
SCI Gateway

Version 19.0 Release Notes

The purpose of these Release Notes is to highlight the changes to SCI Gateway that occur in version 19.0.

The major changes are listed on pages III to IV – What’s New in SCI Gateway version 19.0. Further details are provided on subsequent pages where appropriate.

DOCUMENT CONTROL SHEET:

Key Information:

Title:	19.0 SCI GATEWAY Newsletter
Date Published/Issued:	
Date Effective From:	
Version/Issue Number:	
Document Type:	
Document status:	
Author:	Valerie Jackson
Owner:	NISG Training
Approver:	SCI gateway project team
Approved by and Date:	
Contact:	
File Name:	Westdata01\dept\nisg\data\gpass\training\SCI\Gateway\Guides\19 Release notes

Revision History:

Version:	Date:	Summary of Changes:	Name:	Changes Marked:
V0.1	09/12/2014	Created by copying 18.0 SCI release notes for template	VJ	
V01	05/01/15	Issued to user group for UAT Sections missing awaiting development adding and managing users	VJ	No
V0.2		Issued to user group for UAT missing sections now complete still draft until going Live	VJ	No
V0.3		Issued to User group for 2 nd round of UAT. Still draft. Changes mainly editorial and typos. Additional option for tab preference on page 1-13. Additional note box on 2-2 regarding maintaining users Removed not that cause of death condition pulled from 3 rd party system. Must be entered manually	VJ	No
V0.4	17/03/2015	Clearer introduction to Point 1 PIV P1-1 Date change to May2015 P1-9 Emphasis on printing at point of sending for original EMCCD P1-10 Explanation of Adobe toolbar and options P1-11 emphasis on validity of Duplicate EMCCD P1-14 Advice to obtain original EMCCD serial number prior to sending Additional death Information message	VJ	No

What's new in SCI Gateway version 19.0 for End Users

1

Electronic Medical Certificate of Cause of Death (eMCCD)

You will now be able to send eMCCDs direct to National Records of Scotland.

Date	Patient	From	To	Status
17-Dec-2014 14:47	Testing-masklengthinfieldskddajddsd; JannddmfkyfgfdskfdkfdkfdkfdCHI: 2812033134	Dr. Neil Hamilton Neil Hamilton	Death Certification (eMCCD)	Submitted
17-Dec-2014 14:33	Testingnumber, Ian CHI: 2812033134	Dr. Neil Hamilton Neil Hamilton	Death Certification (eMCCD)	Submitted
17-Dec-2014 14:03	Dates, Ian CHI: 281203313	Dr. Neil Hamilton Neil Hamilton	Death Certification (eMCCD)	Submitted
16-Dec-2014 15:20	Test6, Ian CHI: 2503787576	Dr. Ian Testingg Neil Hamilton	Death Certification (eMCCD)	Submitted
16-Dec-2014 15:14	Test5, Ian CHI: 0902992333	Dr. Ian Testingg Neil Hamilton	Death Certification	Submitted

2

Death Certification Review Service (DCRS)

There are 2 message types to support the new DCRS service. When configured users will be able to receive Death Certification Review messages and to be able to send Additional Death Information messages to the DCRS.

Welcome to the SCI Gateway

Last successful login: Wednesday 10 December 2014 16:48
If this is not correct, please contact your local system administrator.

- You have 31 new messages
Discharge(3), Death Notification(10), Death Certification Review(18)
- You have 8 messages in progress
Referral(4), Additional Death Information(1), eMCCD(3)

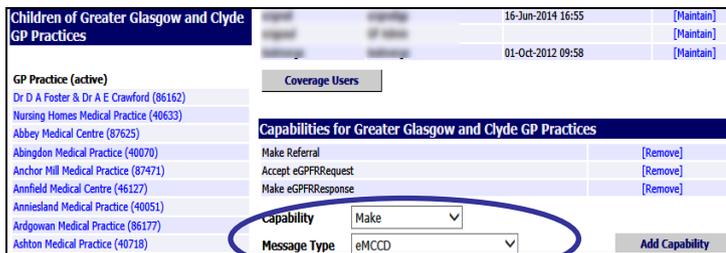
Local News

What's new in SCI Gateway version 19.0 for Admin Users

1

Electronic Medical Certificate of Cause of Death (eMCCD)

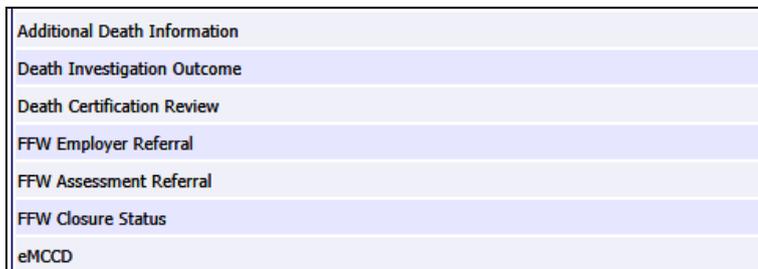
This is a new message type to be sent from Clinicians to National Records of Scotland. NSS IT Support will configure the receiving HCE, protocol, and stylesheet for this message type. Health Board System Administrators will be responsible for configuring a role to send this message type and assign HCEs with the appropriate capability so that Clinicians can send eMCCDs



