



Hints and Tips

Introduced to enable you to make the most out of Leeds Care Record

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Got a hint or tip when using Leeds Care Record?
Please share it with us: leeds.carerecord@nhs.net



Want to find a specific medication?

- 1 Navigate to the Medications section on the relevant organisation tab
- 2 Using your keyboard:
hold 'Ctrl + F' together and then type the name of the drug you are searching for
- 3 Your results will then be highlighted on the page and saves you time manually searching

1

Hospital GP Community

Encounters/Events (19)	06-Feb-2017	File Link	100,000 C
Medications	06-Feb-2017	File Link	Primary C
	06-Feb-2017	File Link	EDID: Dis

2

digoxin 1 of 1 ^ v x

3

Repeat Medication

Digoxin 125microgram tablets |

1 of 1 ^ v x Displays number of found results



Looking for a particular hospital item, appointment, or letter? Use the filter feature.

- 1 Click on the hospital tab
- 2 Type the item your searching for and hit enter on the keyboard
example; 'dermatology'
- 3 Use the dropdown list to also filter items as required
example; 'Show Booked and Delivered' items
- 4 You can click 'All' to view a list of all items

The screenshot shows the Leeds Care Record interface. On the left is a navigation menu with 'Hospital' selected. A search bar contains 'dermatology'. A dropdown menu is open, showing filter options: 'Show Booked and Delivered' (selected), 'Show All', 'Show Booked', 'Show Cancelled', 'Show Delivered', and 'Show Withdrawn'. The main content area shows patient details for MORRISON, Dorothy, with a 'Hospital' tab selected. A 'Filter Events...' dropdown is also open, showing 'Show Booked and Delivered'. Below this is a 'Planned' section with a table of appointments:

Date	Event	Location
09-Oct-2015	LIGHT TX (LIGHT TX) 11:40	OutPatient
08-Oct-2015		
08-Oct-2015		
08-Oct-2015	DAVID TURNER (DAVID TUR...)	OutPatient
19-Aug-2015	To: Goulden V, From: Consult...	Referral
24-Jul-2015	Full blood Count FBC / Albumi...	LabResults
20-Jul-2015	Dermatology clinic letter	Epro
20-Jul-2015	DR GOULDEN GENERAL (Dr...	OutPatient

A tip box points to the top of the appointment list: **Tip:** Look out for future booked hospital appointments at the top of the items list.



Locate patient Next of Kin details:

- 1 Go to the Hospital or GP tab
- 2 Click on View Patient Details - top left
- 3 Choose Contact Info tab
- 4 View NOK Information - if available
- 5 To go back click the 'All' button

Tip: There are 3 tabs within the Patient Details section.

Details: NHS Number, Name, Date of Birth, Allergies etc. GP Details and Other Identifiers Unit/District, PAS and HSP Numbers.

Contact Info: Address, telephone numbers, NOK (Next of Kin) information.

Clinical Contacts: Displays a record of clinicians involved with the patient.



Did you know you can download / print Hospital letters on your patient?

- 1 Go to the Hospital tab
- 2 Click on **Clinical Documents**
- 3 Click your letter (*File Link/EPRO letters*)
- 4 Hover over the letter with mouse
- 5 Select 'Download' or 'Print' icons that appear over the letter

TEST, Beryl (Ms)

All

Alerts (1)

Allergies

eMeds Allergies

Audits/Tracking (2)

Clinical Documents (136+)

Dictation (EPRO)

Case Notes

Hospital GP Community

Filter Events... Show Booked

Summary

2017

02-May-2017	Annotation	Microbiology Infection
02-May-2017	File Link	Infection Preventi
24-Apr-2017	File Link	Surgical Bookin
16-Feb-2017	File Link	Primary Care Access L
08-Feb-2017	File Link	100,000 Genomes Proj

Surgical Booking

TEST, Beryl (Ms) Born: 17-Nov-1981 Gender: Female NHS Number: 999 042 8514
Address: Leeds General Infirm, Great George Street, Leeds, LS1 3EX PAS No: 3928487

