

Scottish Care Information

SCI Store

# **End User Guide**

For SCI Store Release 8.5

SCI-DPUG-011

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# 1 Introduction

# 1.1 Purpose

The purpose of this document is to provide a comprehensive user guide for the SCI Store application.

# 1.2 Intended audience

This document is intended for Health Board staff that will be routinely using the SCI Store facilities.

[Note: This document is not intended for Support staff that may require a more detailed knowledge of the methods and procedures underlying the application].

# 1.3 Scope

This document provides a description from an end-user perspective of all of the principal features available in SCI Store.

# 2 User access

# 2.1 Accessing the homepage

To logon to the SCI Store Application you should

- Open Microsoft Internet Explorer.
- If your Browser has been configured with the default Home page pointing to the SCI Store application, the Login screen below will be displayed.

If your Browser has not been configured, type the address provided by your I.T. Department. For example:

⇒ https://scistoreserver/StoreWeb/Home/Login.aspx

# 2.2 Login

Once the Login screen has loaded (see Figure 1)

- Enter your Username into the box provided (Figure 1, point 1)
- Enter your Password into the box provided (Figure 1, point 2)
- Click on the Login button (Figure 1, point 3)

Login - Microsoft Internet Explorer		
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Address      Addre		×
SCI Store Paisley		4.0.8
	Welcome on SCI Store 4.0.814.1 configured on SG017182 at Fri Mar 28 21:58:39 2008	

Figure 1: Login Screen

Please Note:

- Passwords are case sensitive
- If an incorrect Username or Password is entered, an error message will be displayed as can be seen on Figure 4, point 8.
- If an incorrect Username or Password has been entered, click on the clear button to clear the page and try again.

If you are having problems with logging in there are two options available to you:

- Require Support: described in more detail in Section 2.3
- Forgotten Password: described in more detail in Section 2.4

If more than three incorrect Login attempts are made, a screen similar to that shown in Figure 2 is displayed. The application will be locked and you will need to contact the I.T. Department to have it unlocked and your Password reset.

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		Welcome on SCI Store 4.0.811.1 configured on SG017182 at Thu Mar O6	
		21:32:32 2008	
		Username  Password	
		Login Ext Clear Require Support? (Click here)	
		Forgatten Password? (Click Here) EXCEEDED LOGIN ATTEMPTS - YOUR ACCOUNT IS NO LONGER ACTIVE, PLEASE CONTACT SUPPORT.	

Figure 2: Exceeded Login Attempts

A User session is continuously checked to determine if it appears to have become inactive. If, after a predetermined period, no input has been detected, it will be logged off. To terminate the SCI Store application and return to the Windows desktop, simply close the Internet Explorer window.

# 2.3 Require support link

To obtain support the user should click on the "Require Support?" link from the Login screen (Figure 1 point 6). This will display the "SCI Store Offline Support screen" as shown in Figure 3. The user should enter their SCI Store username in the Username field and then click on the "Get Contacts" button. This will display a list of contact details for local administrators to allow the user to submit a support call.

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Address 🕘 http://localhost/Store	Web/Support/DisplayOfflineSupport.	aspx				•	🖌 🄁 🖸
🍇 SCI Store P	aisley					4.0	.811.1
SCI Store Offline Support							
Username andrew1							
Get Contacts Exit	Clear						
Username	Contact Number	Email Address					
localadmin2	0141 123 4567	administrator2@storesupp	ort.com				

Figure 3: Support Contacts

# 2.4 Forgotten password link

If a SCI Store user forgets their password they will be able to reset their password and access SCI Store by clicking on the "Forgotten Password?" link (Figure 1, point 7). This functionality is only available to users that have a set of security questions defined against their account (see sections 2.4 & 3.4).

#### 2.4.1 Password reset

- Click the "Forgotten Password?" link on the Login screen.
- The Reset User Password form will then be displayed (Figure 4).

Reset User Password				
Username				
Next Exit	Clear			

Figure 4: Reset Password Form

- Enter the Username
- Click Next.
- The three security questions will then be displayed (Figure 5). If the user has no security questions set against their account it will not be possible to continue.

Reset User Password
Where were you born?
What is your favourite place?
What was your first school?
Next Previous Exit

Figure 5: Reset Password, Security Question

- Enter the answers
- Click Next
- If the three answers are correct, the following screen shown in Figure 6 will be displayed. This screen will allow the password to be reset.

Please Note: If any of the questions are answered incorrectly, an error message will be displayed and the user will be prevented from resetting their password. If a user has 3 unsuccessful attempts to change their password, their user account will be locked.

	Reset User Password
New Password	
Confirm Password	
Confirm Password	
Exit	Save Clear
EXIL	save

Figure 6: Confirm New Password

To reset the password:

• Enter the new password in both textboxes

- Click Save
- The user will then be prompted to click Exit to return to the Login screen in order to access SCI Store.

#### 2.4.2 Password length and format

Passwords must contain a minimum of 6 and a maximum of 10 characters of which at least one must be numeric. The password must not contain the username.

#### 2.5 Selecting a user role

If your account has Roles assigned to it, then you must select from a list of roles valid for your current session which will be displayed in a drop-down list. A Role must be selected before you proceed and login to SCI Store.

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del.icio.us • TAG	
😭 💠 🎯 Y 🔂 Y 🖶 Page Y 🎲	T <u>o</u> ols • 🕢 • 🕄 🍺 🚸 🚉 🎼 🦄
SCI Store Paisley	4.1.820.1
Welcome on SCI Store 4.1.820.1 configured on SG017182 at Fri 09 12:43:12 2008	Мау
Select Role / Login Reason	
User localadmin2	
Select user role *	~
Proceed localadmin2 (Default) GPPractice In Clinic	
Done	ocal intranet 🔍 100% 👻 🛒

If the role you select has 'Login Reasons' enforced then you must also select a Login Reason from the list presented in the drop-down list.

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र्द्ध SCI	I Store Paisley	4.1.820.1
	Welcome on SCI Store 4.1.820.1 configured on SG017182 at Fri May 09 12:43:12 2008 Select Role / Login Reason	
	User localadmin2 Select user role * In Clinic V Reason for Login *	
Done	Proceed Out of hours access Weekend clinic cover	

When a *Login Reason* has been selected you may click on the 'Proceed' button to complete your login. (At any time in the process the 'Exit' button can be clicked to return to the original login page.)

Once you are logged in to SCI Store under a Role, your user details are displayed in the top-right-hand corner of the SCI Store screen.

🛠 🅸	🏉 Home		<b>N</b> - <b>H</b>	▼ Page ▼   Tools	• 🔞 • 🚯 눩 🕯	» 🛍 🎆 🍕
SCI SCI	Store Paisley			My Settings	About Store	Log Out
Home	Find Patient Find Resu	It Find Documen	t	Patie	ent ID:	Go
Home			Use	er: localadmin2 ( as	role In Clinic ) o	on PJSSCI6
Recently	Viewed Recently Created	My Favourites				
Patient	s Results Documents					
188 Re	cords Returned Reco	rds Per Page 20 🕚	View All			

# 2.6 Time restrictions

If your User account or the Role which you are logged in as has time restrictions (or 'time bands') associated with it you may be prevented from logging in, or have a smaller list of Roles to chose from, depending on the time at which you are trying to login.

Once you are logged in, if you go over you allowed time you will see a change in the display of your user details.

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				My Setting	s About Store	Log Out 🔥
					Patient ID:	Go
	User: I	ocalad	min2 ( as role Iı	n Clinic ) on PJSSCI6	logged in outwith t	ime bands
					Actions Select Action	Go Go
Birth	Age	GP	GP Practice	Consultant	Ward/Locat	tion

# 2.7 Logout

To log out of the SCI Store, click on the "Log Out" button at the top right of the screen (see screenshot below). This will end the SCI Store session and return to the login screen.

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SCI Store Paisley		My Setti	ngs About Stor	e Log Out
Home Find Find Result	Find Document	Find on	Patient ID:	
Configuration Exceptions Mg	mt Security	Maintenance	Reporting G	Go eneral Notif
Home	June Decurry	Hamee	User: adn	
System Messages				
System Messages				
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Recently Viewed Recently Created M	ly Favourites Admir	histration		
Patients Results Documents				
5 Records Returned				
Source Name	DOB Sex	СНІ		
Local Test Treeview	11/07/1969 F	1107003768		
Local Dawn L Edwards	18/05/1973 F	1805735748		
Local Test PostCode13INVDoc		0123456762		
Local John Wood	15/09/1955 F	0123456789		
Done			ocal intranet	€ 100% ▼

# 3 Home page

# 3.1 Overview

After a successful login, the SCI Store Homepage is displayed (Figure 7).

The Homepage is displayed when a user first logs on; it shows the recent activity history for the user and also for the interfaces.

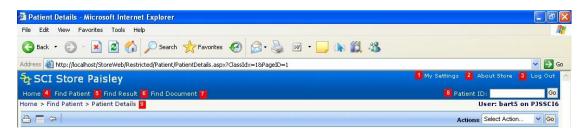
The first time the Home page is displayed, the Last Access Summary audit information will be displayed (see Figure 7, Point 1). This shows a count of the number of patients accessed in the users last session. Once the user navigates away from Home page the Last Access Summary will not be displayed during the rest of this session.

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e Find Patient Find	Result Fin	nd Docu		reatment Log	6 14		0	C	Notifications	Patie	ant ID:	
3			Configuration	Exceptions Mgmt	Security	Maintenance	Reporting	General	Notifications		User: admin	on PJSS
st Access Summary login Sep 3 2010 4:21PM	. You accesse	d 3 pat	ient(s).									
ently Viewed Recently Cre	ated Recently	Reque	sted My Favourit	tes Administration								
tients Results Docur	ments											
79 Records Returned	Records Per I	Page /	20 💉 View All									
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AS Min Elements	12/12/1980											
AS All Elements	12/12/1943		1234567878									
eferral Notification	12/12/1943											
ischarge EDIS	12/12/1943		1133373455									
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eferral V26UCPN	12/12/1943		0255566015									
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		N										
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23456789												

#### Figure 7: SCI Store Home Page

# 3.2 Navigation links

A standard navigation toolbar has been implemented throughout the application. This can be found at the top of each page as shown in Figure 8. Each element of this toolbar is described in more detail below.



#### Figure 8: Navigation links

- **My Settings**: Takes the user to the "Manage My Information" section of the application (figure 8 point 1). This is where the user can setup specific home page customisation, change their password and maintain user questions. This is described in more detail in section 8.
- About Store: Displays details related to the current version of SCI Store that the user is logged in to (figure 8 point 2). This is described in more detail in section 9.
- Log Out: Logs the user out of the SCI Store application (figure 8 point 3). For more information see section 2.7.
- Home: Returns the user to the SCI Store Homepage (figure 8 point 4).
- **Find Patient**: Opens the Find Patient Search Screen (figure 8 point 5). See section 4.2 for more information.
- **Find Result**: Opens the Find Result Search Screen (figure 8 point 6). See section 4.3 for more information.
- **Find Document**: Opens the Find Document Search Screen (figure 8 point 7). See section 4.4 for more information.
- **Patient ID Search**: Focus on the Homepage defaults to this element which allows the user to do a quick search for a patient based on any of their ids (figure 8 point 8). The user should:
  - $\Rightarrow$  Enter the patient id into the Patient Id field.
  - $\Rightarrow$  Click on the Go button.
  - ⇒ The Find Patient page will be opened displaying a list of patients matching the search criteria. See section 4.2 for more information on the Find Patient page.
- **Breadcrumb Navigation**: Allows a user to quickly access any of the pages that were previously visited to reach the page they are currently on (figure 8 point 9). For example by clicking on Find Patient (as shown in Figure X) the user would be taken back to their original Find Patient search criteria and associated results.

#### 3.3 Recently Viewed tab

The *Home Page* displays a summary of recent activity performed by the logged in user. By clicking on the Recently Viewed tab the user can view a list of recently viewed Patients, Results and Documents. These are explained in more detail in the following sections.

The appearance of the recently viewed sections is maintained in the User Customisation section of the application. See section 8.1 for more details.

#### 3.3.1 Patients tab

From the Recently Viewed tab, clicking on the Patients tab will display a list of recently viewed patients for a user from both local and remote SCI Stores.

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Home		🟠 🔻 🔝 🕆 🖃 🖶 🕈 Page 🗸 Safety 🕶 Tools 🔹	• 🕡 • 🐼 👋
SCI Store Paisley		My Settings About Store	e Log Out
Home Find Patient Find Result Fi	nd Document Find Treatment Log	Patient ID:	Go
Home		User: andrev	w1 on PJSSCI6
Recently Viewed Recently Created Recent	ly Requested My Favourites		
Patients Results Documents			
5 Records Returned			
Source Name	DOB Sex CHI		
	01/07/1972 M 0107724316		
Local James Dell	15/09/1972 M 1234567890		
Local XML NewDiscipline	10/04/1959 M 204597676 21/06/1955 - 2052555		
Local Austin HealyConsentNotGiven	21/06/1955 <b>2</b> 052555 20/02/1973 F 2002735425		
Local MANDATORY FIELD	20/02/19/3 F 2002/35425		

Figure 9: Home Page, Recently Viewed Patients

The Source field highlights to the user the SCI Store the patient was viewed on for example the Local SCI Store or the name of a Remote SCI Store (Figure 9 point 1).

To view additional details for any of the recently viewed patients the user should click anywhere on the relevant patient (figure 9 point 2) to be taken directly to the Patient Details page. (The Patient Details page is explained in more detail in section 5.)

# 3.3.2 Results tab

From the Recently Viewed tab, clicking on the Results tab will display a list of recently viewed results for a user from both local and remote SCI Stores.

The Source field highlights to the user the SCI Store the patient was viewed on for example the Local SCI Store or the name of a Remote SCI Store (see Figure 10 below).

To view additional details relating to a patient, you should click on the Name of the relevant patient, which will take you to the Patient Details screen (see section 5 for further details.)

To view additional details relating to an individual result, you should click anywhere on the relevant row (excluding the name field) to be taken to the Result Details page (see section 6 for further details.) Note: The red flag icon signifies abnormal results and a 'greyed out' flag signifies results which have not been flagged as abnormal.