2

Death Certification Review Service (DCRS)

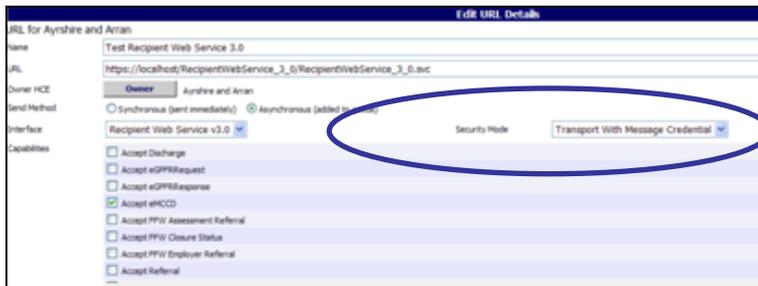
There are 2 new message types to support the DCRS; Additional Death Information and Death Certificate Review messages. Clinicians and HCEs responsible for eMCCDs need to be configured to be able to send and receive these message types.



3

Destination URL Security Configuration

Recipient Webservice V 3.0 can now be configured to accept different Windows Communication Foundation (WCF) security mode.



1 End User Changes

The Scottish Parliament passed new laws on registering and reviewing the accuracy of Medical Certificates of Cause of Death. This has made significant changes to the process. As of May 2015 eMCCDs will be sent through SCI Gateway to the receiving system of the Death Certificate Review Service (DCRS) at the National Records of Scotland. A random selection process will be applied and certificates will go forward for review. There are 2 different levels of review; one should take approximately one day and the other a more intensive review, 3 days.

If an MCCD is being reviewed Clinicians may be asked for additional medical information to help with the review process. This can be sent using the Additional Death Information message type. The DCRS will make the request for additional information by sending a Death Certificate Review message to the certifying Clinician.

Electronic Medical Certificate of Cause of Death (eMCCD)

The process for death registration changed in 2014 and now a further change means that death registrations will be sent using the eMCCD message type through SCI Gateway. To send an eMCCD message log onto SCI Gateway in the usual way and find your patient if using a clinical system:

Welcome to the SCI Gateway

Last successful login: Wednesday 10 December 2014 13:12
If this is not correct, please contact your local system administrator.

Mr Ian Dunn
2951256
Neil Hamilton
Forth Valley

You have **31** new messages
Discharge(3), Death Notification(10), Death Certification Review(18)

You have **6** messages in progress
Referral(4), eMCCD(2)

SCI News **Local News**

Home
Messages
New Message
Audit Trail
Guidance
Waiting Times
Preferences
Security
Help
Log Off

Additional Death Information
Advice Request
Death Notification
eMCCD
Referral

New eMCCD

My Favourites: (Select favourite) v

Send to:
Non-NHS Entities v
National Records Scotland v
Death Certification v

Protocol: eMCCD v

Add Favourite Back Create

Click here if you want to add the protocol to your favourites

Click on Create

Select Non-NHS Entities | National Records Scotland | Death Certification | eMCCD from the relevant drop down lists



Your first destination selection is to remove your local Health Board and select Non-NHS Entities. Once you have selected this your list of local hospitals and clinics will no longer be available as destinations for this message. You can then go on and select the appropriate destinations as shown above.

Once you have selected all your destination options you can add this to your favourites to make this destination selection quicker in future.

Pictured below is the eMCCD protocol displayed after clicking on *Create* as described on the previous page with the **Certificate Information** tab displayed:

Certificate Information

Guidance for completion of this form is available at www.nrscotland.gov.uk/MCCDGuidance

Serial Number

Serial Number: 50000608

Is this a revised certificate*
 Yes
 No

Original Serial Number

Deceased Details

CHI Number*: 0505757869

Tick to confirm if no CHI number is available

Forename*: Ann

Middle Name:

Surname*: Jyna

Date of Birth*: 5-May-1975

Sex*: Male Female

Buttons: Cancel, Attach, Preview Letter, Spellcheck, Park, Send



If this is a revised certificate when you select **Yes** the Original Serial Number field becomes Live and you should enter the serial number of the original MCCD certificate. Do not change the generated Serial number in the field above.

Pictured below is the **Details of Death** tab displayed after clicking on the tab as described on the previous page:



Click the appropriate radial button to select the most appropriate option for time and date of death.

If you select “the time of death was between the above and the following” the time field becomes live and you can enter an end time.

If you select “the time of death occurred during the BST/GMT change over” the time qualifier field becomes live and you can select which time zone was used.

