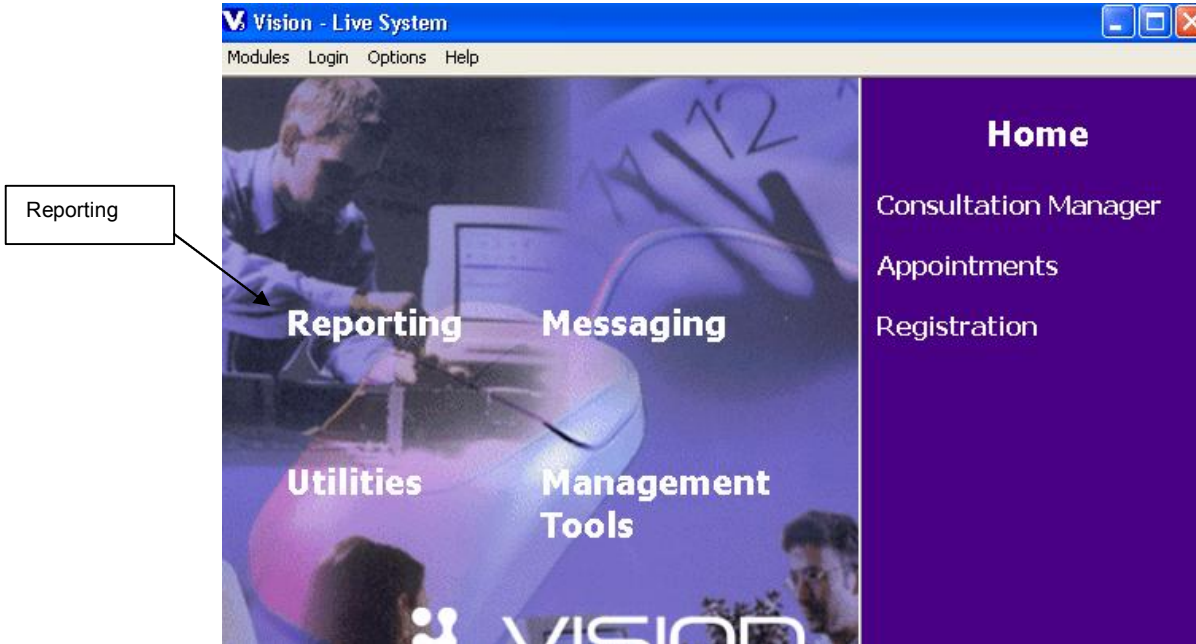


“Quick Guide” - Attaching an ePCS report (electronic palliative care summary) to a SCI Gateway Referral

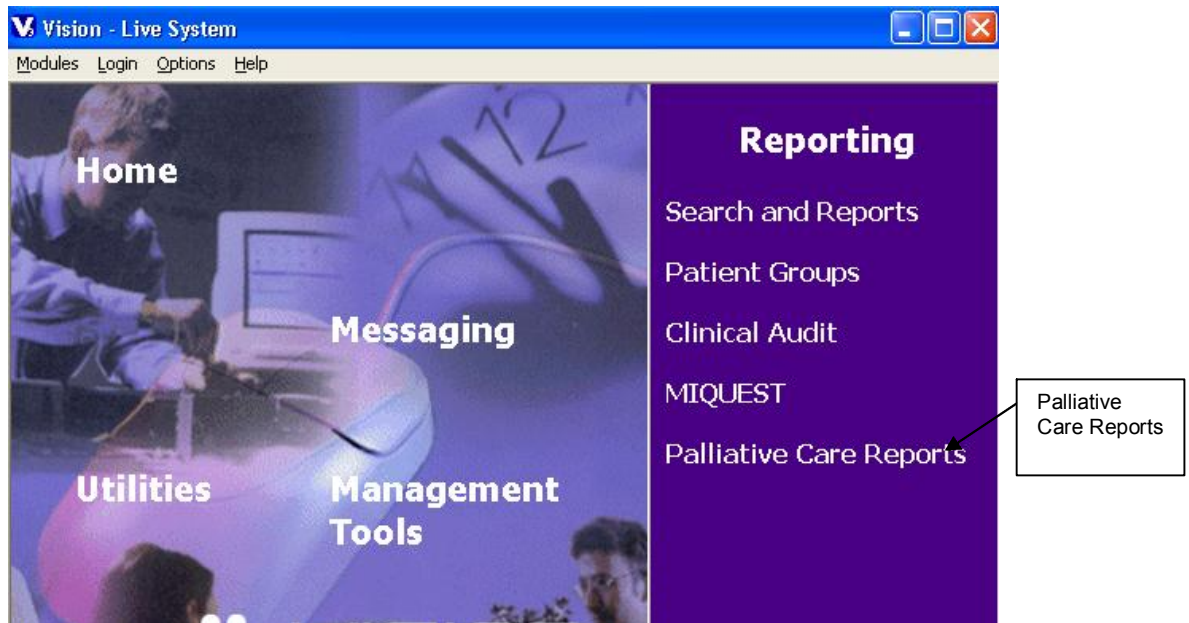
Please Note: To attach an ePCS report to a SCI Gateway referral it is necessary to use the “Microsoft Office Document Image Writer”.