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ome F	ind Patient Find R			eatment Log					ent ID:	Go
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	David Preece David Preece	12/06/2002 12/06/2002	Haemolytic Index LIPIDS		R,02.0087145.Y R,02.0087145.Y	*				
Local				3639462333						
Local Local	David Preece	12/06/2002	LIPIDS	3639462333 1912004216	R,02.0087145.Y	*				
Local Local Local	David Preece Richard Willis	12/06/2002 13/02/2008	LIPIDS BLOOD CULTURE	3639462333 1912004216	R,02.0087145.Y H65.78801K H65.78801K	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
Local Local Local Local	David Preece Richard Willis Richard Willis	12/06/2002 13/02/2008 13/02/2008	LIPIDS BLOOD CULTURE BLOOD FILM	3639462333 1912004216 1912004216 1812433131	R,02.0087145.Y H65.78801K H65.78801K	14 14 14				
Local Local Local Local Local	David Preece Richard Willis Richard Willis Keith Richards	12/06/2002 13/02/2008 13/02/2008 13/02/2007 12/06/2002	LIPIDS BLOOD CULTURE BLOOD FILM Radiology	3639462333 1912004216 1912004216 1812433131 7533325111	R,02.0087145.Y H65.78801K H65.78801K J78865G	144 144 144 144				
Local Local Local Local Local Local Local	David Preece Richard Willis Richard Willis Keith Richards John Brown Andrew UCPNTest	12/06/2002 13/02/2008 13/02/2008 13/02/2007 12/06/2002 13/03/2008	LIPIDS BLOOD CULTURE BLOOD FILM Radiology FBC BLOOD FILM	3639462333 1912004216 1912004216 1812433131 7533325111 1205809876	R,02.0087145.Y H65.78801K H65.78801K J78865G R,02.0083024.M ResultUCPN2	144 144 144				
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Figure 10: Click on Patient Name to go to Patient Details page

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🚖 Favorite	es 🛛 👍 🌃 Free Ho	itmail 🔏 Suggest	ed Sites 👻 🙋 Web Si	ice Gallery 👻 🥭	ATOS Origin MetaFram	ie XP 🧧	) Citrix IP 🥫 Golf	Club competitions s	ite 🧔 EP Atos	Origin Portal
Home						1	• 🔊 - 🗈	🖶 🝷 Page 🗸	Safety - Too	ls • 🔞 • 🔞
- SCT	Store Paisley	,						My Settings	About Store	E Log Out
-										
lome F	Find Patient Find R			eatment Log					ent ID:	Go
ome	Con	figuration	Exceptions Mgmt	Security	Maintenance	Reportin	ng General	Notifications		in on PJSSCI
Patients	Results Docume	ents								
10 Recor	rds Returned									
Source	Name	Sample Date	Investigation	СНІ	Report Identifier					
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Local Local Local Local Local Local Local	David Preece David Preece Richard Willis Richard Willis Keith Richards John Brown Andrew UCPNTest	12/06/2002 12/06/2002 13/02/2008 13/02/2008 13/02/2007 12/06/2002 13/03/2008	Haemolytic Index LIPIDS BLOOD CULTURE BLOOD FILM Radiology FBC BLOOD FILM	3639462333 3639462333 1912004216 1912004216 1812433131 7533325111 1205809876	R,02.0087145.Y R,02.0087145.Y H65.78801K H65.78801K J78865G R,02.0083024.M ResultUCPN2	14 14 14 14 14 14 14 14 14 14 14 14 14 1				
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Figure 11: Click anywhere on the row (excluding name field) to go to Result Details page

#### 3.3.3 Documents

From the Recently Viewed tab by clicking on the Documents tab the user will see a list of their recently viewed documents.

To view additional details relating to a patient, you should click on the Name of the relevant patient, which will take you to the Patient Details screen (see section 5 for further details.)

To view the actual document, you should click anywhere in the relevant row (excluding the name field) to be taken to the View Document screen. Depending on your browser settings, this will give you the option to open the document within your current web browser or save the document to another location. (See section 7.14 for further details)

To view additional details relating to an individual document, you should click on the 'Info' icon to be taken to the Document Information page (see section 7 for further details.)

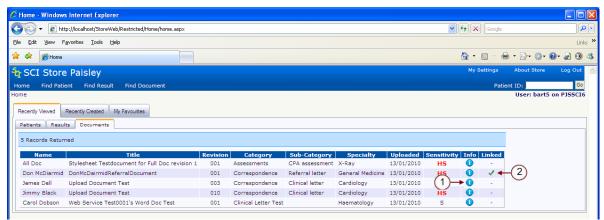


Figure 12: Recently Viewed Documents

If the document has been retired then the 'Info' icon will be replaced by the text 'Retired' and clicking anywhere in the row (excluding the name field) will take you to the Document Information screen

If the document is linked to other documents, a tick will be displayed in the linked field (figure 12 point 2). Clicking on the tick takes you to the Linked Documents page. (See section 7.2 for further details)

#### 3.4 Recently Created

By clicking on the Recently Created tab the user can view a list of Patients, Results and Documents that have recently been created on the system. These are explained in more detail in the following sections.

#### 3.4.1 Patients

From the Recently Created tab by clicking on the Patients tab the user will see a list of patients recently created on the local SCI Store.

To view additional details for any of the recently viewed patients the user should click anywhere on the relevant patient to be taken directly to the Patient Details page. (The Patient Details page is explained in more detail in section 5.)

# 3.4.2 Results

From the Recently Created tab by clicking on the Results tab the user will see a list of recently created results.

To view additional details relating to a patient, you should click on the Name of the relevant patient, which will take you to the Patient Details screen (see section 5 for further details.)

To view additional details relating to an individual result, you should click anywhere on the relevant row (excluding the name field) to be taken to the Result Details page (see section 6 for further details.)

Note: Results that are highlighted in Red indicate a result that contains an abnormal result.

# 3.4.3 Documents

From the Recently Created tab by clicking on the Documents tab the user will see a list of recently created documents.

To view additional details relating to a patient, you should click on the Name of the relevant patient, which will take you to the Patient Details screen (see section 5 for further details.)

To view the document itself, you should click anywhere on the relevant row (excluding the name field) to be taken to the View Document page (see section 7 for further details).

To view additional details relating to an individual document you should click on the 'Info' (1) icon for the relevant row to be taken to the Document Information page (see section 7 for further details).

If the document has been retired, the 'Info' icon will be replaced by the text 'Retired' and clicking anywhere on that particular row (excluding the name field) will ta

If the document is linked to other documents, a tick will be displayed in the linked field. Clicking on the tick takes you to the Linked Documents page. (See section 7.2 for further details)

# 3.5 Recently Requested

# 3.5.1 Overview

The Recently Requested section allows users to view Recently Requested Results from a pre-defined group of Health Care Professionals (Requestor Group)

# 3.5.2 Recently Requested Results

The Recently Requested Results tab allows users to view a list of results that have been requested by one of a user-defined group of healthcare professionals.

These User Requestor Groups must be set up before this functionality can be used. To find out how to set up these User Requestor Groups please see **section 8.5** of this guide.

The Recently Requested Results tab displays a list of results along with a filter. The filter contains a drop down to the Requestor Group (figure 13 point 1) and date pickers to select Date From (figure 13 point 2) and Date To (figure 13 point 3) range. When the tab is first clicked the Group will default to the group of type "Personal" if available, while the Date To will default to today's date and Date From will default to today – 7 days. This can be seen below.

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Figure 13: Recently Requested Results

In the Results Row, clicking on the Name column will navigate to the Patient Details screen. Clicking elsewhere on the row will navigate to the Result Details page.

**NB:** Results in this grid are displayed Ungrouped/Grouped by Result Set, which will override the default Results Display system setting when clicking through to the result or patient details pages.

The Results Grid shows two "Viewed By" indicators – one to indicate if the currently logged in user has viewed the **most recent version** of the result (figure 13, point 4) and one to indicate if the most recent version of the result has been viewed by any other user (figure 13, point 5).

If another user has viewed the result the Other User column will be populated with a "Y" hyperlink. Clicking on this hyperlink will display audit information for that result (figure 14)

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Figure 14: Recently Requested Results Audit Information

#### 3.6 My Favourites

#### 3.6.1 Overview

The My Favourites section of the system allows the user to view their own:

- List of Saved Patient Searches (My Searches)
- Patient Lists (My patients)

#### 3.6.2 My Searches

A search initiated from *Find Patient* can be saved for later use, (see section 4.2.9.)

Access to Saved Searches is from the My Searches tab on the Home Page.

To run a *Saved Search*, select a row in the *My Searches* tab (figure 15, point 1). This will re-run the patient search on the *Find Patient* screen and display the search results.

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Recently Viewed Recently Created	Recently Requested My Favourites	Administration				
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Figure 15: My Searches

To remove any searches that are no longer required the user should click on the "Remove" button on the grid (figure 15, point 2). The user will be asked to confirm "Are you sure you want to delete this record from list?" The user should select "OK" to remove the search or "Cancel" to undo the remove.

#### 3.6.3 My Patients

From both the Find Patient and Patient Details screen a user is given the option to add a Patient to their "My Patients List". Once a patient has been added to this list the only way a user can access it is via the home page on the "My Patients" tab which can be seen in Figure 16.

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Figure 16: My Patients

The Source field (figure 16, point 1) allows the user to determine whether a patient in their list is from either the Local or the Remote SCI Store.

To view additional details relating to a patient, the user should click anywhere on the relevant row (except on the Delete button). The Patient Details screen will be opened (see section 5 for further details.)

To remove any patients that are no longer required the user should click on the Remove button on the grid (figure 16, point 2). At this point they will be asked to confirm "Are you sure you want to delete this patient from the list?" The user should select OK to remove the patient from this list or Cancel to undo the remove.

# 4 Search forms

# 4.1 Overview

Three main search forms exist in the system to allow users to search for Patients, Results and Documents. These forms can be accessed from the Navigation Menu at the top of each screen and are identified as Find Patient, Find Result and Find Document. Each area is described in more detail later in this section.

# 4.2 Navigation

Each search form has a common Navigation element which is described below.

Once a search has been carried out if the number of results returned is greater than 20 the results grid will automatically limit the page to hold only 20 records per page (figure 17, point 1). The results will be split over multiple pages which the user can navigate around using the grid navigation appearing at both the top and bottom of the grid (figure 17, point 2). To navigate between pages the user should click on the relevant page number to view the results for that page.

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			Alison Black	7830135222	R,02.0083024.M	Haematology	18/02/2011 22:05:51	Blood	12/06/2002 00:00:00	FBC	12:30:00 11/06/2002 12:30:00		*
			Alan Brown	3112198012	R,02.0083024.M	Haematology	19/02/2011	Blood	12/06/2002	FBC	11/06/2002		*
			123456789 (	2			02:53:44		00:00:00		12:30:00		

Figure 17: Search Form Navigation

To change the number of rows displayed per page the user may select a different value from the "Records Per Page" dropdown list (figure 17, point 1). This will increase / decrease the number of results displayed on a page. The user also has the option to view all results returned by clicking on the "View All" button.

To hide the search section of the page and expand the results returned across the full page the user should click on the arrow highlighted by figure 17, point 3.

# 4.3 Find Patient

#### 4.3.1 Overview

Selecting Find Patient displays a screen allowing users to search for Patients in the SCI Store System.

At least one search criteria must be selected for a successful search to be carried out. Once the search criteria have been entered the user should click on the Search button (figure 18, point 1) to carry out the search.

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Figure 18: Find Patient Screen

A successful search will display the results to the right of the search fields in a grid (figure 18, point 3).

To view additional details for an individual patient, the user should click anywhere on the relevant patient row to be taken to the Patient Details screen.

An unsuccessful search will display the message "No Data To Display" in the navigation bar (figure 18, point 2).

To reset the search screen the user should click on the **Clear button** (figure 18, point 1). This will reset the current search criteria, results and any error messages that may have occurred.

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Postcode	
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#### Figure 19: Find Patient Error Messages

If any errors occur during a search an error message will appear at the top left of the screen (figure 19, point 1).

The search criteria can be split into two categories:

- Basic Search
- Advanced Search

#### 4.3.2 Basic Search

- Fill in at least one of the criteria Surname, Forename, Date of Birth, Postcode and Identifier.
- If searching on Date of Birth the date can either be typed into the search field or by clicking on the arrow in the field. A calendar control will appear which will allow the user to select the date, month and year for the Date of Birth.
- If needed select whether the search should be "Equals", "Begins" or "Contains" for each of the criteria entered in the previous step.
- Ensure that at least one "Available Data Source" has been selected see section 4.2.3 for more details.
- Click on the search button to carry out a patient search.

#### 4.3.3 Advanced Search

To view Advanced Search Options click on the chevrons (figure 20, point 1). When not expanded the chevrons point downwards, when expanded they point upwards.

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Figure 20: Find Patient, Advanced Search

To search on GP, GP Practice, Consultant, Ward, Hospital, Investigation or Test, the user should enter some criteria into the relevant search field and then click on the Search button to the right of the field (figure 20, point 2).

A pop up box will appear. The user should select the appropriate row from the pop up box by double clicking on the row. This will fill the search box with the appropriate search criteria.

To close the pop up box without selecting any criteria the user should select click on the Close button.

To clear the search criteria the user should click on the clear button (figure 20, point 3).

To search on Discipline the user should click on the select button (figure 20, point 4). A pop up box will appear with a list of disciplines. The user should select at least one discipline from the list and then click on the close button. If only one discipline has

been selected it will appear in the search box. If more than one has been selected the search box will read "Multiple items selected..."

The "Results Between" search criteria works in a similar manner to the Date of Birth search. (See section 4.2.1, Date of Birth search).

The UCPN (Unique Care Pathway Number) will search the list of UCPN values against a patient. UCPNs can be attached to Results, Documents and Treatment Log entries.

To include anonymous patients in a patient search, search criteria should be completed as normal and the "Show Anonymous Patients" checkbox should be checked (Figure 20 point 6). This will return both anonymous and non-anonymous patients matching the search criteria.