Pictured below is the **Details of Certifying Doctor** tab displayed after clicking on the tab as described on the previous page:

The screenshot shows a web browser window titled "Jyna, Ann - 5-May-1975 - 0505757869 - SCI Gateway - eMCCD - Internet Explorer". The main content area is titled "electronic Medical Certificate Of Cause Of Death (v0.3)" and has a sub-header "Details Of Certifying Doctor". The form includes the following fields:

- GP Practice: ORCHARD HOUSE HEALTH CENT (dropdown)
- GP: Dr. Neil Hamilton (dropdown)
- GMC Code*: (pink field)
- GP Code*: (pink field)
- GP Name*: Dr. Neil Hamilton
- Practice Code*: (pink field)
- Practice Name*: ORCHARD HOUSE HEALTH CENTRE (25525)
- Address*: Orchard House Health Centre, Union Street, Stirling
- Postcode*: FK8 1PH
- Phone Number*: 01786 450394
- Consultant Name (for a death in a hospital): (empty field)
- I hereby certify that to the best of my knowledge and belief the information contained in this Medical Certificate of Cause of Death is correct*:
- Date Certified*: 11-Dec-2014 (calendar icon)

At the bottom of the form are buttons: Cancel, Attach, Preview Letter, Spellcheck, Park, and Send. Two callout boxes are present: one pointing to the "Cause Of Death" tab with the text "Click here to move on to next tab and enter more information", and another pointing to the confirmation checkbox and date field with the text "Tick box to confirm and enter date being certified".



If you have opened the protocol through a third party clinical system the certifying Clinician details will be pre-populated. Alternatively select certifying GP / Clinician name from drop down list or manually key in your details. Fields marked pink and with an asterisk are mandatory.

Pictured below is the **Cause of Death** tab displayed after clicking on the tab as described on the previous page:

Click here to move on to next tab and enter more information

electronic Medical Certificate Of Cause Of Death (v0.3)

Cause Of Death

I. Disease or condition directly leading to death*

(a)* Myocardial ishchemia ABC

Approximate interval between onset and death

Years	Months	Days
3	4	

Antecedent causes - Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last due to (or as a consequence of)

(b) ABC

Years	Months	Days

due to (or as a consequence of)

(c) ABC

Years	Months	Days

due to (or as a consequence of)

(d) ABC

Years	Months	Days

II Other significant conditions contributing to the death, but not related to the disease or condition causing it

i ABC

Years	Months	Days

ii ABC

Years	Months	Days

iii ABC

Years	Months	Days

Add cause of death here and how long deceased had the condition if known

Add as many conditions as necessary

Cancel Attach Preview Letter Spellcheck Park Send



Cause of Death must be manually entered. It will not pull from your third party clinical system. More than one Cause of Death can be added and you can enter any other significant conditions.

Pictured below is the **Hazards** tab displayed after clicking on the tab as described on the previous page:

Certificate Information | Details Of Deceased | Details Of Certifying Doctor | Cause Of Death | **Hazards** | Additional Information

electronic Medical Certificate Of Cause Of Death (v0.3)

Hazards

To the best of your knowledge and belief;

Does the body of the deceased pose a risk to public health: for example, did the deceased have a notifiable infectious disease or was their body "contaminated", immediately before death?

Is there a cardiac pacemaker or any other potentially explosive device currently present in the deceased?

Is there radioactive material or other hazardous implant currently present in the deceased?

DH1*
 Yes
 No

DH2*
 Yes
 No

DH3*
 Yes
 No

Select the appropriate option Yes or No for each of the above questions

Click here to move on to next tab and enter more information

Cancel | Attach | Preview Letter | Spellcheck | Park | Send



The information requested above is to ensure that there is nothing that could cause a health hazard to others.

Pictured below is the **Additional Information** tab displayed after clicking on the tab as described on the previous page:

Additional Information

Post Mortem

Post mortem examination by a pathologist* Post mortem has been done and information is included above
 Post mortem information may be available later
 No post mortem

Attendance on Deceased

Attendance on deceased* I was in attendance upon the deceased during last illness
 I was not in attendance upon the deceased during last illness: the doctor who was is unable to provide the certificate
 No doctor was in attendance on the deceased

Procurator Fiscal

Has this death has been reported to the procurator fiscal* Yes
 No

Extra Information for Statistical Purposes

I may be able to supply the Registrar General with additional information

Maternal Deaths

Death during pregnancy or within 42 days of the pregnancy ending

Death between 43 days and 12 months after the end of pregnancy

Answer each question as required to complete the protocol

Cancel Attach Preview Letter Spellcheck Park Send

Click here to cancel
Click here to add an attachment
Click here to preview the letter
Click here to check the spelling of the letter
Click here to close and save for later
Click here to send

Pictured below is the Referral Options window displayed after clicking on *Send* as described on the previous page:

eMCCD Options

The recipient will accept this message.

Please click the proceed button to continue. Alternatively, use the back button to return to the worklist, and keep the message parked as "In Progress".

Click on *Back* to return to the protocol and make changes

Click on *Proceed* to go on

Message from webpage

Are you sure that you want to send the message now? If so please click OK.

Once you hit OK no further changes may be made to the message.

Click on *OK*

Click on *Cancel* to go back

Click on the cross to close and return to the worklist after printing

https://nisdg9004/Internal/message/PdfLetter.aspx - Windows Internet Explorer

MEDICAL CERTIFICATE OF CAUSE OF DEATH (Form 11) Serial number: 50000608
 (Section 24(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)

The completed certificate should be taken to the Registrar of Births, Deaths and Marriages and will be retained by them.