INPS

- Select “Reporting” from the INPS main menu



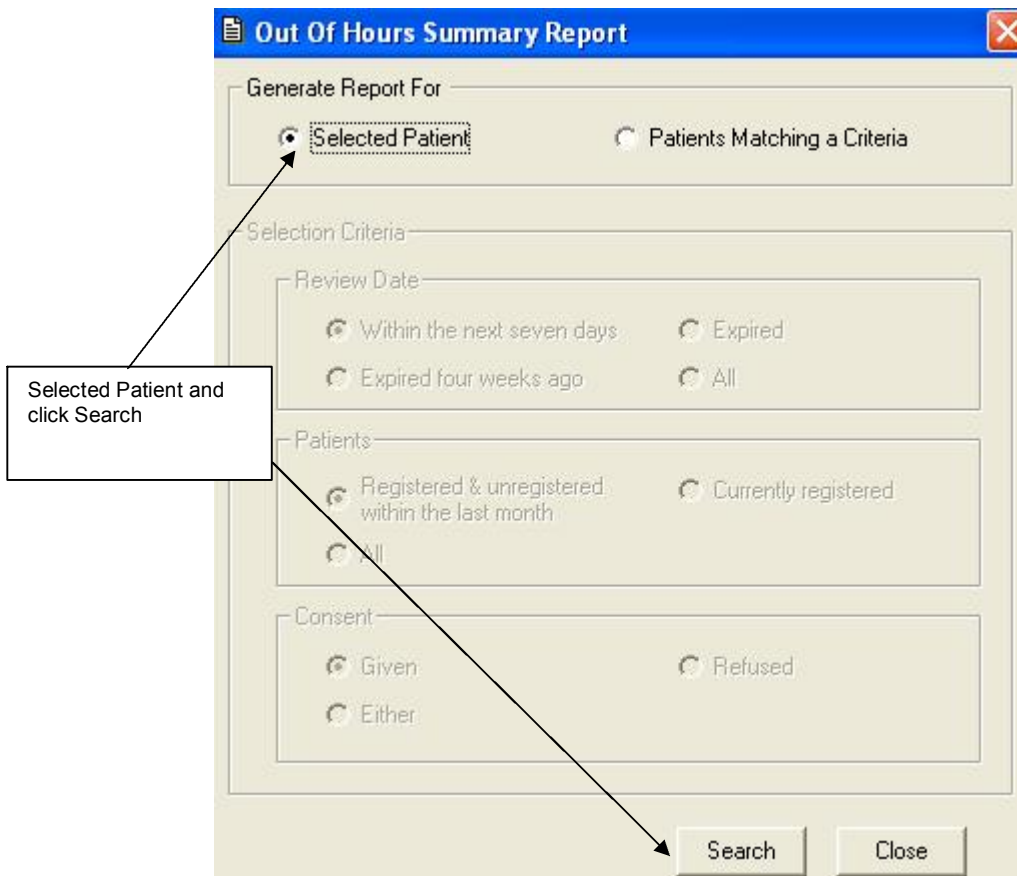
- Select Palliative Care Reports



- Select File followed by Out of Hours Summary



- Click next to "Selected Patient" and click on Search



- Search for patient in the usual manner and click on Ok

Select Patient

Search Details: Search Atttribute:

Active Patients only

Surname	First Name	Date of Birth	Registered GP	Registration status
>Mouse	Frances	13/11/1990	Dr Jane Mars	Permanent