[Note: Users must be setup with permissions to view anonymous patients. Please contact your systems administrator if you require to view this type of patient].

[Note: Advanced Search options apply to local searches only].

# 4.4 Available Data Sources

#### 4.4.1 Overview

This area of the screen allows the user to define the data source the search should be carried out on. By default all users should have access to search their Local SCI Store. In addition to this users may have permission to search Remote data sources for example other Health boards SCI Stores.

To include a data source in your search ensure the appropriate checkbox is ticked (more than one can be checked if required) (figure 20 point 7). If you require access to other remote SCI Stores please contact your SCI Store Systems Administrator.

Once a search has been carried out the number of records returned from each data source will be displayed next to each of the available data sources that have been selected. An error may appear next to a data source if a problem occurs whilst searching. Contact your systems administrator for more information.

# 4.4.2 Searching Remote Data Sources

If a remote data source has been selected from "Available Data Sources" only a Basic Search can be carried out.

The minimum search criteria required to carry out a remote data source search are:

- Identifier; or
- Surname and Date of Birth

If the minimum criteria are not met an error message will appear.

# 4.4.3 Searching a CHI Remote Data Source

If CHI has been selected as a remote data source, only a Basic Search can be carried out.

There are 3 types of CHI Search allowed. The mandatory criteria for one of these searches needs to be met before the search will be invoked. The mandatory fields for these searches are detailed below:

#### Patient Extract

• Identifier (i.e. CHI Number) and a comparator of "equals"

Date of Birth Search

• Date of Birth

#### Name Search

- Surname and a comparator of "equals"
- Sex (Male or Female)
- Forename and a comparator of "equals" or "begins"

#### 4.4.4 Sorting Results

Clicking on a column header (title) will sort the results by the header in ascending/descending order (figure 18, point 4). Clicking the search button will return the results to the order in which they first appeared.

#### 4.4.5 Patient Actions

Once a search has been completed successfully a "Patient Actions" (figure 18, point 5) dropdown list will appear. The patient actions currently available are:

- Print Patient List (Local SCI Store only)
- Print Patient Labels (Local SCI Store only)
- Add To My Patients
- Add to My Searches

Below is a further explanation of each of these functions:

#### 4.4.6 Print Patient List

This allows a user to print off a list of patients:

- Select all patients returned by the search by selecting the checkbox in the Header column of the results grid. This will check all patients. OR
- Select individual patients on various pages of the grid by checking the boxes on individual rows.
- Select "Print Patient List" from the "Patient Action" dropdown list and then click on the Go button.
- A pop up box will appear asking to "Provide a title for the report", here a title should be entered that you would like to appear on the report and then click on the Confirm button. Alternatively clicking on the Cancel button will stop the list being printed at this point.
- A printable list will appear which can be printed by pressing the Print button. This will bring up the standard printer dialogue box for you to print the report.

Alternatively you can click on the Return button to take you back to the Find Patient search screen.

Note: If no patients are selected an error message will appear.

#### 4.4.7 Print Patient Labels

This allows a user to print off a list of Patient labels using the LabelTrace software supplied by QuickTrace ltd. on specialised label printers.

- Select all patients returned by the search by selecting the checkbox in the Header column of the results grid. This will check all patients. OR
- Select individual patients on various pages of the grid by checking the boxes on individual rows
- Select the "Print Patient Labels" from the "Patient Action" dropdown list and then click the "Go" button
- A popup box will appear requesting confirmation of the action you are about to carry out. Click "Proceed" to print out the label(s) on your specialised label printer or click "Cancel" to cancel the print operation.

Note: If no patients are selected an error message will appear.

#### 4.4.8 Add To My Patients

This allows a user to collate a list of their patients. This list can be accessed via the Home Page, see section 3.4.2 for more details.

- Select all patients returned by the search by selecting the checkbox in the Header column of the results grid. This will check all patients. OR
- Select individual patients on various pages of the grid by checking the boxes on individual rows.
- Select "Add To My Patients" from the "Patient Action" dropdown list and then click on the Go button. Selected Patients will be added to your list. A message will appear telling you how many patients have been successfully added to your patient list.
- The "My Patient List" can contain a maximum of 50 patients. If more than 50 patients are added to the list an error message will occur.
- If a patient already exists on the My Patient List a message will occur to let you know that one or more patients may already exist on the patient list.

Note: If no patients are selected an error message will appear.

# 4.4.9 Add To My Searches

This allows a user to save their current search for re-use at a later date. Saved searches can be accessed via the Home Page, see section 3.4.1 for more details.

Once a search has been carried out and results have been returned:

- Select "Add To My Searches" from the "Patient Action" dropdown list and then click on the Go button.
- A pop up box will appear asking to "Choose a name to identify this saved search", here a meaningful name should be entered to allow you to identify the search at a later date. Then click on the Save button. Alternatively clicking on the Cancel button will stop the search being saved at this point.

#### 4.4.10 Flag Duplicate Patients

This allows users with the appropriate permission to report suspected duplicate patients to a SCI Store administrator for review.

To flag patients as duplicates

- Perform a Find Patient search
- Select the suspected duplicate patients using the checkboxes on the right of the search results (highlighted by point 1 in the following diagram).
- Select the Flag Duplicate Patients action from the actions dropdown list (point 2, in the following diagram). Click on the Go button. A Confirm Duplicate Patients popup box will appear.

🧭 Find Pati	ent - Wind	ows Internet	t Explorer								- 6
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Local 4-1	_			0308197402	Telepath Test0100	03/08/1974	М	318 Maryhill Road Maryhill Glasgow		G99 9NH	

The **Confirm Duplicate Patients** popup box (diagram below) displays a list of patients to be flagged as duplicates (point 1, below).

	Manuatory ner			u must supply a value for these fields. $\leftarrow 4$
CHI	Name	DOB	Sex	Address
9429464529	James Test	09/01/1965	M	54 Maryhill Road Maryhill Glasgow Scotland
9181194645	James Test	09/01/1954	M	55 Maryhill Road Maryhill Glasgow Scotland (1)
9990004645	Jimmy Test	09/01/1954	M	56 Maryhill Road Maryhill Glasgow Scotland
		C	9	

To flag duplicates a **reason** must be entered in the space provided (point 2 above) and then the **Process** button (point 3 above) should be clicked. If no reason is

entered before clicking the Process button an error message will be displayed (point 4 above).

To cancel the flagging of duplicate patients the 🖾 icon on the popup box should be clicked.

# 4.5 Find Result

This provides the user with a facility to search for results held in the SCI Store. The search criteria are entered in the same way as they are in the Find Patient screen (please see sections 4.2.1 and 4.2.2 for more details). To perform a search, enter the required criteria and click the Search button (figure 21, point 1).

If a search field is mandatory a red asterisks will appear to the right of the field label (Figure 21, point 2).

When search results are returned, test results are returned and not patient records.

When the results are returned the options are available:

- A result can be clicked on and its details will be displayed in the Results Details page (see section 6 for more details.)
- A note can be added (figure 21, point 3) to the result by clicking the "Add Note" icon (see section 6.2.4 for more details.)

ie       Edit View       Favorites       Iools       Help         ie       Favorites       Iools       Help       Iools       Help         ie       Favorites       Iools       Help       Iools       Help         ie       Free Hotmail       Iools       Suggested Stes       Iools       Help         Find Result       Iools       Iools       Iools       Help       Iools       Iools <th>Ele       Ede       Yew Favorites       Tools       Help         Favorites       Suggested Sites •       Web Site Galery •       ATOS Origin MetaFrame XP        Chrix IP       Golf C         Find Result       Suggested Sites •       Web Site Galery •       ATOS Origin MetaFrame XP        Chrix IP       Golf C         Find Result       Suggested Sites •       Web Site Galery •       ATOS Origin MetaFrame XP        Chrix IP       Golf C         Home       Find Patient       Find Result       Configuration       Exceptions Mgmt       Security       Maintenance       Reporting         Home &gt; Find Result       Search       Otear       G       G       G</th> <th>Club competitions site 🔷 EP Atos Origin Portal</th> <th>About Store Log</th> <th>g Out</th>	Ele       Ede       Yew Favorites       Tools       Help         Favorites       Suggested Sites •       Web Site Galery •       ATOS Origin MetaFrame XP        Chrix IP       Golf C         Find Result       Suggested Sites •       Web Site Galery •       ATOS Origin MetaFrame XP        Chrix IP       Golf C         Find Result       Suggested Sites •       Web Site Galery •       ATOS Origin MetaFrame XP        Chrix IP       Golf C         Home       Find Patient       Find Result       Configuration       Exceptions Mgmt       Security       Maintenance       Reporting         Home > Find Result       Search       Otear       G       G       G	Club competitions site 🔷 EP Atos Origin Portal	About Store Log	g Out
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Figure 21: Find Results

# 4.6 Find Document

This screen allows a user to search for any documents (both current and historical), such as clinical letters in the SCI Store.

Generally search criteria are entered in the same way as they are in the other search screens (please see sections 4.2.1 and 4.2.2 for more details.)

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Figure 22: Find Document Screen

To perform a valid search:

- A Category must be selected from the Category dropdown list (Figure 22, point 2). Once a Category has been selected a Sub category may be selected (Figure 22, point 3) OR
- A Category must be selected from the Non-Standard Category dropdown list (Figure 22, point 5.) To enable this list the Use Non-Standard List checkbox must be checked. (Figure 22, point 4)

To view only historical documents click on the History checkbox (Figure 22, point 6.)

Once the relevant criteria have been entered click the Search button (Figure 22, point 1)

Documents that are of a highly sensitive nature are flagged with a Sensitivity rating of "HS" which is highlighted in red (Figure 22, point 7).

When the documents are returned a number of options are available:

- The document information can be viewed by clicking the 'Info' (1) icon link (Figure 22, point 8)
- A note can be added to the document by clicking the Add Note icon (Figure 22, points 9 and 10, see section 7.1.5 for more details). If notes already exist for a document the notes icon will appear as an open notebook as highlighted in Point 9 in Figure 22.
- View additional Patient Details by clicking on the Name field (Figure 22, point 11)
- If the document is linked to other documents, a tick will be displayed in the linked field. Clicking on the tick takes you to the Linked Documents page. (Figure 22, point 12) (See section 7.2 for further details)
- The document itself can be viewed by clicking on any of the fields not mentioned above (the entire row will be highlighted).
- Users are able search remote data sources for Documents (Figure 22, point 13). When a user selects to search a remote data source the History and UCPN search fields will be disabled.

# 5 Patient Details

# 5.1 Overview

The Patient Details screen contains a general overview of the current patient, including Results, Documents, Demographics (Names, Addresses and Telecoms), ADT's, IDs and Audit History.

When viewing a patient from a remote data source, the Patient Details screen contains an overview including Results, Documents and IDs.

General patient details such as Patient Name, CHI and Date of Birth are displayed at the top of the screen (see Figure 26, Point 1.)

# 5.2 Navigation

The Patient Details screen has its own Navigation toolbar, which is described below.

The toolbar can be seen in Figure 25. Icons appearing in this toolbar may vary depending on individual user permissions and the status of the patient. Following is a description of each of the points highlighted in the toolbar.

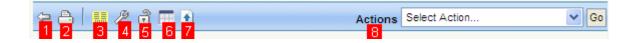


Figure 25: Patient Details Navigation

- 1. **Return to Home Icon**: Will return the user to the Home Page.
- 2. **Printer Friendly Icon:** Displays a printer friendly version of the tab the user is currently looking at. See section 5.10.7 for more details
- 3. **Print Label Icon :** Displays the LabelTrace print dialog for printing Patient Labels. See section 5.10.6 for details on printing labels
- 4. **Maintain Patient Icon:** *stuff to be included*
- 5. **Breakglass Icon:** Navigates to the Breakglass screen. This allows existing patient consent to be overridden to allow the current user to view additional information for the patient. See section 5.10.2 for more details.
- 6. **Cumulative Report Icon:** Selecting "Cumulative Report" from the dropdown list will display the results for a patient based on the system settings relating to the number of report days and the default report view. See section 5.10.3 for more details.
- 7. **Manual Document Upload Icon**: Selecting 'Manual Document Upload' from the dropdown list will display the Manual Document Upload screen. See section 5.10.4 for details.
- 8. **Actions dropdown menu.** Perform actions on selected items in the search results grid

# 5.3 Results Tab

This tab displays any results that are associated with a patient. The results are colour coded based on Discipline. When the page is first loaded the display of the results is determined by the "ResultDisplay" System Setting. Results will either be:

- Grouped By Report; or
- Ungrouped By Report

#### 5.3.1 Display Mode

The user can change the current Display Mode by switching between modes as shown in Figure 26, Point 2.

C Patient Details - Windo	ws Internet Explore	26					
		ed/Patient/PatientDetails.asp	x?&ClassIdx=151			🔄 🗙 🛃 Google	
		ayr adon yr adon abodaibras,					
	es <u>T</u> ools <u>H</u> elp						i x
🚖 Favorites 🛛 🚖 📶 F	ree Hotmail 🛛 🏉 Sugges	ted Sites 🔻 🙋 Web Slice (	Sallery 🔻 🙋 ATO	95 Origin MetaFrame XP 🙋 C	itrix IP 🤌 Golf Club competi	tions site 🦽 EP Atos Origin Porta	al
🖉 Patient Details					🟠 •	🔊 - 🖃 🖶 - Page -	Safety + Tools + 🕢 + 🔇 👋
SCI Store Pai	sley					My Settings	About Store Log Out
Home Find Patient	Find Result Find [	Document Find Treat	ment Log			Patier	nt ID: Go
	Configu	ration Exception	s Mgmt Sec	curity Maintenance	Reporting General	Notifications	
Home > Patient Details							User: admin on PJSSCI6
⇔ ≙   ∥ ∄ ■						Actions Sele	ect Action 💌
Patient Patient Name Andrew UCPNTest	осні 1205809876	Date Of Birth 12/05/1980	Age 30 HOR	GP N, CHRISTOPHER	GP Practice DUNBAR MEDICAL CEN	Consultant	Ward/Location
Results Documents De Filter By- Discipline	emographics ADTs Select UCPN	IDs Audit Tree View Select All	Treatment Log		visplay Mode 2 roup By Report • Ungro	up By Report C	
3 Records Returned							
Report Id D	iscipline	Processed At	Sample	Sample Collected	Investigation	Date Reported	Notes
ResultUCPN1 Ha	ematology 18	3/02/2011 20:38:54		13/02/2006 13:45:00	FBC & Lipids	22/06/2008 14:45:00	4) 🗉 🔳 🌾 (7)
ResultUCPN2 Ha	ematology 18	3/02/2011 20:38:54	Blood Film	13/03/2008 14:45:00	BLOOD FILM	25/06/2008 14:45:00	
ResultUCPN2 Ha	ematology 18	3/02/2011 20:38:54	Blood	13/08/2008 13:45:00	FBC & Lipids	25/06/2008 14:45:00	* 1
— Last 3 users to acce	se this nationt						5
Name	System	Location	Tim				
WS Unit Test S	tore60Test	Unit Test	18/02/2011 2	3:49:51 (6)			
	nitTestApp		18/02/2011 2				
WS Unit Test U	nitTestApp		18/02/2011 2	3:41:26			~
						Scal intranet	🖓 • 🔍 100% • 💡

Figure 26: Patient Details, Results

# 5.3.2 Results Filtering

Results may be filtered using the "Filter By" criteria (point in Figure 26, Point 3).