Author

Author	Date	Time
bouffles	24-Apr-2017	12:14:43

Responsible Consultant

Consultant	Consultant Location
FONG, Yiew Fah (Mr)	Leeds General Infirmary

Combined Case: No

Procedure details

Main Procedure	Side
Test test	Not Applicable

Estimated surgical severity: Intermediate

Sub Procedure(s): -

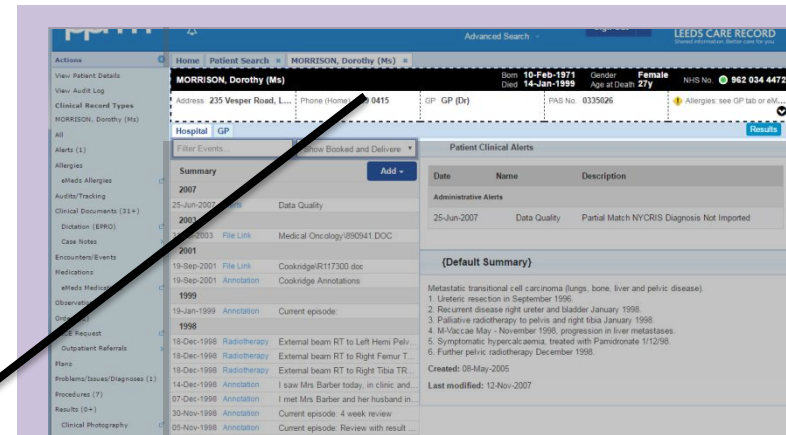
Location: -

Download and Print icons are highlighted.



How do I know if my patient has passed away?

- Your patient details box will have turned black and will have a faded line around it.
- Underneath the patients Born date you will also be shown a Died date and Age at Death.
- You can view this information as soon as the hospital has been made aware of a patients passing.



MORRISON, Dorothy (Ms)		Born 10-Feb-1971	Gender Female	NHS No. 962 034 4472
Died 14-Jan-1999		Age at Death 27y		
Address 235 Vesper Road, L...	Phone (Home) 259 0415	GP GP (Dr)	PAS No. 0335026	⚠ Allergies: see GP tab or eM...
Hospital	GP			Results



Locate GP appointments, referrals and admissions:

- 1 Go to the GP tab
- 2 Click on **Encounters/Events** - left column
- 3 Choose **Encounters** (appointments), **Referrals** or **Admissions** tab
- 4 Click the name of the item to toggle more information on that entry

MORRISON, Dorothy (Ms)

Hospital GP

Events

Date
19-Jun-2017
05-Jun-2017
25-May-2017
25-May-2017
24-May-2017
24-May-2017

Encounters Referrals Admissions

Date	Encounter
19-Jun-2017	Inbound Document
05-Jun-2017	Inbound Document
25-May-2017	Inbound Document
25-May-2017	Inbound Document
24-May-2017	Inbound Document
24-May-2017	Inbound Document
22-May-2017	GP Surgery
22-May-2017	GP Surgery

Person recorded	Dr Emis Test
Role of person	General Medical Practitioner
Organisation name	EMISWebCR1 50005
Organisation id	A00005
Time recorded	22-May-2017 10:02:19



How do I find out if I have a high risk patient?

1 Go to the Hospital tab

2 View Patient Clinical Alerts section:*

High Priority Alerts - patient currently taking part in a clinical trial (*Information recorded from Leeds Teaching Hospitals Organisation*)

Administrative Alerts - such as a data quality issue (*Information recorded from Leeds Teaching Hospitals Organisation*)

Mental Health Alerts – if patient has any known mental health alerts from Leeds & York Partnership NHS Foundation Trust.

**(Patient Clinical Alerts will only be shown if anything has been recorded on the patients PPM+ or PARIS system record)*

3 For full details of all patient alerts, click on the Alerts from the Actions bar on the left.

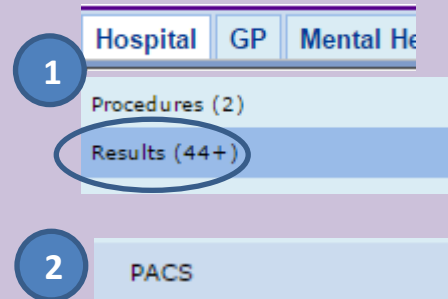
The screenshot shows the Leeds Care Record interface. At the top, there are tabs for 'Hospital', 'GP', and 'Community', with 'Hospital' selected. Below the tabs is a search bar for 'Filter Events'. The main content area displays a patient's record for 'HOSPITAL' with a 'Patient Clinical Alerts' section. This section contains a table with columns for 'Date', 'Name', and 'Description'. A row is visible with the date '11-Aug-2004', the name 'Elicomycin Alert', and the description 'Elicomycin Pulmonary Toxicity Risk'. Below the table is a button labeled 'BA23DCC-0FBE-DD11-A3AB-001E68862219'. On the left side of the interface, there is an 'Actions' bar with a button labeled 'Alerts (1)' circled in blue, indicating one alert is present.