Address
8 Lester Road, Leeds, Z99 9ZZ

- Once report is built, select File and Print

Palliative Care OOH Summary Report

File

GOLD STANDARDS FRAMEWORK SCOTLAND
Palliative Care OOH Summary
H2 - Date: Updated when sent
H3 - Review Date: 01/11/2011

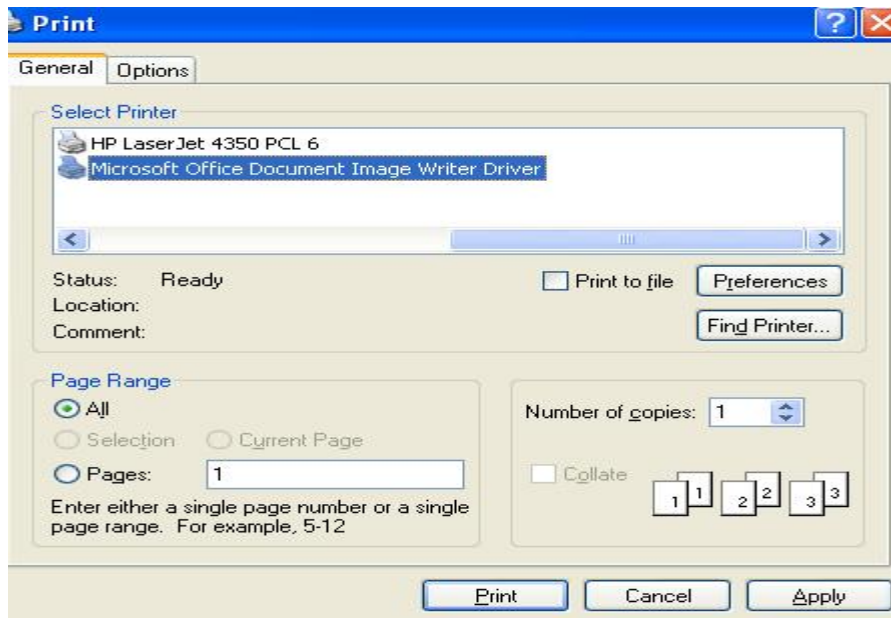
Section 1

Patient and Carer Details		Patient's Own Gp and Nurse	
1a - Patient Surname	Mouse	1h - Usual GP name	Dr Jane Mars
1b - Patient Forename	Frances	1i - Nurse	9NNA Under care of practice nurse.
1c - CHI Number		1j - Practice Details	Practice Code: G12345
1d - Patient address	8 LESTER ROAD LEEDS Z99 9ZZ		
1e - Patient Tel number			
1f - Carer Details			
1g - Access information including potential issues			
1k - Next of kin details			