These are explained in more detail below:

- Discipline: Allows the user to filter on the result discipline. Only disciplines relevant to the current patient results will be displayed in the selection list. For more details on selecting a discipline see section 4.2.2.
- Processed Range: Allows the user to filter on results that have been entered into the store within the last 1, 7, 14 or 30 days. Users can also select to view all results

- The default value for this is controlled by a system setting, which can be overridden by the user under the My Settings menu option
- UCPN (Unique Care Pathway Number): Allows the user to select a UCPN number to filter on. Several results can be entered under one UCPN number. To view all result the "Select All" option should be selected.

Once the filters have been selected, click on the Go button to see a filtered view of the results.

To remove the filter, unselect any Disciplines that have been selected and clear the "Processed in the Last" textbox and click on the Go button again.

When the results are returned the options available are:

- A result can be clicked on and its details will be displayed (see Section 6 for more details).
- A note can be added to the result by clicking the Add Note icon (see section 6.2.4 for more details) (figure 26, point 5)
- View the Cumulative Reporting page by clicking on the Cumulative Reporting icon. (see section 5.8.3 for more details) (Figure 26, point 5).

# 5.3.3 Last User to Access Patient/Result/Document

Last user to access patient/result/document panel is a list of the last users accessing a patient record, result or document (see Figure 26, Point 6 and Figure 27, Point 5). This audit view shows the following user related details:

- Name
- System
- Location
- Time

The information is visible on the:

- Patient details view
- Result details view
- Document details view.

The list includes distinct users only with their latest access. The list does not include the current user that is logged in.

When a user views a Local Patient/Result/Document the last user accesses section will be displayed and will contain details of both local and remote accesses.

When a user views a Remote Patient/Result/Document the last user accesses section will not be displayed.

# 5.3.4 Normalcy Indicator

The Normalcy indicator flag (see Figure 26, Point 7) displays whether a sample (when grouped) or result set (ungrouped) contains a test result that has been found to be abnormal. The flag will appear red when an abnormal result is present and grey when no abnormal results are present.

For more information on what constitutes an abnormal result please see Appendix A

# 5.4 Documents Tab

This screen lists the documents that are associated with the current patient.

#### 5.4.1 Document Filtering

Documents may be filtered using the "Filter By" criteria (figure 27, point 1). These are explained in more detail below:

- Category: Allows the user to filter by document Category. The default is "All Categories"
- Sub Category: Allows the user to filter by Sub Category, this can only be selected once an appropriate Category has been selected.
- UCPN (Unique Care Pathway Number): Allows the user to filter by UCPN. Several documents can be entered into Store with the same UCPN, or the UCPN could be unique to one document.
- Processed Range: Allows the user to filter on results that have been entered into the store within the last 1, 7, 14 or 30 days. Users can also select to view all results
  - The default value for this is controlled by a system setting, which can be overridden by the user under the My Settings menu option
- Search History: If this field is checked, allows the user to view only historic versions of the document. If the field is unchecked only current revisions of the document will be displayed.

Once the filters have been selected, click on the **Go** button to see a filtered view of the results.

🖉 Patient Details - Windows Internet Explo	rer					(	
🕒 🗢 🕖 🕈 🖉 http://localhost/StoreWeb/Restric	ted/Patient/PatientDetails.aspx?&Cla	assIdx=149	<b>v</b> 🗟	😽 🗙 🦉 Live	Search		<b>P</b> -
<u>File E</u> dit <u>Vi</u> ew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp							
🚖 Favorites 🛛 👍 🏉 Suggested Sites 🝷 🖉 Free	e Hotmail 🙋 Web Slice Gallery 🔻						
🏉 Patient Details				👌 • 🔊 • 🖬	🗄 🖷 🝷 <u>P</u> age 🕶	Safety - Tools	• 🕡 • ×
SCI Store Paisley					My Settings A	bout Store	Log Out
-	Document Find Treatment	Loa			Patient ID:		Go
Configurat		Security Mainten	ance Reporting	General Notif	ications		
Home > Patient Details					U	ser: admin on	PJSSCI6
⇔ 👌   ⊅ 👌 🗖					Actions Select	Action	~
Patient Name     CHI       Andrew UCPNTest     1205809876       Results     Documents     Demographics     ADTs       Filter By     1     Category     All Categories.     S       3 Records Returned     S     S     S	Date Of Birth 12/05/1980         Age 30           IDs         Audt         Tree View         Tr           Sub Category	GP HORN, CHRISTOPHER eatment Log	GP Pra DUNBAR MEDI Hect All		Consultant	Ward/Loca	4
Title Rev. Catego			Action Date		Last Accessed		Linked
UCPN Test 3 001 Clinical Notes / Multie UCPN Test 2 001 Clinical Notes / Multie		20/04/2004 15:35:00 20/04/2004 15:35:00	15/11/2010 21:46:24 15/11/2010 21:46:23				-
UCPN Test 1 001 Clinical Notes / Multi UCPN Test 1 001 Clinical Notes / Multi		20/04/2004 15:35:00	15/11/2010 21:46:23				
Last 3 users to access this patient Name System WS Unit Test Store60Test WS Unit Test UnitTestApp WS Unit Test UnitTestApp	16/11/2	<b>Time</b> 2010 00:26:32 2010 00:20:38 2010 00:17:58	)				
				See Loc	al intranet	- 🕼 🕶 🔍 10	00% -

Figure 27: Patient Details, Documents

To remove the filter, **unselect** any **Disciplines** that have been selected and **clear** the **Processed in the Last** textbox and click on the **Go** button again.

A number of options are available from the documents grid:

- The document information page can be viewed by clicking the **'Info'** icon link (see section 7 for more details).
- A note can be added to the document by clicking the **Add Note** icon (figure 27, point 3) (see section 7.1.5 for more details)
- If the document is linked to other documents, a tick will be displayed in the linked field. Clicking on the tick takes you to the Linked Documents page. (figure 27, point 4) (See section 7.2 for further details)
- The document itself can be viewed by clicking on any of the fields not previously mentioned (the entire row will be highlighted).

# 5.5 Demographics Tab

The Demographics tab lists current and previous Name, Address and Telecoms details for the current patient. Click on the relevant tab to view details.

esults Documen	ts Demographics ADTs IDs Au	dit			
ames Addres	ses Telecoms				
2 Records Return	ed				
2 Records Return Title	ed Given Name	Middle Names	Family Name	Current	Current At
		Middle Names	Family Name Dobson	Current	Current At 28/03/2008 22:04:12

Figure 28: Patient Details, Demographics

The current Name, Address and Telecoms details are highlighted by a green tick in the Current column (see figure 28).

A Service Name column may also be displayed in this tab. This displays details of the service which supplied these demographic details.

This column will only be displayed if the "ShowServiceName" system setting and equivalent module permission have been assigned.

# 5.6 ADTs Tab

The ADT tab displays a list of all the Admission, Discharge and Transfer details for that particular patient in SCI Store.

# 5.7 IDs Tab

The ID tab displays a list of all ids for the current patient. The ID will be shown along with its type e.g. CHI, CRN etc.

# 5.8 Audit Tab

The Audit tab shows a record of which users have looked at the current patient and at what time.

# 5.9 Tree view Tab

This tab displays a combined view of any results and documents that are associated with a patient. The results are colour coded based on Discipline. When the page is loaded the display of the results is determined by the "ResultDisplay" System Setting. Results will either be:

- Grouped By Report OR
- Ungrouped By Report

Edit Yew Favorites Tools Help								
						<b>∆</b> • <b>□</b> ·	🖶 🔹 🔂 Bage 🔹	C Tool
						My Settings	About Store	Log Or
SCI Store Paisley								- 10
e Find Patient Find Result Find	Document Find on CH		figuration Exceptions Mgmt Securi	ity Maintenance Reporting General Notifications		Patient	1D:	
> Patient Details				The Michael Andre Indiana and Indiana		1	User: admin on	PJSS
3   🤊 👌 🗖						Actio	Select Action	×
tient Patient Name John Richardson	CHI 1107003768	Date Of 11/07/		GP Practice	Consultant KRUGER, RALPH	w	ard/Location	
uts Documents Demographics ADTe	IDs Audit Tree View							
lohn Richardson (22)		Туре	Category	Sub Category	Identifier	Date	Notes	Carrier and
Labs (6) Reports (2)		Report	Labs	Haematology	C,05.0011196.C	19/06/2002	0	
Administration (1)		Report	Labs	Pathology	E,07.0045609.E	12/07/2005	0	
Assessments (1)		Report	Labs	Microbiology	D,07.7651239.D	02/01/2006	E	
🖻 🧰 Care plans (1)		Report	Reports	ECG report	ECG6789	04/05/2007	0	199
🖪 🧰 Charts & forms (1)		Report	Labs	Biochemistry	B,01.6785543.A	15/11/2008	<b>•</b>	
🖪 🧰 Clinical Notes (1)		Report	Labs	Haematology	B.04.6644218.B	15/11/2008		-
Correspondence (1)		Document	Administration	Recall letter	Treeview Test 7	17/11/2008	0	
Intervention records (1) Medication (1)		Document	Assessments	CAF assessment	Treeview Test 2	17/11/2008	ŏ	
Medication (1)		Document	Care plans	Integrated Health & Social Care Plan	Treeview Test 9	17/11/2008	ŭ	
Miscellaneous (1) Notifications & legal documents (1)		Document	Charts & forms	Theatre Checklist	Treeview Test 11	17/11/2008	ŭ	
Patient held records (1)		Document	Clinical Notes	Multidisciplinary note	Treeview Test 1	17/11/2008	ō	
Patient preferences (1)		Document	Correspondence	A&E letter	Treeview Test 4	17/11/2008	0	
🖪 🧰 Requests (1)		Document	Intervention records	Interventional radiology record	Treeview Test 13	17/11/2008	ō	
Third party documents (1)		Document	Labs	Labs summary	Treeview Test 16	17/11/2008	ō	
		Document	Medication	Shared care agreement	Treeview Test 12	17/11/2008		
		Document	Miscellaneous	Other	Treeview Test 14	17/11/2008	0	
		Document	Notifications & legal documents	All notifications	Treeview Test 10	17/11/2008	ñ	
		Document	Patient held records	Patient held record	Treeview Test 15	17/11/2008	ŏ	
		Document	Patient preferences	Organ donor card	Treeview Test 8	17/11/2008	Ö	
		Document	Reports	Respiratory function report	Treeview Test 5	17/11/2008	ŭ	
		1 2			The them to as a	**!**!****		

#### Figure 29: Patient Details, Tree View

The Tree View tab comprises of two components.

On the left side of the tab is the Tree View control which allows navigation and filtering of the patients combined results and documents.

The combined records can be filtered by selecting the following nodes of the Tree View.

- All documents and results for all categories and sub categories (figure 30, point 1).
- All documents or results for the specific category chosen (figure 30, point 2).
- All documents or results for the sub category chosen within its specific category (figure 20, point 3).



Figure 30: Patient Details, Tree View Navigation

On the right side of the Tree View tab is the results grid. This allows the following actions to be selected for individual documents or results or for the combined results.

- Sort the combined results by clicking the required heading (figure 31, point 1).
- Displays the notes for a result or document by clicking the notes icon (figure 31, point 2). A different icon will be displayed if the document already has notes associated with it (figure 31, point 4).

- Displays the Cumulative Report for the result (figure 31, point 3). Documents have no option for Cumulative Reports (figure 31, point 5).
- If additional pages of results and documents have been returned they can be navigated to by clicking the required page number from the displayed page numbers (figure 31, point 6).

