three-dot menu icon.



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

Allergies									
Source	Category	Allergen	Nature Of Reaction	Severity	Onset Date	Last Updated	Comments	Status	
SWFT	Allergy	Latex		Severe	28/05/2020			Active	
GEH	Allergy	ASPIRIN		Moderate	28/05/2020			Active	
QEB	Allergy	ALLERGY TO NUTS		Severe	29/05/2013			Active	

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.

Source	Document Link	Clinician	Doc Type	Specialty	Creation Date	Last Updated
BSMHFT	CPA Care Plan Part B	Dr Hilary Grant	CP		10/09/2018 10:53	10/09/2018 10:53
UHCW	Discharge Summary		DischargeSummary		18/10/2020 16:19	18/10/2020 11:03
BSMHFT	Level 1 Risk Assessment	Dr Hilary Grant	RA	ADULT MENTAL ILLNESS	13/09/2018 14:50	13/09/2018 14:50

Viewing Further Information

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

- Click the **link** to **view** the information

Source	Document Link	Clinician	Doc Type	Specialty	Creation Date	Last Updated
UHCW	Discharge Summary		DischargeSummary		18/10/2020 16:19	18/10/2020 11:03
BSMHFT	Level 1 Risk Assessment	Dr Hilary Grant	RA	ADULT MENTAL ILLNESS	13/09/2018 14:50	13/09/2018 14:50
BSMHFT	CPA Care Plan Part B	Dr Hilary Grant	CP		10/09/2018 10:53	10/09/2018 10:53

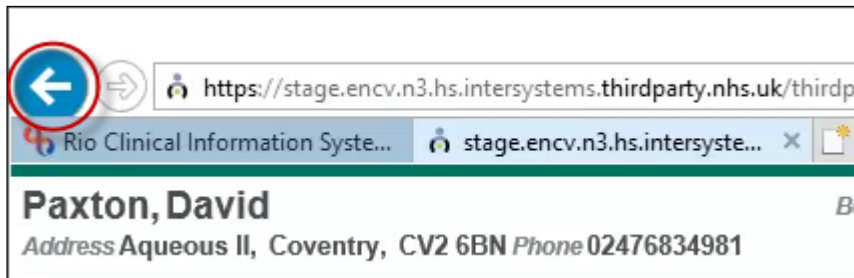
- To return to the main record, click the **Back to Viewer** link

[< Back to Viewer](#)

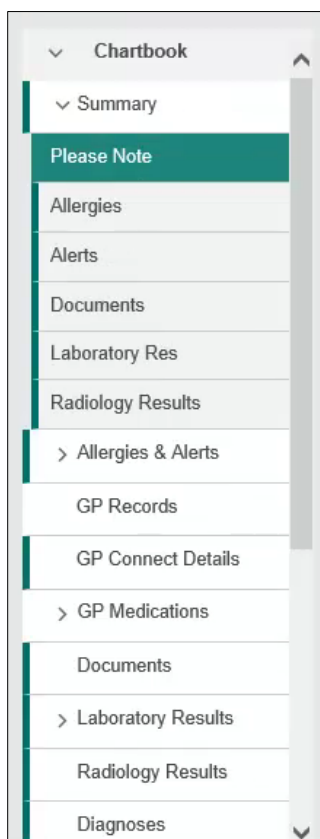


On some screens, the **Back to Viewer** link may not display

- Click the **Web Browser (Microsoft Edge/Chrome) Back arrow** to return to the Client record



Navigating via the Chartbook



The Client record can be navigated via the **Chartbook** pane on the 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

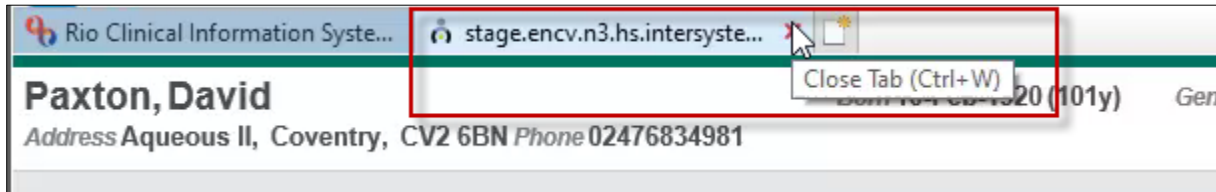
Note: It is always worth checking the GP information as some items, for example Allergies, do not always display in the relevant area of the Summary.



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 – Client's View** screen in Rio, click the **back arrow** next to the **Menu** button