GUIDANCE FOR COMPLETION OF THIS FORM IS AVAILABLE AT www.nrscotland.gov.uk/MCCDGuidance
PLEASE PRINT CLEARLY IN BLOCK CAPITALS AND DO NOT ABBREVIATE

PART A - DETAILS OF DECEASED

Name of deceased	Ann Jyna
Date of death (dd/mm/yyyy)	10-Dec-2014
Time of death (24-hour clock - hh:mm)	03:40
Place of death	1 Anywhere Street Glasgow G2 6QE
Health Board area in which death occurred	Greater Glasgow and Clyde
Community Health Index (CHI) number	0505757869
Date of birth (dd/mm/yyyy)	05-May-1975

PART B - DETAILS OF CERTIFYING DOCTOR

Name	Dr. Gary Johnson
GMC number	3089369
Business address	Dr N S D MacLay & Partners (85220) 77 South Ayr Road G83 0NB

Click on the Pinter icon to print the eMCCD

Tool bar displayed here – see next page for details of options

Note: The eMCCD must be printed at this point in the process in order to print an original copy of the certificate.

After closing the EMCCD message, by clicking on the cross as described on the previous page, the window will close and you will be returned to the worklist as pictured below:

	Date	Patient	From	To	Status
	11-Dec-2014 15:16	Jyna, Ann CHI: 0505757869	Dr. Neil Hamilton Neil Hamilton	Death Certification (eMCCD)	Submitted
	10-Dec-2014 16:54	Smith, Jimmy CHI: 2812033134	Dr. Neil Hamilton Neil Hamilton	Death Certification (eMCCD)	In Progress

Pale blue ball denotes eMCCD

The sent eMCCD is displayed here in the worklist with a status of **Submitted**

The MCCD letter is displayed as a PDF document in an Internet Explorer window; differently from your other message types. A pop up toolbar will be displayed at the bottom of the PDF page, as pictured on the previous page. See the toolbar below with description of the options:



- Save icon – allows you to save a copy of the EMCCD.
- Print icon – allows you to print a copy of the EMCCD
- Page Number icons / arrows – allow you to view different pages in the EMCCD
- Plus and Minus icons – allows you to make the EMCCD smaller or bigger for ease of viewing
- Adobe icon – allows you to open the EMCCD with a fixed Adobe toolbar at the top of the EEMCCD for easier management.

This toolbar and options are for Adobe. If you use another application for viewing PDF documents consult their User manual for viewing, printing and saving options.

All other messages sent through SCI Gateway will continue to display in the same way as usual i.e. html. MCCD messages are defined by Government legislation and must be displayed as the message is displayed on the previous page. If you do not have an application, such as Adobe, that allows you to view PDF documents, a pop message will be displayed as pictured below. You can search the internet for a suitable application or save the message till later:

Click on *Find* to search for an appropriate application on the web

Click on *Save* to save the eMCCD to your local network

If the original copy of the MCCD is lost, you can view and print an additional copy of the message at anytime by returning to the worklist and clicking on the patient's name. However, if you print the MCCD in this way, the copy will have a 'Duplicate' watermark displayed. A duplicate copy is a valid copy and may be used to register the death.

If you print the eMCCD prior to sending the message, from the *Preview Letter* option as described on page 1-8, the copy of the eMCCD will have a 'DRAFT' watermark and is not valid for registering the death.

The original copy, issued for registering the death, must be printed at the point of sending; i.e. after clicking on Send | Proceed | OK - the eMCCD is displayed and click on the Print icon.

If you are configured for copies of eMCCDs to go to Docman, a copy of the message will be saved to the patient's record in Docman when has been sent.

Depending on the third party system you use, to connect to SCI Gateway, you may receive additional pop up messages after clicking on *OK* as described the previous page. The eMCCD will be displayed in worklist denoted with a pale blue ball as displayed on the previous page and with a status of Submitted.

You will not have the options of *Save to File* or *Change Status* on the print preview of eMCCD messages or the option to bulk print eMCCD messages. You can still use the **Save to File** and **Changes Status** to mark the message as filed options from the Context Menu on the worklist.

You can view eMCCD messages at anytime by going to the Menu bar pointing to Messages and selecting eMCCD:

For more information on managing the worklist see the SCI Gateway Sending and Receiving Messages user Guide or talk to your local System Administrator.

Death Certificate Review Service (DCRS)

When National Records of Scotland receive MCCD messages they go through a process whereby a number of MCCDs are randomly selected to go forward for review to DCRS. As part of the review process DCRS may request additional medical information from the certifying clinician. This request will be made by sending a Death Certificate Review message to the certifying clinician.

Receiving a Death Certification Review

To receive a Death Certification Review log on to SCI Gateway either through your desktop icon or through your clinical system:

Welcome to the SCI Gateway

Last successful login: Thursday 11 December 2014 16:28
 If this is not correct, please contact your local system administrator.

Mr Ian Dunn
 2951256
 Neil Hamilton
 Forth Valley

- You have **28** new messages
 Discharge(3), Death Notification(10), Death Certification Review(15)
- You have **8** messages in progress
 Referral(4), Additional Death Information(1), eMCCD(3)

Navigation menu: Home, Messages, New Message, Audit Trail, Guidance, Waiting Times, Preferences, Security, Help, Log Off.