Туре	Category	Sub Category	Identifier	Date	Notes	
Report	Labs	Haematology	C,05.0011196.C	19/06/2002	🗆 🗾	
Report	Labs	Pathology	E,07.0045609.E	12/07/2005	0	TTT
Report	Labs	Microbiology	D,07.7651239.D	02/01/2006		
Report	Reports	ECG report	ECG6789	04/05/2007	0	
Report	Labs	Biochemistry	B,01.6785543.A	15/11/2008	🖻 🖪	EE.
Report	Labs	Haematology	B,04.6644218.B	15/11/2008		ET.
Document	Administration	Recall letter	Treeview Test 7	17/11/2008	.0	5
Document	Assessments	CAF assessment	Treeview Test 2	17/11/2008	0	
Document	Care plans	Integrated Health & Social Care Plan	Treeview Test 9	17/11/2008	۵	
Document	Charts & forms	Theatre Checklist	Treeview Test 11	17/11/2008	Ū	
Document	Clinical Notes	Multidisciplinary note	Treeview Test 1	17/11/2008	0	
Document	Correspondence	A&E letter	Treeview Test 4	17/11/2008	0	
Document	Intervention records	Interventional radiology record	Treeview Test 13	17/11/2008	0	
Document	Labs	Labs summary	Treeview Test 16	17/11/2008	Ū	
Document	Medication	Shared care agreement	Treeview Test 12	17/11/2008	<b>•</b>	
Document	Miscellaneous	Other	Treeview Test 14	17/11/2008	0	
Document	Notifications & legal documents	All notifications	Treeview Test 10	17/11/2008	0	
Document	Patient held records	Patient held record	Treeview Test 15	17/11/2008	0	
Document	Patient preferences	Organ donor card	Treeview Test 8	17/11/2008	0	
Document	Reports	Respiratory function report	Treeview Test 5	17/11/2008		

Figure 31: Patient Details, Tree View Results

# 5.10 Treatment Log Tab

The treatment log tab displays a list of treatment log files that exist for the selected patient. The list can be filtered on Request State and Request Status.

	ndows Internet Explore	er				
🗲 💽 🗢 🙋 http://lo	calhost/StoreWeb/Restricte	d/Patient/PatientDetails.asp:	x?ClassIdx=967	👱 🗠 🔀 🔀	Google	٩
Favorites 🛛 👍 🙋 At	os UK Employee Administr	. 🔜 Orange 🧧 Log in Fa	acebook 🍗 Convert C# to VB.NET - A	f 🍘 VB.NET and C# Comp	arison 🧧 ATOS MetaFra	me XP Login 🛛 🙋 Web Mail
🗳 Patient Details				👌 • 🔊	🔹 🖃 🔹 Page 🕶	Safety - Tools - 🕢 -
SCI Store Pa	aisley				My Settings	About Store Log O
– Iome Find Patient	Find Result Find D	Document Find Treat	ment Log		Patient ID	G
	Configuration	Exceptions Mgmt	Security Maintenance	Reporting General	Notifications	
ome > Patient Details					L. L	Jser: admin on PJSSC
- 8   2 8 🗖					Actions Select	t Action
Patient Patient Name Andrew UCPNTest		Date Of Birth         Age           12/05/1980         31	GP HORN, CHRISTOPHER	GP Practice DUNBAR MEDICAL CENTR	Consultant E	Ward/Location
Results Documents	Demographics ADTs	IDs Audit Tree \	/iew Treatment Log Patient Pat	hway		
Filter By Request State Open	♥ Request Sta	atus Outstanding 💌	Go			
2 Records Returned						
Treatment Log ID	UCPN	Procedure Code	Scheduled Treatment Dat		Request Status	Assessed Priority
2 Records Returned Treatment Log ID UCPNTL03	UCPN UC1234567890N	Procedure Code A123	Scheduled Treatment Date 03/12/2009	e Request Date 7 03/11/2009	Request Status Outstanding Outstanding	Assessed Priority Urgent

# 5.11 Patient Pathway Tab

Similar to the treeview tab, the Patient Pathway tab shows a combined view of ADTs, Results, Treatment logs and Documents for the selected patient, grouped under their common Unique Care Pathway Number (UCPN). Only items that have a UCPN are displayed.

Http://localhost/StoreWeb/Restricted/P	atient/PatientDe	etails.aspx?ClassIo	dx=967			💌 🖻 🐓 🗙 🚼 o	pogle		P
Favorites 👍 🔊 Atos UK Employee Administr	Orange 🖉	Log in Facebook	🍗 Convert C# to V	/B.NET - A f 🏫 VB.	NET and C # Cor	nparison 🥫 ATOS MetaFrame XP Login 🍃	Web Mail 🚧 MyAt	cos Portal	
Patient Details						🙆 • 🔊 -	🖃 🌐 🔹 Bage -	• Safety • Tools •	•9
SCI Store Paisley							My Settings	About Store	Log C
ome Find Patient Find Result Find Doc	ument Fin	d Treatment Lo	a				Patient :	ID:	G
	onfiguration	Exception	-	urity Maintena	nce Repor	rting General Notifications		_	
me > Patient Details								User: admin on	PJSS
• A   // 8 T							Actions Sele	ect Action	1
Patient Name CHI Andrew UCPNTest 1205809876	Date 01 12/05/	/1980 3		GP CHRISTOPHER	DU	GP Practice	Consultant	Ward/Locatio	'n
Results Documents Demographics ADTs	IDs Audit		-	atient Pathway					
Andrew UCPNTest (3)		Type ADT	Specialty	Identifier UCPN_ADT123D	Date 08/02/2012	S Discharge From: Vale of Leven Gen	ummary aral Hospital Ward	(150) Ward 150	
		Result	Haematology	ResultUCPN1		FBC & Lipids		(104) 1010 104	
UC1234567892N: 08/03/2012 - 08/03 UC1234567890N: 08/03/2012 - 0		Document	Cardiology	UCPN Test 1		Clinical Notes/Multidisciplinary note			
ADTs	8/03/2012	Result	Haematology	ResultUCPN2		FBC & Lipids Transfer To: Vale of Leven General	Hospital Wards (13	5A) Ward 15A	
Treatment Logs		ADT	Management	UCPN_ADT123T	08/03/2012	Transfer To: Vale of Leven General Consultant: GREENHILL, MICHAEL			
Results		Treatment Log	General Medicine	UCPNTL03	08/03/2012	This is test clinical code description			
Documents		ADT	Anaesthetics	UCPN_ADT123	08/03/2012	Admission To: Vale of Leven General CAMERON, ALASTAIR	al Hospital Ward: (	1) Ward 1 Consulta	ant:
		Treatment Log	General Medicine	UCPNTL01	08/03/2012	Tonsils require to be removed			

The page comprises 2 components

- A treeview of UCPNs against the patient
- A list of items associated to the selected UCPN and any selected subcategory.

The top level node of the treeview displays the patient name and the number of UCPNs against the patient. The first sub-level displays a list of UCPNs along with the dates the UCPN was first and last encountered.

Under the UCPN level, a list of data type sub-categories is displayed. Currently the data types that can be assigned a UCPN are ADTs, Treatment Logs, Results and Documents. Only the data types that contain items will be displayed in the treeview e.g. if the UCPN only has documents against it then only the Documents sub-category will be displayed.



Clicking on a UCPN node in the treeview will expand that node to display the subcategories nodes for that UCPN and will also populate the list of items associated to that UCPN. Selecting any of the data type sub-categories in the treeview will filter the list to display only items of that data type.

Туре	Specialty	Identifier	Date	Summary
ADT		UCPN_ADT123D	08/03/2012	Discharge From: Vale of Leven General Hospital Ward: (15A) Ward 15A
Result	Haematology	ResultUCPN1	08/03/2012	FBC & Lipids
Document	Cardiology	UCPN Test 1	08/03/2012	Clinical Notes/Multidisciplinary note
Result	Haematology	ResultUCPN2	08/03/2012	FBC & Lipids
ADT	Pain Management	UCPN_ADT123T	08/03/2012	Transfer To: Vale of Leven General Hospital Ward: (15A) Ward 15A Consultant: GREENHILL, MICHAEL
Treatment Log	General Medicine	UCPNTL03	08/03/2012	This is test clinical code description
ADT	Anaesthetics	UCPN_ADT123	08/03/2012	Admission To: Vale of Leven General Hospital Ward: (1) Ward 1 Consultant: CAMERON, ALASTAIR
Treatment Log	General Medicine	UCPNTL01	08/03/2012	Tonsils require to be removed

The list contains a number of fields including a summary of each of the items included in the list. For each data type the summary is slightly different.

- ADT The hospital, ward and consultant that the patient was admitted to, transferred from & to, and discharged from.
- Results The investigation name. Results can be grouped or ungrouped by sample
- Docments The clinical index category and sub-category of the document
- Treatment Log The clinical code description from the treatment log

The default sort order for the list is descending date. The date in question should be the date the item was last processed into Store. Clicking on a row in this list will take the user to the relevant details page. The ADT data type does not currently have a details page so clicking an ADT row will have ne effect.

# 5.12 Actions

By selecting the relevant item from the Actions dropdown list (figure 25, point 6) various functions can be carried out against a patient. These are explained in more detail below.

To carry out one of these actions Select the action from the dropdown list and click on the Go button.

### 5.12.1 Add To My patients

Allows a user to add a patient to their "My Patient List" (see section 3.4.2).

Once this action has been carried out a message should appear to let the user know whether the patient has been added successfully.

The action may not be successful if:

- The "My Patient List" already contains 50 patients.
- If a patient already exists on the My Patient List.

## 5.12.2 Breakglass

Overrides a patients consent wishes allowing the current user to view restricted patient information. An audit record is kept of any users that Breakglass and their reasons for doing so.

Manual Document Upload

# 5.12.3 Cumulative Report

This is a cumulative view of reports against a patient filtered on search criteria entered by the user.

) 🕑 👻 🙋 http	p://localhost/StoreW	eb/Restricted/results/	CumulativeRe	port.aspx?patientid	=212	*	Google	2
ile <u>E</u> dit <u>V</u> iew	F <u>a</u> vorites <u>T</u> ools	Help						
🔅 🖉 Cumulai	tive Report					- M • M •	🖶 🔹 🕞 Page 🔹 🔇	) Tools + 🕖 + 🛃 🐼 🧄
						;	My Settings	About Store Log Out
SCI Store	Paisley						ny octangs	
me Find Patie							Patien	
ne > Patient Deta	Configura ails > Cumulative	-	ions Mgmt	Security	Maintenance	Reporting Gener	al Notifications	User: admin on PJSSCI6
Patient Patient Nai Lorraine Cumu			<b>Of Birth</b> 08/1960	Age G 48 HOIDA		GP Practice ST HEALTH CENTRE	Consultant KRUGER, RALPH	Ward/Location
eport Criteria								*
ate From 30/06/19	990 🔽 Soi	urces Gro	up : all		Report Order	Descending	3	Reports found
ate To 13/08/20	005 🗸 Dis	ciplines Hae	ematology		Report View	Dates on X-axis	Dates on Y-axis	Amend Report Criteria
	Rep	port Template (No	ine)					
port Legend : sig		bounded list= '#'		COMMENT:	N/A			
TEST	19/07/2005 11:00:00 *	14/07/2005 *	11/07/2	REF RANGE: UNITS:	02 ×109/I			
POTASSIUM 3.5 - 5.0 mmol/l	3.8			ABNORMAL:	N/A			~
RBC COUNT	3.24			LOCAL CODE: LOCAL CODE	BAS			
50 - 6.50 x10 <sup>12/L</sup> SODIUM				DESC:	Basos			
135 - 145 mmol/l	236			BOUNDED CODE:	BAS			
RIGLYCERIDES 0.50 - 3.00 mmol/1	0.92 *			BOUNDED CODE DESC: DISCIPLINE:	Basos Haematology			
WHITE BLOOD	10.1			SET DESC:	FBC			
COUNT .0 - 11.0 x10^9/L	13.1			SOURCE: DATE USED:	MasterLab SAMPLE			
Blood film		5	<b>5</b>	REQUESTOR:	**, **			
<b>Hb</b> 12 - 16 g/dl		11.6	12.6	REQUESTOR LOCATION: REPORT ID:	(CHC6) Clydebank HC 6 H098851			
Basos 02 x109/1			<u>0.0</u>			9		
Eosin 05 x109/1			0.20					=
Hct .370470 Ratio			0.39					
Lymphs 1.5 - 4.0 x109/1			2.5					
MCH 27 · 32 pg			24.9	)				
MCV			78					

#### Figure 32: Cumulative Reporting

To perform a valid search:

- Date From \ To, Source and Discipline or Report Template must be completed before a search can be carried out.
- Using Report Templates allows the user to filter on Result Sets (e.g. FBC, Lipids)
- The user may also decide whether the report should be ordered in ascending or descending order.
- They can also decide whether the report should have dates along the top and tests along the side (Dates on X-axis) or tests along the top and dates along the side (Dates on Y-axis).
- Click on the Generate Report button, a grid containing matching reports will be displayed

By moving the mouse over any of the returned fields, a tooltip will appear. This will show general report information and any associated comments.

An asterix (\*) in a cell indicates there are comments against that cell, or that there is a difference between the recommended reference range and the actual reference range.

By clicking on one of the hyperlinks in the rows returned, the Results Detail page will be opened for the particular result (see section 6).

For abnormal results the text in the cell will be red.

### 5.12.4 Manual Document Upload

For the Manual Document Upload action to be available three preconditions must be met:

- The user must have the appropriate module permission set
- An Manual Document Upload interface must be configured and set as active
- The current patient must be a local patient

When this action is selected the user is presented with the Manual Document Upload screen as below:

🖉 Manual Document Upload - Wi	idows Internet Explorer		
🚱 🕤 👻 🙋 http://localhost/Store	Web/Restricted/DocumentToDatabaseView/ManualDocumentUpload.aspx?PatientID=132	Google	P •
Elle Edit View Favorites Tools	Help		Links »
🚖 💠 🌈 Manual Document Upload		🚯 • 🖻 × 🖶	• 🗗 🎯 🛛 🖉 🍕
SCI Store Paisley		My Settings	About Store Log Out
Home Find Patient Find Res	It Find Document Find on CHI Find Treatment Log	Patie	nt ID: Go
		ifications	
Home > Patient Details > Manual De	cument Upload		User: admin on PJSSCI6
<b>\$</b>			
	Date of Birth         Date of Death         GP         GP Practice           33131         18/12/1943         25/09/2007         HOIDA, ELLEN         DOLLAR HEALTH CENTRE	Consultant	Ward/Location
Manual Document Upload Deta	ls		
Document Title*			
Document Revision	001		
Document Specialty*	Select Document Specialty 🔽		
Organisation Name*	Search		
Clinical Index Category*	Select Clinical Category		
Clinical Index Sub-Category*	$\checkmark$		
Attestation Date*	\$		
Consent"	Yes 🗸		
Sensitivity*	Sensitive 💌		
Originating HCP	Search		
Attesting HCP	Search		
Additional Text	~		
	Submit Details Reset Form		

Figure 33: Manual Document Upload

This screen allows a user to manually upload a document into SCI Store for the current patient; the document will be stored in the storage type defined by the active Manual Document Upload interface.