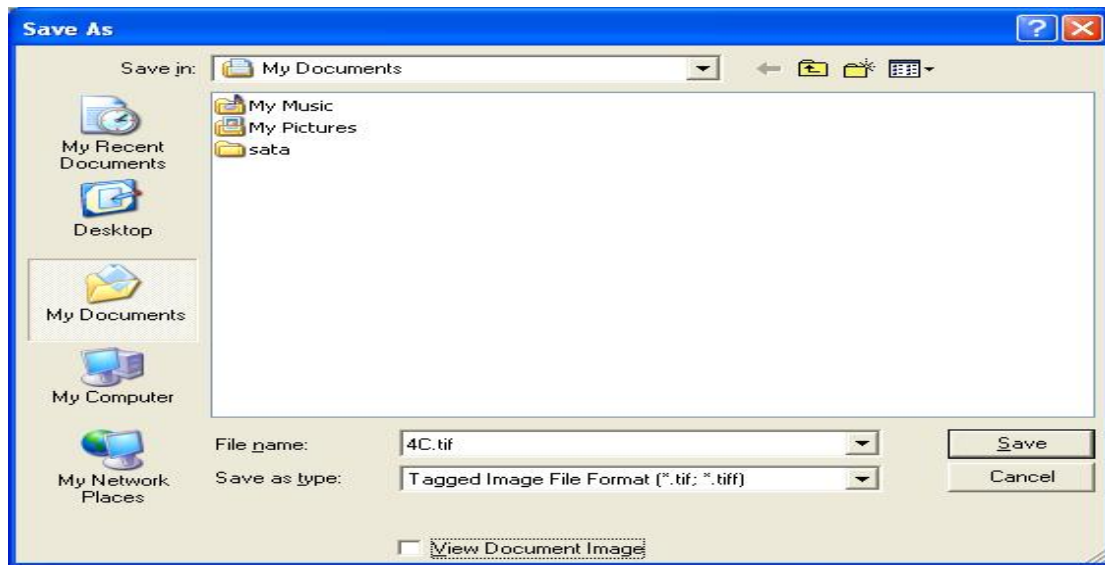
Section 2
Patient Medical Condition

2a - Main Diagnoses			
2b - Other Relevant Issues			
2c - Allergies / Adverse drug reactions		06/10/2007 Allergic reaction 06/09/2007 Allergic reaction	
2d - Current Drugs and Doses			

- Select "Microsoft Office Document Image Writer" and click on Print



- Remove tick from View Document Image and save a copy of the ePCS report to an easily identifiable location (i.e. practice shared drive, desktop etc)**



- Close out of ePCS report and open SCI Gateway

SCI Gateway

- Within the “In Progress” SCI Gateway referral select “Attach”

Mouse, Mickey - 22-Nov-1994 - SCI Gateway - Referral - Windows Internet Explorer provided by NHS Greater G...

Palliative Services | Clinical Data | Past Medical / Family History | Medication | Risks/Alerts | Demographics | Referral | Transport

GGC Palliative Care (v13.0)

Palliative Services

Please attach a copy of the patient's ePCS report to the SCI Gateway referral.

Please select the service(s) you are referring the patient for:

Inpatient	Please select
Outpatient	Please select
Day Services	Please select
Community Palliative Care Nurse/Team	<input type="checkbox"/>
Patient and Family Support Service	<input type="checkbox"/>

For Further information on palliative care services available please select the relevant hospice link below:

- [Prince and Princess of Wales](#)
- [Accord Hospice](#)

Note that these links will open in a new window.

Patient Awareness

Is the patient aware of referral Yes No

Cancel Attach Preview Letter Spellcheck Park Send

Attach Button

- Select “Attach Files”

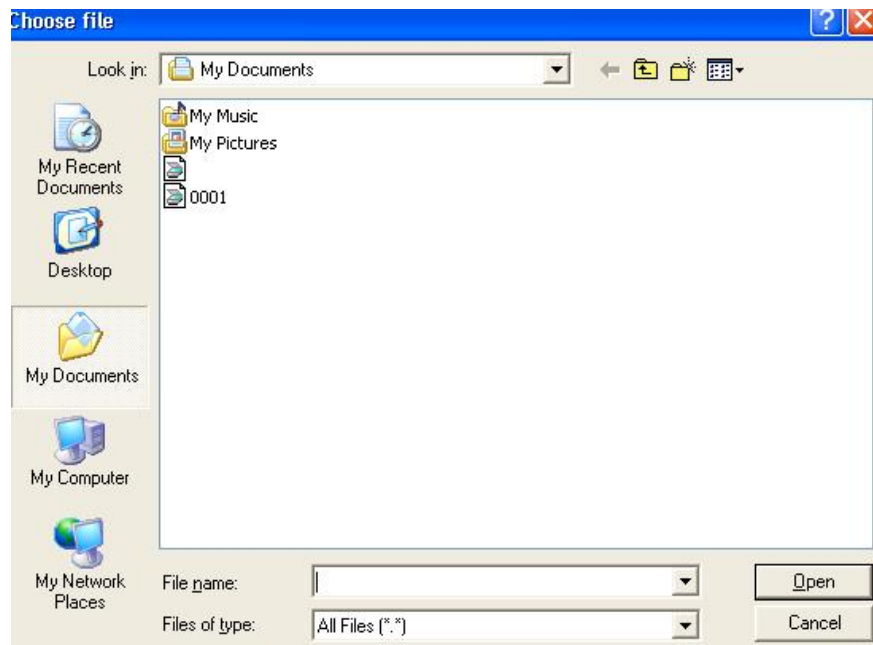
Message Attachments -- Webpage Dialog

Message Attachments

This message has no files attached.

Attach Files... Attach Docman... Close

- Browse to where you saved the ePCS Report earlier and click on Open



- The ePCS Report will be uploaded to SCI Gateway as per standard SCI Gateway functionality

****Please Note, if you save the ePCS summary to your local pc, remember to delete and empty recycle bin**