Callout box: Click on **Death Certification Review**

Death Certification Review Worklist (filtered items)

	F	Date	Patient	From	To	Status
<input type="checkbox"/>	<input type="checkbox"/>	31-Oct-2014 15:09	Smith, John CHI: 0101555059	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	29-Oct-2014 16:56	Hh, Hh CHI: 0801705029	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	29-Oct-2014 16:36	Hh, Hh CHI: 0801705029	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	28-Oct-2014 14:01	O'Nisgtesp, Jodi CHI: 1004055005	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	23-Oct-2014 16:28	Mm, Mm CHI: 1301705020	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	17-Oct-2014 11:28	Kk, Kk CHI: 1101075086	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	17-Oct-2014 10:52	Teven, Fiona CHI: 1801705003	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	16-Oct-2014 16:28	H, H CHI: 0110075005	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	15-Oct-2014 17:42	Test, James CHI: 0611695014	Death Certification Review Service	Neil Hamilton	Submitted
<input type="checkbox"/>	<input type="checkbox"/>	15-Oct-2014 17:34	Test, James CHI: 0611695014	Death Certification Review Service	Neil Hamilton	Submitted

Displaying messages 1 to 10 of 15

Items per page: 10

Page 1 of 2 Next Last Go to page:

Callout boxes:

- Death Certification Review denoted with green ball
- Click on the patient name to open the message

Pictured below is an example of a Death Certification Review message displayed after clicking on the patient name as described on the previous page:

Click here to print a copy of the message

Click here to save a copy of the message

Click here to save a copy of the message to Docman

Click here to change the status of the message

SCI Gateway - Smith, John, CHI: 0101555059 - Internet Explorer

Print Save to File Save to Docman Change Status

DEATH CERTIFICATE ADVICE REVIEW

Dear Doctor,

Under the Certification of Death (Scotland) Act 2011, a random sample of medical certificates of cause of death (MCCD) are selected for independent medical scrutiny review.

CHI Number:	0101555059
Forename:	John
Surname:	Smith
Date of Birth:	1955-01-01
Date of Death:	2014-01-20

The MCCD for the above patient has been selected for review and the Medical Reviewer requires the Death Certification Review Protocol to be completed for the above patient within 1-working day in order to satisfy the requirements of the review process. Until the review process concludes, it will not be possible for funeral arrangements for the deceased to be finalised or registration completed and therefore, a timely response to this request would be appreciated. Consideration should be given to all fields within the protocol and any information available for each field should be supplied.

Require last 6 months of test results

Kind regards
Medical Reviewer

Details of additional information requested

Details of deceased



The letter above consists of a standard statement from DCRS about the review process, the deceased patient’s name, CHI, Date of Birth, and Date of Death. The detail of the additional information requested is at the bottom of the letter.

If you click on *Save to Docman* as shown above the message will save to the batch manager and can be work flowed to the appropriate clinician. See the SCI Gateway Sending and Receiving Messages User Guide for more information on managing received messages.

The above letter is a sample Death Certification Review. The actual message you receive may look different from the one displayed. You may receive a request for test results as above or a full medical history. Each request will be specific to the review in question.

Sending Additional Death Information Messages

When you receive a Death Certification Review requesting more information about a deceased patient you can send this information to DCRS using an Additional Death Information message. There is not a **Reply** option to a Death Certificate Review message. To send an Additional Death Information message logon to SCI Gateway in the usual way and find your patient, if using a clinical system. Ensure you have the original MCCD serial number to hand which will you will need to enter into the protocol:

Point to **Message** and click on **Additional Death Information**

Welcome to the SCI Gateway
Last successful login: Friday 12 December 2014 11:12
If this is not correct, please contact your local system administrator.

Mr Ian Dunn
2951256
Neil Hamilton
Forth Valley

Patient Context
John Smith (CHI: 0101555059)
Click here for stand alone SCI and information regarding all of your patients.

SCI News

Local News

Home
Messages
New Message
Guidance
Waiting Times
Preferences
Security
Help
Log Off

Additional Death Information
Advice Request
Death Notification
eMCCD
Referral

New Additional Death Information

My Favourites: Death Certification Review Service / Additional Death Info DCRS-High

Send to:
Special Health Boards
NHS24
Services
Death Certification Review Service

Protocol: Additional Death Info DCRS-High

Add Favourite Remove Favourite Back Create

Click on *Add Favourite*

Click on *Create*

Select destination options from the drop down lists

Select the required protocol from the drop down list



Once you have selected all your destination options you can add this to your favourites to make this destination selection quicker in future.

Pictured below is the **Additional Death Information** protocol displayed after clicking on *Create* as described on the previous page and with the Clinical Summary tab to the fore:

Smith, John - 1-Jan-1955 - 0101555059 - SCI Gateway - Additional Death Information - Internet E...

Clinical Summary Medical History Medication Risks / Alerts Demographics Administration

Additional Death Information (PMH High Priority) (v1.0)

Clinical Summary

MCCD Serial Number* 12345678

Additional Information for Death Certification Review Service

Please provide below any additional information relevant to the cause of death which is not included elsewhere in this form.