Below is a summary of the manual Document Upload details form data

Item	Description	Туре
Document title	Enter a name for the document (mandatory)	Field (Input)
Document	Automatically generated by the system	Field (read Only)
revision	(mandatory)	
Document	Select document specialty from dropdown list.	Field (Input)

Specialty	(mandatory)	
Organisation	Select organisation (From pop-up list selector);	Field (Input)
Name	(mandatory)	
Clinical Index	Select Clinical index category (mandatory)	Field (Input)
category		
Attestation	Attestation date and time (mandatory)	Field (Input)
date		
Consent	Signify consent status (Yes / No) (mandatory)	Field (Input)
Sensitivity	signify the sensitivity of the document	Field (Input)
	(mandatory)	
Originating	Search for origination HCP (Optional)	Field (Input)
HCP		
Attesting HCP	Search for attesting HCP (Optional)	Field (Input)
Additional text	Add any additional note text to accompany the	Field (Input)
	document. (Optional)	
Submit Details	Click button to navigate the file upload form.	Button
Reset form	clear all form data	Button

# Note:

- Only one file may be uploaded at a time.
- Only plain text or binary documents (i.e. MS Office, PDF, OpenOffice) may be uploaded.
- XML files may be uploaded but there is no mechanism in place to upload any associated stylesheets.

When values for all mandatory fields have been entered, clicking the 'Submit Details' button, the screen will then display the following additional fields:

Item	Description	Туре
Document	Select the document to be uploaded by clicking	Button + Field
Location	'Browse'	(read only)
Browse	Function to search file directory to locate	Button
	document.	
Document	Automatically populated with the document	Field (read only)
Identifier	filename and extension once the document is	
	selected.	
Upload	Selecting this button will upload the selected	Button
document	file to SCI Store and associate it with the	
	patient record.	

This is illustrated in figure 34 below. The manual Document Upload details are set to read-only when the upload file form portion is displayed.

ome > Patient Details > Manua	l Document Up	load					User: admin on PJSS
2							
Patient Patient Name Keith Richards 18	CHI 12433131	Date Of Birth 18/12/1943	Date of Death 25/09/2007	GP HOIDA, ELLEN	GP Practice DOLLAR HEALTH CENTRE	Consultant	Ward/Location
lanual Document Upload D	etails						
ocument Title*	Document t	itle					
ocument Revision	001						
ocument Specialty*	A5 - Clinica	al Pharmacology & Tr 🔽					
rganisation Name*	Crichton Ro	yal Hospital - Clear					
linical Index Category*	Charts & F	orms					
inical Index Sub-Category*	Fundal heig	ght chart 🗸 🗸					
ttestation Date*	12/11/2009	14:26:29 🗘					
onsent*	Yes 🗸						
ensitivity*	Sensitive	~					
riginating HCP		Search					
ttesting HCP		Search					
4096 The v	alid extension d are:	types for	Reset Form	< >			
Document Location* 🕝 💆				Browse			
ocument Identifier							
		Upload Docur	nent				

Figure 34: Manual Document Upload file info details

A tooltip is provided to denote the document size limit and valid file type(s) as shown in figure 34.

			_	arch arch
	4096КЬ.	file size for upload i extension types for e:		etails
ion* 🕜				
ifier				
			Up	load Docur

Figure 35: Manual Document Upload tooltip

Having Selected 'Upload Document' the file selected will undergo validation and display an appropriate message if it fails validation. If the file passes validation then it will be uploaded into SCI Store. The user will be redirected to the Patient Details screen for the current patient, focus will be set to the document tab containing the document just uploaded and the following message will be displayed:

¢	8		Þ	ð		Ŧ							
0	Doc	un	ıen	t si	JCC	:55	fu	lly	u	pl	oa	de	d
_ P	atie	ent	-										

Figure 36: Manual Document Upload success

## 5.12.5 Point In Time View

This displays basic information for a patient at a specific time in the past. When the page is initially loaded Current Patient Details are displayed as highlighted in figure 35, point 1.

To generate the point in time view:

- Enter the required date and time as highlighted in figure 35, point 2
- Click on the Go button.

urrent Patient Detail:							
Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	Consult	
Carol Dobson Name Changed	0405197198	04/05/1971	36	CUNNINGHAM, PAUL	BRAE HEALTH CENTRE	NELSON,	JOHN (W6) Ward 6
olaying Patient Detai	s as on 03/04/2008	at 00:00:00 Vie	v Patient as o	n - Date: 03/04/2008 💙 Time: 00:00	G0 2		
atient							
Patient Name Carol Dobson	CHI 0405197198	Date Of Birth 04/05/1971	Age 36	GP CUNNINGHAM, PAUL	GP Practice BRAE HEALTH CENTRE	Consult NELSON, 1	
mographics IDs 🧧							
mes Addresses T	lecoms						
Records Returned			e Names	Family Name	Current	Current At	
Records Returned	Given Name	Midd	e Names			28/03/2008	
Records Returned Title Carol	Given Name	Midd	e Names	Dobson	1	22:04:12	

Figure 35: Point in Time View

Historical patient information is displayed as shown in figure 35, point 3. Whilst historic demographic details and patient ids should be returned as shown in figure 35, point 4.

If a date is entered prior to the patient being added to the SCI Store a message such as **Patient was not added to Store until 28/03/2008 at 22:04:12** will be displayed.

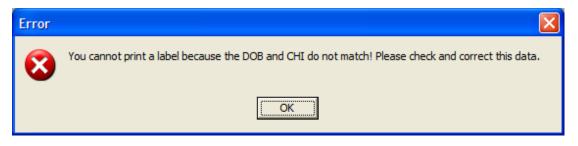
### 5.12.6 Print Label

This allows the user to print off a Patient label of the current patient. This requires the LabelTrace software supplied by QuickTrace ltd. to be installed on the user's PC and also a connection to a specialised label printing printer.

The LabelTrace print dialog window is shown below:

🖶 LabelTrace (MEMCHECK) (Licenced to : ATOS - for evaluation only) (	_ 🗆 🗙
Eile Help	
Print label for : Alan Brown, (M), 31/12/1980, 124 Paisley Road West, Glasgow, G6 9DT	Close
Main Label Selection © SCL_Patient © Patient%20Mailing%20label Select details for the label	eferences Help
Case Record No: 8150198284	
QuickTrace Ltd 2004-2008 V 2.3.0.791 (MEMCHECK ENABLED) (ATOS - for ev      Close after printing	aluation only)

To print a label from this dialog select a case record number from the drop down list and then click on a numbered button corresponding to the amount of copies of the label you wish to print. If the patient you wish to print a label for has an invalid CHI (i.e. it does not match the Date of birth) then the error message below will appear and the label will not be printed.



**Note**: The Print Label option requires the system setting 'ShowLabelPrintButton' set to 'True'. Contact you SCI Store administrator if you require this functionality enabled for your account.

### 5.12.7 Printer Friendly

A printer friendly version of the selected tab on the Patient Details screen is displayed. The current user details and the date and time will also be added to the report.

Click on the Print button to print this page. A printer dialogue box will appear. Select the relevant printer details and click on the print button.

To exit this screen and return to the Patient Details screen click on the Return button.

### 5.12.8 Refresh Demographics From CHI

The demographics will be updated from the current CHI database based on the patient's CHI number. A message is displayed to show that the demographics have been refreshed and the new details will be displayed.

### 5.12.9 Save To Store

When viewing a CHI patient via the CHI remote source, you can import it into Store with this option. If a matching patient exists in store, the demographics will be updated, otherwise a new patient will be added with those details. In either scenario, you will be redirected to the Store patient. A message will be displayed to indicate whether an insert or update has occurred.

### 5.12.10 Test Match

When viewing a CHI patient via the CHI remote source, you can use this to see what will happen if you click the Save To Store option. If a match is found, some details of the matching store patient will be displayed with a message to indicate an update will take place. If no match is found, a message is displayed indicating that an insert will occur.

# 5.12.11 View History

Displays a history of any updates made to the current patient information.

# 5.12.12 View Merges

For a merged patient this will display a summary of any child patients associated with the current patient.

# 6 Result Details

# 6.1 Overview

Patients' results are displayed on this page. The general structure is displayed below (figure 36a & 36b). This consists of the standard toolbar containing navigation buttons linking to the Next, Previous, First and Last items in the result list, whether navigating from the Find Results page or the Patient Details page.

The standard Patient information is displayed above the result information (Figure 36a point 2), with general report information, such as Discipline and Sample Type, shown on the left hand side of the screen (Figure 36a, point 3).

To the right of the Report information is the test result information. Based on the Result Display mode this can show multiple result sets from the same sample (Grouped Mode - Figure 36a) or a single result set (Ungrouped - Figure 36b)

When grouped by sample the structure will be as follows

- Information from each result set in the structure:
  - Result set name (figure 36a, point 4)
  - Result set status (figure 36a, point 5)
  - Result set information, such as authorising clinician (figure 36a, point 6)
  - Test results. This can be numeric results with a value & range etc or simply textual results (figure 36s, point 7)
  - Comments relating to the result set (figure 36a, point 8)
  - Comments relating to test results. The test code is used to relate a comment to a specific result. (figure 36a, point 9)
  - Test result attachments (figure 36b, point 3)
- Comments relating to the report
- Comments relating to the sample (figure 36a, point 10)
- Comments from the report requestor (figure 36a, point 11)

Last Accesses Summary is same as mentioned in Patient Details page (<u>Section</u> <u>5.3.3</u>). This last accesses summary is for result record (Figure 36a, point 13, and 36b point 4)

The Ad Hoc Cumulative Report button (figure 36a, point 14) will only be visible if the user has the cumulative report module permission and the result set contains numeric test results.

© Result Details - Windows Internet Explorer	J X
😋 🐑 💌 👔 http:// <b>locahox</b> f/StoreWeb/Restricted/Results/Result.aspx?PatentID=928TestReportID=9385ampleID=1348TestID=085etDescription=FBC+%26+Lpids85eq 💌 🗟 🧌 😚 🗙 🚼 Google	• ۹
Ele Edit View Favorites Tools Help	i x
👷 Favorites  🎪 📶 Free Hotmal 🦉 Suggested Stes 👻 🖉 Web Sice Galery 🔹 🔊 ATOS Origin MetaFrane XP 👂 Citric IP 🖉 Golf Club competitions ate 🐢 EP Atos Origin Portal	
🍘 esul Detais	, »
SCI Store Paisley My Settings About Store Log O	ut 🛕
	Go
Configuration Exceptions Mgmt Security Maintenance Reporting General Notifications Iome > Patient Detail Details User: admin on PJSSC	16
	~
This report has history	-
Patient Circle CHI Date Of Birth Age GP GP Practice Consultant Ward/Location Dave Edwards 0504567713 05/04/1956 54 HOIDA, ELLEN UNST HEALTH CENTRE	
Report	ā.
Report Requestor	4
ARON, DAVID ARON, DAVID ARON, DAVID Reguestor Location (RELO7) (RELVAR 107) REport Identifier Platelet Count Platelet Plate	
13/02/2007 15:48:00 (PLC) This is the Platelet result comment	-
Inpatient Lipids Cumulative Processed Into Store	
08/02/2011 11:51:25 Quick Links > All Results for Patient Authorised By DOHERTY, CONNOR Examination Date 04/03/2005 08:09:00 Authorised By Context Authorised	
Description         Value         Range         Unit         Normalcy Notes           Cholosterol         >4.2         > 3.6 < 5.2	
Test Comments (CHL) This is the cholesterol result comment for the lipids test	
Sample Comments This is a service blood provider comment 10 This is a sample blood requester comment 10 Requestor Comments This is a clinical comment for report H07,08051012.V 11	
Last 4 users to access this result           Name         System         Location         Time           Mr Nunit User         PJSSCI6         SCI Store Paisley         04/02/2011 23:14:58         13           WS Unit Test         Store60Test         Unit Test         04/02/2011 23:11:23:11:23         13           WS Unit Test         Store11Test         04/02/2011 23:11:23:11:23         13	~

Figure 36a: Result Details Grouped

🌈 Result Details - Windo	ws Internet Explorer					
🚱 🗢 🙋 http://loca	host/StoreWeb/Restricted/Re	sults/Result.aspx?PatientID=79&Te	estReportID=728SampleID=79&Te	stID=1318SetDescription= 🔽 🗧	👌 🗲 🗙 🛃 Google	
Eile Edit Yiew Favorit	es <u>T</u> ools <u>H</u> elp					×
🖕 Favorites 🛛 👍 📶 F	Free Hotmail 🔏 Suggested S	ites 🔻 🙋 Web Slice Gallery 🕶				
CRESULT Details					🔹 🔝 👘 🖃 🌐 👻 Page	• Safety • Tools • 🕢 • 🔞 🂙
SCI Store Pai	sley				My Setting	is About Store Log Out
Home Find Patient	Find Result Find Docu					tient ID: Go
Home > Find Patient > Pati	Configur ient Details > Result Deta		t Security Maintena	nce Reporting Gene	ral Notifications	User: admin on PJSSCI6
	0 🖻 🖿					Actions Select Action 💌 Go
This report has histo	ory					
Patient Patient Name Dave Edwards	CHI 0504567713	Date Of Birth Ag 05/04/1956 53		GP Practice UNST HEALTH CENTR	<b>Consultant</b>	Ward/Location
Report						
Current Report Report Requestor AARON, DAVID Requestor Location (RIELO?) (RIELO?) RIE V Report Identifier H03,08058012.6 Discipline WGH Haematology Sample Type Blood Film Sample Collected 13/02/2007 14:48:00 Authorised Date 04/03/2007 14:48:00 Authorised Date 04/03/2006 08:07:00 Referral Source Inpatient Processed Into Store 25/03/2010 15:52:52 Quick Links > All Results for Patient Related Tests on this > BLOOD CULTURE	Vard 107 Test Commer (FILM) Test Attachm (FILM) (FILM) This is a service This is a service This is a service Requestor Con This is a clinical	This is the Blood Film result ents Ø Attachment for Dave Edv Ø Picture Of Hand.jpg ents 8 Blood Film provider commer 8 Blood Film requester comme	nse. Please monitor. AY comment for the Blood Film vards.doc ht	investigation		
Last 4 users to acce Name Mr Nunit User WS Unit Test WS Unit Test WS Unit Test	ss this result System PJSSCI6 Store60Test Store41Test Store23Test	Unit Test Unit Test	Time 02/09/2010 22:59:02 02/09/2010 22:55:43 02/09/2010 22:48:40 02/09/2010 22:43:50	4		
Done					Scal intranet	🖓 🕶 🔍 100% 🔹 .