Views PAC's medical images* alongside patient reports / findings:

- 1 Navigate to the Results section on the Hospital Tab
- 2 Under results, select PACS*
- 3 You will then be presented with the patients PACs images and reports

*GPs and specialist teams given access to PACs only



Use the dropdown list to view any historical PACS findings

IMAGES MUST ONLY BE USED FOR CLINICAL REVIEW PURPOSES. THEY ARE NOT OF SUFFICIENT QUALITY TO BE USED FOR DIAGNOSIS OR PATIENT MANAGEMENT. ONLY REPORT TO A PATIENT IF YOU ARE CLINICALLY QUALIFIED TO DO SO.



View patient appointments from Leeds Teaching Hospitals & Leeds Community Healthcare.

- 1 Click on the relevant organisation tab.
- 2 Click on 'Encounters / Events' from the left.
- 3 View relevant appointment information in the list.

Red: May be shown for hospital appointments that never happened. For example DNA (Did Not Attend), the clinic cancelled etc...

Any hospital planned appointments display at the top of the list and indicate a future booked appointment (LTHT).

The screenshot shows the Leeds Care Record interface. At the top, there are four navigation tabs: 'Hospital', 'Mental Health', 'Community', and 'Adult Social Care'. The 'Community' tab is selected. On the left, there is a sidebar menu with 'Encounters/Events (6)' selected. The main content area displays a list of planned appointments under the heading 'Planned'. The list includes:

Planned		
09-Oct-2015	LIGHT TX (LIGHT TX) 11:40	OutPatient
2015		
08-Oct-2015	PHOTOTHERAPY CLINIC (BR...	OutPatient
08-Oct-2015	DAVID TURNER (DAVID TUR...	OutPatient
20-Jul-2015	DR GOULDEN GENERAL (Dr...	OutPatient

Click to appointment to view more information

These appointments only show booked schedules and do not currently indicate any waiting periods.



Leeds Community Healthcare NHS Trust are now contributing relevant information from their patient's health records.

Examples include:

- Live referrals to community services
- The presence of a care plan
- Comprehensive FAQs to support collaborative working
- Medications
- Observations
- Vaccinations
- Encounters/events

The Community tab is updated via a feed from Leeds Community Healthcare NHS Foundation Trust which is refreshed regularly to assure the information is kept up to date.

FAQ, Community Contacts and Abbreviations

<http://www.ppm-support.leedsth.nhs.uk/Resources/LCHFAQ.pdf>

Status	Service Line	Referral Source	Referral Reason	Case/Load	Team	Referral Received Date	Initial Contact Date
Waiting - No Date	GRM: Gateway Referral Management	GP Practice - GP	Assessment and care	Gateway Referral Management	GRM: Gateway Referral Management	02-Dec-2016	
Seen	NGH: Pudsey Neighbourhood	Gateway Service	Assessment and care	Test, Katie	NGH: Pudsey Neighbourhood	02-Dec-2016	03-Dec-2016
Waiting - No Date	ADP: Adult Domiciliary Physiotherapy	GP Practice - GP	Neurological Problem	MSK Domiciliary W	ADP: Adult Domiciliary Physiotherapy	01-Mar-2016	
Seen	NGH: Pudsey Neighbourhood	District Nursing Twilight Service	Assessment and care	Test, Katie	NGH: Pudsey Neighbourhood	30-Jan-2016	01-Feb-2016
Waiting - No Date	POD: Podiatry Service	GP Practice - Practice Nurse	Loss of Sensation	Doms Pool A West	POD: Podiatry Service	20-Jan-2016	
Waiting - No Date	POD: Podiatry Service	GP Practice - Practice Nurse	Loss of Sensation	Doms Pudsey	POD: Podiatry Service	24-Dec-2015	