Additional Information

Enter any additional information here that may assist in the review process by DCRS

Enter any information into this field that will support the nature of the additional information requested by DCRS

Key in or paste the MCCD serial number after copying from the original MCCD

Click here to move on to next tab and enter more information

Cancel Attach Preview Letter Spellcheck Park Send



You will find the MCCD serial number on the original MCCD. The MCCD Serial Number is generated, by SCI Gateway, at the point of sending the MCCD to National Records of Scotland. It can be copied from the original document and pasted into the field.

Pictured below is **Medical History** tab displayed after clicking on the tab as described on the previous page:

Smith, John - 1-Jan-1955 - 0101555059 - SCI Gateway - Additional Death Information - Internet E...

Clinical Summary **Medical History** Medication Risks / Alerts Demographics Administration

Additional Death Information (PMH High Priority) (v1.0)

Click here to move on to next tab and enter more information

Medical History

Past Medical Verified*

Pre-existing Conditions

Condition Name	Modifier	Extension	Date Recorded	Date of Onset

Add Row

Past Procedures

Procedure Name	Laterality	Modifier	Comment	Date Recorded	Date Performed

Add Row

Family History

Family Conditions

Condition Name	Modifier	Extension	Date	Date Recorded	Relation to Patient

Information pre-populated. Edit if required or enter details if not using a clinical system

Cancel Attach Preview Letter Spellcheck Park Send



The medical history in this tab will pre-populate from the deceased patient's record in your clinical system. Alternatively enter any information that pertains to the request for additional information from DCRS.

The pink fields are non mandatory unless you enter any information into the Modifier, Extension, Date, Date Recorded and or Relation to Patient.

Ensure Past Medical Verified is ticked prior to sending the message.

Pictured below is **Medication** tab displayed after clicking on the tab as described on the previous page:

Additional Death Information (PMH High Priority) (v1.0)

Medication

Medication Verified*

Current Medication

Drug Name	Preparation	Dose	Frequency	Started	Due to complete	Last Presc
Indomod	CAPS 75MG	1 Cap	morning and night	25-Aug-2005	25-Aug-2006	25-Aug
Hormonin	TABS	1 or 2 Tabs	morning and night	25-Aug-2005	25-Aug-2006	25-Aug
Jevity Plus	Ready To Hang Unflavoured 1000ml LIQ	10 ml	morning and night	25-Aug-2005	25-Aug-2006	25-Aug

Recently Administered Medication

Drug Name	Preparation	Dose	Frequency	Started	Due to complete	Last Prescribed Date

Information pre-populated. Edit if required or enter details if not using a clinical system

Buttons: Cancel, Attach, Preview Letter, Spellcheck, Park, Send



The medication tab will pre-populate with the deceased patient’s current medication and recent acute drugs recorded in their medical record as at the time of death.

Ensure Medication Verified is ticked prior to sending the message.

Pictured below is the **Risks/Alerts** tab displayed after clicking on the tab as described on the previous page:

Smith, John - 1-Jan-1955 - 0101555059 - SCI Gateway - Additional Death Information - Internet E

Clinical Summary | Medical History | Medication | **Risks / Alerts** | Demographics | Administration

Additional Death Information (PMH High Priority) (v1.0)

Risks / Alerts

Alerts Verified*

Allergies Add Row

Description	Comment	Modifier	Start
<input type="checkbox"/> Bagassosis			
<input type="checkbox"/> Pigeon fanciers lung			

Intolerances Add Row

Description	Comment	Modifier	Start	Recorded
<input type="checkbox"/> Secondary lactose intolerance				1-Jan-2001
<input type="checkbox"/> Primary lactose intolerance				1-Jan-2001

Risk To Others Add Row

Description	Comment	Modifier	Start	Recorded
<input type="checkbox"/>				

Lifestyle Risks

Non-Therapeutic Drugs

Cancel | Attach | Preview Letter | Spellcheck | Park | Send



The Risks/Alerts tab will pre-populate with details from the patients record.

Ensure Alerts Verified is ticked prior to sending the message.

Pictured below is **Demographics** tab displayed after clicking on the tab as described on the previous page:

The screenshot shows a web browser window titled "Smith, John - 1-Jan-1955 - 0101555059 - SCI Gateway - Additional Death Information - Internet Explorer". The "Demographics" tab is selected in the navigation bar. The form is titled "Additional Death Information (PMH High Priority) (v1.0)".

Demographics

CHI Number: 0101555059

Title: Mr

Forename*: John

Surname*: Smith

Address*: 6 Seaforth Road
HILLINGTON
GLASGOW

Post Code*: G52 4SQ

Phone Number: 01418829996

Mobile Phone Number: [Empty]

Email Address: [Empty]

Date of Birth*: 1-Jan-1955

Sex*: Male Female

Marital Status: (Not Known)

Religious Observance: [Empty]

Health Board: Greater Glasgow

Background Data

Marriage: [Empty]

Buttons at the bottom: Cancel, Attach, Preview Letter, Spellcheck, Park, Send.

Callout boxes:

- Top right: "Click here to move on to next tab and enter more information" (pointing to the Administration tab).
- Right side: "Information pre-populated. Edit if required or enter details if not using a clinical system" (pointing to the Forename and Surname fields).



If using a third party clinical system the information in this tab will pre-populate. Alternatively enter the information as required.