Figure 36b: Result Display Ungrouped

If results are ungrouped only one test result set will be displayed per page. In this situation the Result Set Information such as authorising clinician and authorised date will be displayed on the left with the Report Information (figure 36b, point 1)

# 6.2 Quick Links

The Quick Links area of the page allows users to:

- Quickly navigate to the Results Tab of the Patient Details page by clicking on the "All Results for Patient" link when in "Grouped" display mode (figure 36a, point 12) OR
- Navigate to a specific test for the current sample by clicking on any of the links under the "Related tests on this sample" section when in "Ungrouped" mode (figure 36b, point 2).

## 6.3 Actions

Actions can be triggered by selecting the appropriate action from the dropdown list and clicking on the Go button.

# 6.3.1 Audit

The Audit Action displays a list of users that have viewed a particular test report.

## 6.3.2 Cumulative report

This is a cumulative view of reports against a patient filtered on search criteria entered by the user.

See section 5.9.3 for more information on Cumulative Reporting.

## 6.3.3 Printer friendly

A printer friendly version of the current view of the test report is displayed. The current user details and the date and time will also be added to the report.

Click on the Print button to print this page. A printer dialogue box will appear. Select the relevant details and click on the print button.

To exit this screen and return to the Result Details screen click on the Return button.

## 6.3.4 View/Add Note

This action will open a new Result Notes pop up screen.

- Notes can be added against a result to record any additional information the user may deem necessary.
- Notes cannot be deleted. An audit trail is held of all notes, time/date stamped and user id.
- To add notes type text in the bottom half of the screen, then click on the Save button.
- Previously added notes will be displayed in the top half of the screen.

# 6.3.5 View History

Displays a history of the updates made to the test report being viewed.

# 6.3.6 Ad Hoc Cumulative Report

The Cumulative button found on the Result Set header will navigate the user to the Ad Hoc Cumulative Report page. Here they will be shown a cumulative view of the numeric results contained within the selected result set. For more information please see section 7 below.

# 7 Ad Hoc Cumulative Report

# 7.1 Overview

The Ad Hoc Cumulative report function was added to v7 after a request from users to simplify the existing cumulative report function. To access this function a user simply clicks the "Cumulative" button in the header of the result set they wish to cumulate on. This appears on the Result Details page. They are then presented with a cumulative view of the numeric tests existing in that report, as seen below.

The page displays the following:

- Results are displayed in a grid with tests on the Y-axis and dates in descending order along the X-axis
- Next and Previous buttons are used to show later or earlier results (point 1 below)
- A select tests button (point 3 below) allows the user to select or deselect the tests that are displayed in the grid. Only tests that existed in the result set selected in the result details page will be selectable.
- Where code of tests match but they differ in either range or units then 2 lines will be created in the grid. The range and units will then be displayed along with the test description (point 2 below).
- Where comments exist against the test result then an \* will appear next to the test result value (point 4 below). If comments exist against the set, sample or report then an \* will appear next to the date column header.
- If a test result fails the normalcy checks then the result will be displayed in bold red text (point 5 below)

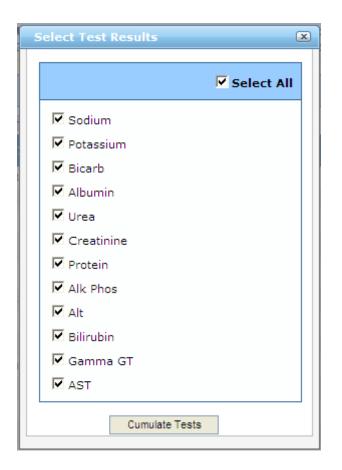
☆ Favorites ⊘ Cumulative Rep		<u>T</u> ools <u>H</u> elp Hotmail <i>(É</i> ) Sugges	ited Sites 👻 🙋 V	Veb Slice Gallery 🔻	ATOS Origin Mel	taFrame XP	🥖 Citrix IP 🧧	Golf Club compet	titions site	
Cumulative Rep		iouniaii 🥲 sugges	iteu bites 🔹 🙋 v					aoir ciub compet	utions site	
	oort						-			(Th.
SCI Sto									iafety + Tools + @+	
-	ore Paisle	y					M	ly Settings	About Store Lo	g Out
ome Find F	Patient Find	Result Find I	Document Fi	nd Treatment Lo	g			Patient		Go
			ceptions Mgm	t Security	Maintenance	Reporting	g General	Notificatio		
me > Patient (	Details > Resul	t Details > Cum	ulative Report						User: admin on PJ	SSCI
2										
Patient										
	nt Name	CHI Dat	te Of Birth	Age GP		GP Practice	e	Consultant	Ward/Locatio	n
Test AdHo	cCumulative	14	4/03/1982	28 FABLING	G, M (BAN	K) Blueville S	Surgery			
									_	
umulative Re	eport								3 Select Te	ests
	· ·									
	(1)								$\sim$	
Next P	rev 🕨 🕕	Legend : Associ	ated Comments	= '*', Abnormal	Result = red					
	$\sim$	-			Result = red	0/12/2004				
rest 1	5/12/2004*	14/12/2004	13/12/2004	12/12/2004	11/12/2004 1					
r <b>EST 1</b> Sodium	$\sim$	-				138 *				
rEST 1 Sodium Potassium	<b>5/12/2004*</b> 138 3.5	<b>14/12/2004</b> 138 3.5	<b>13/12/2004</b> 138 3.5	<b>12/12/2004</b> <b>146</b> 4.9	11/12/2004 10 138 3.5	138 * <b>3.2</b>				
rEST 1 Sodium Potassium Bicarb Albumin	5/12/2004* 138 3.5 25	14/12/2004 138 3.5 26	13/12/2004 138 3.5 25	12/12/2004 146	<b>11/12/2004 1</b>	138 * <b>3.2</b> 25				
TEST 1 Sodium Potassium Bicarb Albumin 37 - 50 g/l	<b>5/12/2004*</b> 138 3.5	<b>14/12/2004</b> 138 3.5	<b>13/12/2004</b> 138 3.5	<b>12/12/2004</b> <b>146</b> 4.9	11/12/2004 10 138 3.5	138 * <b>3.2</b>				
TEST 1 Sodium Potassium Bicarb Albumin 37 - 50 g/l Albumin	5/12/2004* 138 3.5 25 45	14/12/2004 138 3.5 26	13/12/2004 138 3.5 25	<b>12/12/2004</b> <b>146</b> 4.9	11/12/2004 10 138 3.5	138 * <b>3.2</b> 25				
TEST 1 Sodium Potassium Bicarb Albumin 17 - 50 g/l Albumin 17 - 55 g/l	5/12/2004* 138 3.5 25 45	14/12/2004 138 3.5 26	13/12/2004 138 3.5 25	<b>12/12/2004</b> <b>146</b> 4.9	11/12/2004 1 138 3.5 25	138 * <b>3.2</b> 25				
TEST 1 Sodium Potassium Bicarb Albumin 37 - 50 g/l Albumin 17 - 55 g/l	5/12/2004* 138 3.5 25 45	14/12/2004 138 3.5 26 45 * 4	13/12/2004 138 3.5 25 45	<b>12/12/2004</b> <b>146</b> 4.9 25	<b>11/12/2004 10</b> 138 3.5 25 45	138 * <b>3.2</b> 25 45				
rEST 1 Sodium Potassium Bicarb Albumin 37 - 50 g/l Albumin 17 - 55 g/l Jrea Creatinine	5/12/2004* 138 3.5 25 45 5.4	14/12/2004 138 3.5 26 45 * 4 5.0	13/12/2004 138 3.5 25 45 5.4	<b>12/12/2004</b> <b>146</b> 4.9 25 5.4	11/12/2004 10 138 3.5 25 45 5.4 83 81	138 * <b>3.2</b> 25 45 5.4				
rEST 1 Sodium Potassium Bicarb Albumin 37 - 50 g/l Albumin 37 - 55 g/l Jrea Creatinine Protein	5/12/2004* 138 3.5 25 2) 45 5.4 83	<b>14/12/2004</b> 138 3.5 26 45 = 4 5.0 83	13/12/2004 138 3.5 25 45 5.4 83	<b>12/12/2004</b> <b>146</b> 4.9 25 5.4 83	11/12/2004 10 138 3.5 25 45 5.4 83	138 * <b>3.2</b> 25 45 5.4 83				
FEST     1       Sodium     Potassium       Bicarb     Albumin       37 - 50 g/l     Albumin       37 - so g/l     Creatinine       Protein     Alk Phos	5/12/2004* 138 3.5 25 2) 45 5.4 83	14/12/2004 138 3.5 26 45 * 4 5.0 83 80	13/12/2004 138 3.5 25 45 5.4 83 75	<b>12/12/2004</b> <b>146</b> 4.9 25 5.4 83 80	11/12/2004 10 138 3.5 25 45 5.4 83 81 5	138 ** 3.2 25 45 5.4 83 80				
FEST     1       Sodium     Potassium       Bicarb     Albumin       37 - 50 g/l     Ql       Variation     Ql       Jrea     Creatinine       Protein     Alk Phos       Alk     Phos	5/12/2004* 138 3.5 25 2) 45 5.4 83	14/12/2004 138 3.5 26 45 * 4 5.0 83 80 312	13/12/2004 138 3.5 25 45 5.4 83 75 250	12/12/2004 146 4.9 25 5.4 83 80 326	11/12/2004 1 138 3.5 25 45 5.4 83 81 326 5	138 ** 3.2 25 45 5.4 83 80 72				
rEST 1 Sodium Potassium Bicarb Albumin	5/12/2004* 138 3.5 25 45 5.4 83 80	14/12/2004 138 3.5 26 45 * 4 5.0 83 80 312 14	13/12/2004 138 3.5 25 45 5.4 83 75 250 32	12/12/2004 146 4.9 25 5.4 83 80 326 14	11/12/2004 1 138 3.5 45 5.4 83 81 326 5 14	138 * 3.2 25 45 5.4 83 80 72 42				

# 7.2 Data Points

The number of Data Points displayed – i.e. the number report columns – is controlled using the CumulativeDataPoints system setting. This setting can be set between 2 and 10. The default is 6 as shown above.

# 7.3 Selecting Tests

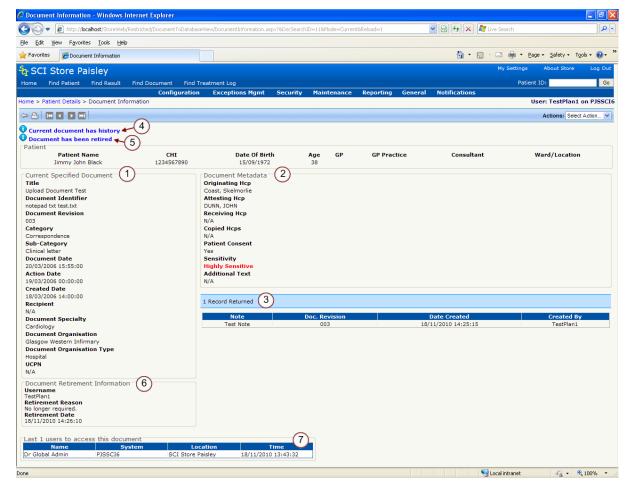
Clicking the Select Tests button (point 3 above) will display a popup that will allow the user to select or deselect the tests that displayed in the cumulative grid. By default all tests are selected and displayed when first entering the page.



# 8 **Document Information**

This screen displays information relating to a particular document for a patient.

- General document information is displayed on the left hand side of the screen (figure 37, point 1).
- Some document Metadata is displayed in the centre of the screen, giving some general details relating to the document (figure 37, point 2).
- If any notes exist for the current document they will be displayed at the bottom of the screen (figure 37, point 3).
- If the current document has history a message will be displayed as in figure 37, point 4, to let the user know.
- Last Accesses Summary is same as mentioned in Patient Details page (<u>Section</u> <u>5.3.3</u>). This last accesses summary is for Document record (Figure 37 point 7)



**Figure 37: Document Information** 

If more than one document exists for a patient the user can navigate through them using the navigation buttons at the top left of the screen. These buttons are explained in more detail in section 6.1.

# 8.1 Actions

# 8.1.1 Manual Revision Upload

For the Manual Revision Upload action to be available four preconditions must be met:

- The current document must have been manually uploaded
- The view mode must be 'current', i.e. the latest revision on file
- A Manual Document Upload interface must be configured and set as active
- The document must not be retired

For details on manually uploading documents in SCI Store see section 5.10.4 'Manual Document Upload'.

# 8.1.2 Printer Friendly

A printer friendly version of the current view of the document information is displayed. The current user details and the date and time will also be added to the report.

Click on the Print button to print this page. A printer dialogue box will appear. Select the relevant details and click on the print button.

To exit this screen and return to the Document Information screen click on the Return button.

# 8.1.3 Retire Document

A document may be marked as retired to highlight that it is no longer a current document.

When a user tries to retire a document they will be prompted to enter a reason for retiring the document. Enter a reason and then click on the Proceed button.

Once it has been retired the Document Information screen will display the message "Document has been retired" as highlighted in figure 37, point 5. A Document Retirement Information section will also appear on the Document Information screen, detailing who retired the document, the reason and the date and time of retirement. (Figure 37 point 6.)

# 8.1.4 View Audit

The Audit Action displays a list of users that have viewed particular document information.

# 8.1.5 View Document

This action displays the actual clinical document that is held by the SCI Store. Once the Go button has been clicked this document may appear on the screen automatically or the user may be given the option to Open or Save the document.