Category	Status	Start Date	Care Manager	Telephone
Nurse Assessment 6 units	Ended	07-Dec-2016	Miss Daisy Apple	0113 :Staff line)
Observations 3 units	Ended	07-Dec-2016	Mr Duke Shrewsbury	0113 :Staff line)
Nurse Assessment 6 units	Ended	05-Dec-2016	Miss Becky Johansson	0113 :Staff line)
POD	Ended	03-Dec-2016	Jo-Anne Colten	0113 :Staff line)
B - Routine Foot care	Ended	10-Feb-2016	Miss Daisy Apple	
Medication PM - 1pu	Ended	30-Jan-2016	Mrs Abby Defoe	0113 :Staff line)

Use the **left hand navigation menu** to view further details. Items greyed out are not currently available to view.



Adult Social Care Contacts

You can now view the various citywide Adult Social Care teams contact numbers in Leeds Care Record.

Click the 'HELP' link on the Adult Social Care tab and scroll to the bottom to view the contacts.

Deprivation Of Liberty Safeguarding Teams	Adult Reviewing Teams	Neighbourhood Care Management Teams
Carers Review Teams	Deaf Across Leeds Enablement Service Teams	Disability Services Teams
Emergency Duty Teams	Joint Care Management Teams	Learning Disability Services Teams
Residential Day Care & Review Teams	Transitions Service Teams	Citywide Location Teams

Hospital | GP | Mental Health | Community | **Adult Social Care**

There is currently an open referral to Leeds City Council for this patient. Below is a summary of the data held in the Adult Social Care systems for this patient. A glossary of the terms is available [HELP](#). Please consider discussing with this patient or if you require more information please contact the Leeds City Council Duty Team on 0113 3760341 (Mon - Fri)



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:

1

Search for your patient in Leeds Care Record:

Patient test beryl Advanced Search

2

Choose 'Other Organisations':

My Organisation
Other Organisations

4

Select correct patient from the list:

Name	Address
TEST, Beryl (Ms)	47 Longrowd Grove, Leeds, LS11...
TEST, Beryl (Master)	Leeds General Infirm, Great George...

5

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.

Back Proceed



How do I change my password?

- 1 Log into Leeds Care Record
- 2 Choose the downwards arrow next to the 'Sign Out' button
- 3 Choose Change Password option and follow on screen instructions.

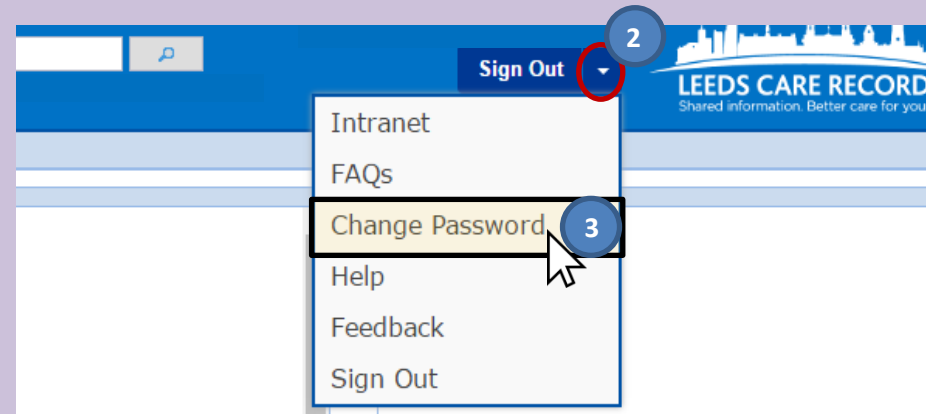
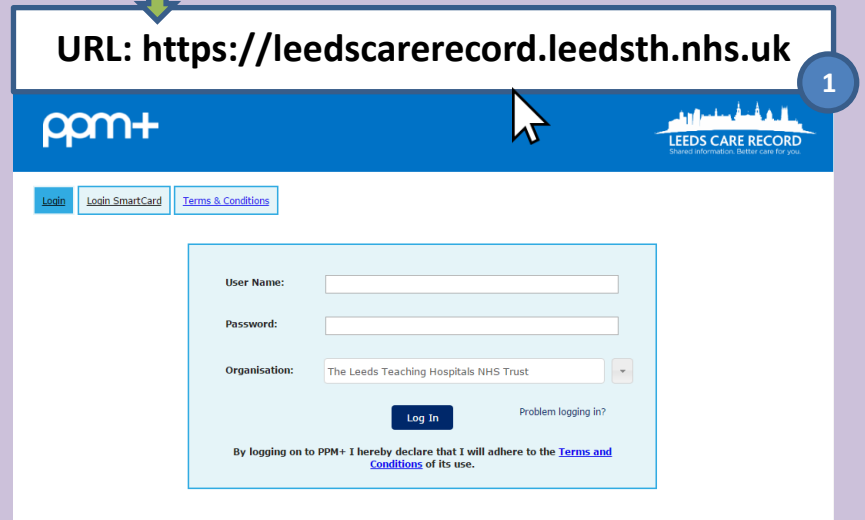
Passwords must be a minimum length of 8 characters, include at least a number and a capital letter.