Pictured below is the **Administration** tab displayed after clicking on the tab as described on the previous page:



Select the certifying clinician from the drop down list if not already pre-populated. When you select the clinician name the address and other details will populate the required fields.

If your name is not on the list select another clinician to populate the address etc. Click back in the clinician dropdown list and select the blank option at the top of the list. A pop up message will be displayed asking - Would you like to clear the clinician fields? Click on the *Yes* button. This will clear the clinician but leave your location address fields populated. You can enter your own name and GMC number.

Pictured below is the Additional Death Information options window displayed after clicking on the *Send* as described on the previous page:

Additional Death Information Options

The recipient will accept this message.

Please click the proceed button to continue. Alternatively, use the back button to return to the worklist, and keep the message parked as "In Progress".

Buttons: **Back** | **Proceed**

Callouts:
- Click on *Back* to return to the protocol and make changes
- Click on *Proceed* to go on

Message from webpage

Are you sure that you want to send the message now?
If so please click OK.

Once you hit OK no further changes may be made to the message.

Buttons: **OK** | **Cancel**

Callouts:
- Click on *Ok* to complete
- Click on *Cancel* to go back

Additional Death Information Worklist

	Date	Patient	From	To	Status
	12-Dec-2014 15:50	Smith, John CHI: 0101555059	Dr. Neil Hamilton Neil Hamilton	Death Certification Review Service (Additional Death Info DCRS-High)	Submitted

Callouts:
- Pale pink ball denotes Additional Death Information message
- The sent Additional Death Information message is displayed here in the worklist with a status of **Submitted**

2 System Administrator Changes

The majority of R19.0 is focussed on Death Certificate Review Service (DCRS) which have gone through a change process and now the messages to support this service will be sent through SCI Gateway. National Records Scotland and the DCRS HCEs have been added to SCI Gateway and the protocols and stylesheets have already been configured at national level as these national services are out with the control of the Health Boards.

SCI Gateway Administrators will need to assign the Capabilities for HCES to be able to make eMCCDs and Additional Death Information messages and to accept Death Certificate Review messages. SCI Support will be responsible for configuring Make and Accept Capabilities for these message types for National Records Scotland and DCRS.

eMCCD

In order to be able to send and manage eMCCD messages users and HCEs need to be configured with appropriate capabilities and roles. To add capabilities to HCEs log onto SCI Gateway and navigate to the NHS Directory tree. The Health Board GP practices level is used in the following examples to show the process:

Point to **Admin** and select **NHS Directory**

Manage NHS directory entries and their users

Click on **GP Practices**

Select Make from Capability and eMCCD from the Message Type drop down lists

Click on **Add Capability**

Capability	Message Type	Action
Make Referral		[Remove]
Accept eGPFRRequest		[Remove]
Make eGPFRResponse		[Remove]
Accept Redirected Referral		[from Forth Valley]
Redirect Referral		[from Forth Valley]
Accept Discharge		[Remove]
Accept Redirected Discharge		[Remove]
Redirect Discharge		[Remove]
Accept Clinic Letter		[Remove]
Capability	Make	
Message Type	eMCCD	



Any Extras that you would normally associate with message types may also be configured for example "File message in Docman", if you want a copy to be saved when sending an eMCCD.

You will need to configure the same capability for Non GP Locations. Alternatively you can set the message type capability at Health Board level.

Create a Role to Send eMCCDs

You will need to create a Role so that Clinicians will be able to send eMCCD messages. From the main menu point to **Admin** and select **Roles**:

The screenshot shows the SCI Gateway interface. The top navigation bar includes the NHS Scotland logo, a welcome message, and the user's last login information. The main menu on the left contains options like Home, Audit Trail, Guidance, Waiting Times, Admin, Security, Help, and Log Off. The 'Admin' menu is expanded, showing sub-options: HCE Groups, Maintain Sender Details, NHS Directory, Protocols, Roles, and Users. A callout box labeled 'Point to Admin and click on Roles' points to the 'Admin' menu item. Below the main menu, there is a 'Search eLibrary' button and a 'Manage roles' button. The 'Roles' page is shown below, with a callout box labeled 'Click on New Role' pointing to the 'New Role' button. The 'Roles' page contains a table with columns for Name, Owner HCE, Update, Delete, and Clone.

Name	Owner HCE	Update	Delete	Clone
Forth Valley Accept Advice Request Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Advice Response Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Ambulance Report Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Clinic Letter Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Discharge Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept eGPFRRequest Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept eGPFRResponse Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Referral Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Referral Update Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Supplementary Default Role	Forth Valley	[Update]	[Delete]	[Clone]

Pictured below is the New Role Details Window displayed after clicking on *New Role* as described on the previous page:

The screenshot shows the 'New Role Details' window. At the top, there are 'Save' and 'Role List' buttons. Below these are input fields for 'Name' (containing 'Forth Valley Make eMCCD Role') and 'Owner HCE' (with a dropdown menu showing 'Forth Valley'). There are also 'Receive' and 'Send' tabs. A table below lists 'Message Types' with columns for various actions: create / park, view in-progress, print in-progress, attach files / Docman, set status / flags, cancel, delete, send, view sent, print sent, view audit trail, save to file, file in Docman, import, and demographic lookup. The 'eMCCD' row has several of these actions checked. Callouts point to the 'Save' button, the 'Name' field, the 'Owner' dropdown, the 'Send' tab, and the checked boxes in the 'eMCCD' row.