# 8.1.6 View/Add Note

Notes can be added against a document to record any additional information the user may deem necessary. To add a note the user should type text in the box provided and then click on the Add Note button. Any notes that have been added to the

document will be displayed at the bottom of the document information page. (Figure 37, point 3)

Please note that Notes cannot be added to documents that have been retired.

## 8.1.7 View Linked Documents

This action is available if the document is linked to other documents. It takes you to the Linked Documents page. (See section 7.2 for further details)

# 8.2 Linked Documents

This screen displays a list of linked documents for the current patient.

C Linked Documents - Windows Int	ternet Explorer							
💽 🗢 🙋 http://localhost/StoreW	eb/Restricted/Doci	umentToDatabaseView/LinkedDoci	uments.aspx	?PackageID=S	CI-Gatew. 💌 🗟 🐓	🗙 ಶ Live Search		<b>₽</b> -
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SCI Store Paisley						My Settings	About Store	Log Out
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Conf	iguration l	Exceptions Mgmt Secu	urity Ma	aintenance	Reporting Ge	neral Notifications		
Home > Patient Details > Document I	nformation > Li	nked Documents					User: admi	in on PJSSCI6
<b>4</b>								
4-1								
• ** LINKED DOCUMENTS **								
•** LINKED DOCUMENTS ** Patient	CUT	Data of Birth		<u></u>	CD Breading	Consultant	W	
** LINKED DOCUMENTS ** Patient Patient Name	CHI	Date Of Birth	<b>Age</b>	GP	GP Practice	Consultant	Ward/Loca	ation
** LINKED DOCUMENTS ** Patient Patient Name	<b>CHI</b> 1509608338	<b>Date Of Birth</b> 15/09/1960	<b>Age</b> 50	GP	GP Practice	Consultant	Ward/Loca	ation
** LINKED DOCUMENTS ** Patient Patient Name			-	GP	GP Practice	Consultant	Ward/Loca	ation
** LINKED DOCUMENTS ** Patient Patient Name Don McDiarmid 2 Records Returned	1509608338	15/09/1960	50					
*** LINKED DOCUMENTS ** Patient Patient Name Don McDiarmid	1509608338 Rev.		-	ialty	GP Practice Document Date 17/10/2007 15:48:22	Consultant  Action Date 16/11/2010 19:46:53	Sensitivity	ation

A number of options are available from the documents grid:

- View additional document information by clicking on the 'Info' () icon.
- The document can be viewed by clicking the **View** link.
- A note can be added to the document by clicking the **Add Note** icon. (see section 7.1.5 for more details)
- The document can be viewed by clicking anywhere else on the row; the entire row will be highlighted. (See section 7 for more details)

# 9 My Settings

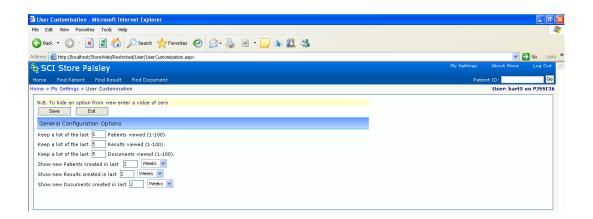
# 9.1 Overview

The "My Setting" link is accessible from the right-hand side of the blue heading banner.

This area of the system allows user to customise the setup of their homepage. As well as maintain their password and user questions. The user should click on the relevant link to take them to each of the areas described below.

# 9.2 User Customisation

This area allows users to configure the recently viewed and recently created areas on the home page (see section 3). Users can define how many recently created patients, results and documents are displayed at a time. As well as adjust how long recently created patients, results and documents are displayed for.



#### Figure 38: User Customisation

To do so the user should fill in the appropriate text boxes and click on the Save button (see figure 38 above).

To clear the display for the recently created and recently viewed areas enter '0' into the relevant text box and click Save.

# 9.3 Change Password

This area allows users to change their own password. The user should:

- Enter their current password in the first text box
- Enter their new password in the second text box.
- Retype their new password in the third text box.
- Click the Save button

### NB:

- New passwords cannot be the same as previous passwords
- All passwords must contain at least one numeric character
- All passwords must be between 6 and 10 alphanumeric characters long.

# 9.4 Maintain User Questions

This screen allows users to manage their own user security questions. These questions are required when using the Password Reset functionality (see section 2.3).

## 9.4.1 Set user questions for the first time

When setting up these questions for the first time three questions require to be completed.

To save these questions:

- Select a question from the dropdown list
- Enter the appropriate answer
- Once three questions and answers have been completed click on the Save button.

## 9.4.2 Change user questions

Once security questions have been setup, users have the option to change these questions from within the Maintain User Questions screen.

A minimum of three questions must be setup at any one time.

To add a new question:

- Select a question from the dropdown list
- Enter the appropriate answer
- Click the Add button

To delete an existing question:

- Click on the delete button next to the appropriate question
- A pop up box will appear asking you "Are you sure you want to delete this item?"
  - $\Rightarrow$  Click OK to delete the question; or
  - $\Rightarrow$  Cancel to keep the question.

Note: A question can only be deleted if there will still be three questions remaining in the list.

# 9.5 User Requestor Groups

This area allows users to configure User Requestor Groups so that they can be used in viewing Recently Requested Results on the Home page (see section **3.5.2**).

Requestor Groups consist of 1 or more Health Care Professionals (HCPs). Groups can be set up to represent an individual HCP (consultant, GP etc) or a group of HCPs. This group of HCPs could represent something like a clinic or ward.

The user would then use these configured groups on the front page to display a list of Results that have been requested by one of the HCPs in the Requestor Group.

To enable this function the user must first be assigned the "Recently Requested Results" Module Permission.

The User Requestor Groups page (figure 39) displays a list of the groups currently configured for the user. From here the user is able to add a new group, edit an existing group and delete an existing group.

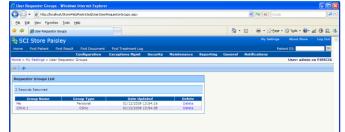
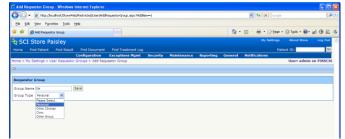


Figure 39: User Requestor Groups

To add a new Requestor Group

- Click the <sup>1</sup> on the User Requestor Groups page to navigate to the Add Requestor Group page (figure 40)
- Enter a Group Name
- Select a Group Type
  - **NB** a user is only allowed to configure one group of type "Personal"
  - The "Personal" type is meant to represent the HCP entries that correspond to the user (Due to data quality issues, there may be more than one HCP entry for each clinician)
- Click the Save button





To Add HCPs to a Requestor Group

- Click on the Group in the Requestor Groups List (figure 39) to navigate to the Edit Requestor Group page (figure 41)
- Click Select HCPs. A popup should be show.
- In the Clinician Name field enter a clinicians' name or a partial name
- You should then be presented with a list of HCPs that match the name entered.
- Click Select to add the HCP into the Requestor Group

• If successful a message will be displayed. The popup will remain open in case the user wants to add more than one HCP from the returned list. (figure 39)

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	Select HCPs					User: admin	on PJSSCI
	HCP successfully added	to aroun					
Current Requestor Group	Cinican Name holda		arch				
	Name	GMC Code	T				
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Group Type Personal	Hoida, Ellen	4374112	Select				
Requestor Group HCPs							
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				_			

Figure 41: Edit Requestor Group

To remove an HCP from the Group, click the Delete link in the relevant row. A user will be asked to confirm the deletion.

# 9.6 User Results Range

This area allows a user to configure the default values used in the filters on the patient results list and the patient documents list.

Users can select to default to view results/documents from Today, the last 7 days, the last 14 days, the last 30 days, or all results. Users can also select to "Use Site Default". Selecting this option will result in the value being taken from the relevant System Setting

- DefaultResultsDisplayRange
- DefaultDocumentsDisplayRange

Intp://iocanost/s	toreWeb/Restricted/User/	UserResultsRange.aspx			<b>~</b>	🗟 🗲 🗙	Google		2
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🖉 User Results Range						- 🔂 -	5 - 🖻 🖶 -	Page • Safety •	T <u>o</u> ols • 🔞 •
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Home > My Settings > User Res	ults Range							User: adn	nin on PJSSC
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# 10 About Store link

# 10.1 Overview

The "About Store" link is accessible from the right-hand side of the blue header banner.

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e Edit View Favorites Tools (	<u>H</u> elp							
s 🗛 GMX 🚼 Google 🔡 Office Onli	ne 🛷 eBay 鸄 Live 🏆	Yahoo! Answers 🔃	Roxio 😔 IT Expert 👩 S	SharePoint				
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SCI Store Paisley							My Settings	bout Store Log C
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e > About							U	ser: admin on PJSS
							Actions Se	
CI Store Version Information-								lect Action ow Release Notes
SCI Store API Version	SCI S	tore Windows Se	rvices Version					ow Documents
5.0.921.1 built on 19/05/2009	20:23 5.0	.921.1 built on 19/0	5/2009 20:28					
atabase Details								
Database Server	Database Name	Data	base Version					
LocalHost	Store0921RegTest		5.0.921.1					
oreWeb Assembly Details								
Assembly iaxControlToolkit.dll		Version 1.0.10920.32880	Created Date 20/09/2007 19:16:02					
HIWrapper.dll		5.0.921.1	19/05/2009 20:22:40					
HIWrapper.XmlSerializers.dll		5.0.921.1	19/05/2009 20:22:44					
nfragistics2.Documents.v8.3.dll		8.3.20083.1009	30/10/2008 18:31:00					
nfragistics2.Web.v8.3.dll		8.3.20083.1009	30/10/2008 19:57:08					
nfragistics2.WebUI.Misc.v8.3.dll		8.3.20083.1009	30/10/2008 19:57:28					
nfragistics2.WebUI.Shared.v8.3.dll		8.3.20083.1009	30/10/2008 19:57:20					
nfragistics2.WebUI.UltraWebChart.v		8.3.20083.1009	30/10/2008 19:57:56					
nfragistics2.WebUI.UltraWebGrid.v8		8.3.20083.1009	30/10/2008 19:57:40					
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nfragistics2.WebUI.WebCombo.v8.3		8.3.20083.1009	30/10/2008 19:57:42					
hragistics2.WebUI.WebCombo.vo.		8.3.20083.1009	30/10/2008 19:57:28					
hfragistics2.WebUI.WebDataThput.v		8.3.20083.1009	30/10/2008 19:57:24					
hfragistics2.WebUI.WebHtmlEditor.v		8.3.20083.1009	30/10/2008 19:57:32					
nterop.eBiz2000.dll		1.0.0.0	19/05/2009 19:35:50					
nterop.ebizConfig.dll		1.0.0.0	19/05/2009 19:35:50					
CIStore.Business.dll		5.0.921.1	19/05/2009 20:23:46					
CIStore.NotificationServices.Dumm		5.0.921.1	19/05/2009 20:22:58					
CIStore.NotificationServices.Engine		5.0.921.1	19/05/2009 20:23:00					
CIStore.NotificationServices.SQL20		5.0.921.1	19/05/2009 20:22:54					
CIStore.NotificationServices.SQL20 CIStore.SearchProviders.CHIProvid		5.0.921.1 5.0.921.1	19/05/2009 20:22:58 19/05/2009 20:23:00					
CIStore.SearchProviders.CHIProvid CIStore.SearchProviders.CHIProvid		5.0.921.1	19/05/2009 20:23:00					
CIStore.SearchProviders.CHIProvid CIStore.SearchProviders.Framewo		5.0.921.1	19/05/2009 20:23:14					
CIStore.SearchProviders.Store23P		5.0.921.1	19/05/2009 20:23:14					
CIStore.SearchProviders.Store23P			19/05/2009 20:23:08					
CIStore.SearchProviders.Store41P		5.0.921.1	19/05/2009 20:23:10					
CIStore.SearchProviders.Store41P		5.0.921.1	19/05/2009 20:23:14					
CIStore.SharedEntities.dll		5.0.921.1	19/05/2009 20:22:52					
CIStore.StoreWS.ServiceAgent.dll		5.0.921.1	19/05/2009 20:23:16					
CIStore.StoreWS.ServiceAgent.Xm	Serializers.dll	5.0.921.1	19/05/2009 20:23:16					

# **10.2** Technical information

This screen lists technical information about the current version of SCI Store and database. This includes:

- SCI Store API Version
- SCI Store Windows Services Version
- SCI Store Build version and date
- Database Server
- Database Name
- Database Version

### 10.3 Actions menu

The Actions menu has the following functions:

- Link to Release Notes list of new features and known issues related to each particular build of SCI Store.
- Link to product documentation "http://www.sci.scot.nhs.uk/products/store/"

# 10.4 Toolbar

The About Store page has the following links on the toolbar:

• Back Button "~, navigates to the Home Page

# Appendix A – Normalcy Rules

Normalcy rules are applied in Store to enable the user to easily see if a Test Result is abnormal, or if a Sample or Result Set/Investigation contains an abnormal Test Result. These rules are applied throughout the application when displaying results or when displaying lists of results. The following pages are affected:

- Home page
  - Recently Viewed Results
  - Recently Created Results
- Find Results
- Patient Details
- Result Details

A result is judged to be abnormal based on the following rules:

- For results input from lab systems sending results to Store in the Telepath format:
   If the normalcy indicator sent in the file is "+" or "-" then the result is abnormal
- For results input from lab systems sending results to Store in the HL7v2 format:
  - If the normalcy indicator is one of the following values then the result is abnormal
    - "L", "H", "LL", "HH", "<", ">", "A", "AA", "S", "MS", "VS", "R"
- For results input from other lab systems
  - If the normalcy indicator is populated and is one of the following values then the result is abnormal
    - "HI", "LO", "OR"
  - If the normalcy indicator is not populated then the result value is checked against the supplied reference range. If it is out-with this reference range then the result is abnormal

# **Document control**

# **Document information**

Document Identity:	SCI Store – End User Guide
Issue:	SCI Store Version 8.4.1401
Location:	Linwood
Document Number:	SCI-DPUG-011
Filename:	SCI Store - End User Guide.docx
Format:	Microsoft Office Word 2003
Owner:	Campbell Roberts
Status	Final
Distribution:	http://www.sci.scot.nhs.uk/products/store/