LEEDS CARE RECORD
Shared information. Better care for you.

Use 'Emergency Access' to view patient records that are not linked directly to your organisations system.

Examples include:

- Medical emergency
- Temporary patient care required
- Patient referral not yet processed
- Where direct care is required

GP users can choose 'Link the patient' to permanently unlock that patients record in Leeds Care Record.

A patient record must be held within Leeds Teaching Hospitals NHS Trust.

Follow these steps:

Search for your patient in Leeds Care Record:

Patient ▾	test beryl	🔍

Advanced Search ▾

Choose 'Other Organisations':

| My Organisation |
| Other Organisations |

Select correct patient from the list:

Home	Patient Search ✕	
Name		**Address**
TEST, Beryl (Ms)		47 Longroyd Grove, Leeds, LS11...
TEST, Beryl (Master)		Leeds General Infirm, Great George...

Proceed with 'Emergency Access' to unlock the patient's record for 24hrs.

Emergency Access

You are about to gain emergency access to a patient record held by another organisation for the next 24 hours.
In continuing with this request you are confirming this information is being used to provide ongoing direct patient care and acknowledging this action will be audited.

Emergency Access

When is it ok to use Emergency Access?

- Access to information within the Leeds Care Record should only be made by staff for the purposes of providing direct care.

- It should be the exception for this function to be used rather than the rule.

- The Emergency Access function provides the staff member with a way to access the record in order to determine how we can / whether we should become involved if the need arises before the legitimate relationship rules have been met.

Audit Requirements

- Emergency Access to LCR is functionality enabling Dame Fiona Caldicott's recommendation "..relevant information about a patient should continue to be shared between health professionals in support of their care" June 2016

- However, every time ''Emergency Access'' or "Link the Patient" occurs a digital audit is recorded detailing the user details, patient details and date and time that Emergency Access took place.

- No user should invoke Emergency Access unless it is for DIRECT CARE of a patient.

- A report is routinely sent to LCC's IG officer and it is possible that a user may later be asked to explain why they invoked Emergency Access for a particular patient.