Passwords will expire and be prompted to change every 90 days. For password resets, contact: leeds.lth@nhs.net



Login address

URL: <https://leedscarerecord.leedsth.nhs.uk>



IMPORTANT

Regarding Your Account Usage



Login address

URL: <https://leedscarerecord.leedsth.nhs.uk>



Your Leeds Care Record account will become deactivated if you do not use it.

- Logging into the portal on a regular basis will ensure that your account is kept activated.
- If you do not log into Leeds Care Record, after a period of 90 days (3 months), your account will become deactivated and you will not be able to use your account credentials anymore.
- We recommend that you log into Leeds Care Record routinely to keep your account active.

Data imparted from other clinical systems such as radiology, pathology and prescribing systems are used at the discretion of the user. Please be aware that ppm+ should not yet be considered a full electronic patient record and can only therefore be treated as an electronic guide. ppm+ users are bound by the Trust policies for the use of information.

Help Using the Service
This EPR is available to authorised users only. If you are having problems logging in or using the service, please contact the IT Service Desk on the following number.
Tel: 0113 392 6655 (Mon-Fri 8am-6pm)

Suggestions for EPR Improvement
If you have any development ideas or comments on your experience of using the EPR, please send your comments via the feedback facility within the EPR. We do appreciate your help.

Use It or **Lose It**
The 90 day rule

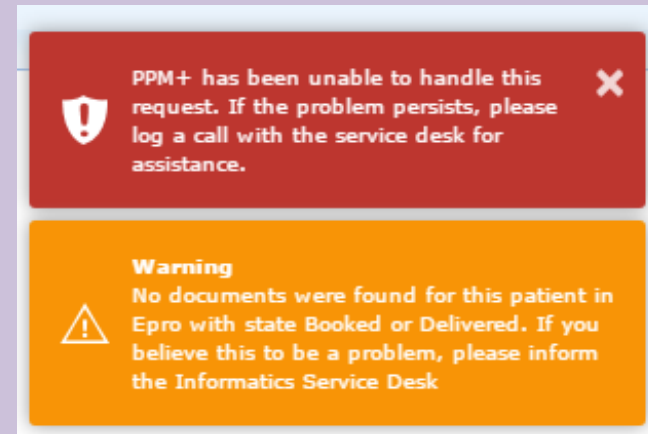
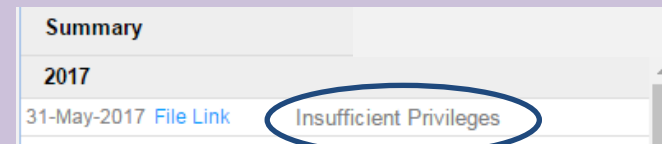


Warning messages: what do they mean?

Occasionally, in the bottom right-hand corner of the screen, you may be displayed with a warning message.

This can indicate a number of advisories, for example:

- The organisations system which you are requesting information from is currently down or is experiencing technical problems.
- You may have experienced a drop in the internet or the request has timed out. If this occurs try clicking away from that item and then going back to it later as it may reload.
- The item may have been marked as private or you do not have sufficient privileges to view that information.
- PPM+/Leeds Care Record may be experiencing errors and will be corrected as soon as possible.



If you are experiencing regular error messages, please notify leeds.carerecord@nhs.net so that the relevant technical teams can investigate further.