Callouts:

- Click on Save when all options have been selected
- Enter a name for the role
- Click on Owner and select an owner from the NHS Directory
- Click on the Send tab
- Tick all options required for your message type

Message Types	create / park	view in-progress	print in-progress	attach files / Docman	set status / flags	cancel	delete	send	view sent	print sent	view audit trail	save to file	file in Docman	import	demographic lookup
Referral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
eGPFRRequest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
eGPFRResponse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Supplementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Advice Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Advice Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Referral Update	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Ambulance Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Clinic Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Clinical Dialogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Back to Referrer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Death Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Additional Death Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Death Investigation Outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Death Certification Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
FFW Employer Referral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
FFW Assessment Referral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
FFW Closure Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
eMCCD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

Pictured below is the bottom section of the New Role Details window where you can manage the users in the role:

The screenshot shows two side-by-side lists of user identities. The left list, titled 'User identities in Role', contains 30 entries, with 'falkirk.gm [falkirk.gm]' highlighted in blue. Below this list is a 'Permissions Summary' button. The right list, titled 'User identities', contains 30 entries. Below this list are buttons for 'Select All', 'Deselect All', and 'Filter By HCE...'. A double arrow button is located between the two lists. Three callout boxes provide instructions: 'Newly added users displayed here' points to the highlighted user in the left list; 'Click on the arrow to move the users across' points to the double arrow button; and 'Highlight the users to be added to the role' points to the highlighted user in the right list.



Click on the first name and hold down the **Shift** button on your keyboard to select multiple names at one time. Alternatively to manage in a more controlled fashion you can use the *Filter By HCE...* to add location by location

Once you have selected all options click on *Save* as described on the previous page and the following message will be displayed:

The screenshot shows a confirmation message box. It has a dark blue header bar. Below the header are two buttons: 'Save' and 'Role List'. The main content area displays the text 'Role created successfully.' in green.

National Records of Scotland regulations dictate that clinicians are responsible for and must send eMCCDs. Secretaries and admin clerks can create and park the message but in no circumstances should they be given a SCI Gateway Role that allows them to send eMCCD messages.

Death Certificate Review Service (DCRS)

In order to be able to send and receive messages from DCRS, Users and HCEs in your Health Board will need to be configured.

Assigning Death Certificate Review and Additional Death Information message types to HCEs.

Point to Admin and select NHS Directory

Manage NHS directory entries and their users

Click on GP Practices

Parents of Forth Valley		User Identities for Forth Valley			
NHS Scotland		User Name	Identity Name	Last Used	Maintain
Children of Forth Valley				15-Dec-2014 09:50	[Maintain]
Branch (active)				19-Nov-2012 13:17	[Maintain]
Forth Valley Community Services				08-Aug-2013 10:20	[Maintain]
Forth Valley Dental Practices				26-May-2014 14:37	[Maintain]
Forth Valley Eye Care				12-Dec-2006 11:19	[Maintain]
Forth Valley GP Practices				06-Dec-2012 15:30	[Maintain]
Forth Valley Non-GP Locations/Providers				06-May-2014 09:44	[Maintain]
Forth Valley Optometry Practices				02-Oct-2009 08:26	[Maintain]
FV Dental Services				27-Oct-2014 08:51	[Maintain]
Branch (inactive)				28-Sep-2011 11:55	[Maintain]
Forth Valley Mental Health Services				06-Jul-2011 15:52	[Maintain]
Protocols for Forth Valley				17-Oct-2012 10:08	[Maintain]
				27-May-2014 15:56	[Maintain]
				22-May-2014 12:14	[Maintain]
				20-Feb-2014 10:20	[Maintain]

Select Accept and Death Certification Review from the drop down lists

Click on Add Capability

Select Make and Additional Death Information from the drop down lists

Click on Add Capability

Creating Roles for Death Certification Review and Additional Death Information Messages

You will need to create roles so that users will be able to receive Death Certification Review messages and send Additional Death Information messages. From the main menu point to **Admin** and select **Roles**:

The screenshot shows the NHS SCI Gateway interface. The top navigation bar includes the NHS SCOTLAND logo, a user profile (admin test), and a welcome message. A main menu is open, showing 'Admin' selected. A sub-menu is visible with 'Roles' highlighted. A callout box points to the 'Admin' menu item with the text 'Point to Admin and click on Roles'. Below the main menu, a 'Manage roles' button is visible. The 'Roles' page is shown below, with a 'New Role' button highlighted. A callout box points to this button with the text 'Click on New Role'.

Name	Owner HCE	Update	Delete	Clone
Forth Valley Accept Advice Request Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Advice Response Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Ambulance Report Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Clinic Letter Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Discharge Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept eGPFRRequest Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept eGPFRResponse Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Referral Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Referral Update Default Role	Forth Valley	[Update]	[Delete]	[Clone]
Forth Valley Accept Supplementary Default Role	Forth Valley	[Update]	[Delete]	[Clone]

Pictured below is the New Role Details Window displayed after clicking on *New Role* as described on the previous page:

Click on Save when all options have been selected

Click here to return to Role list and add a new role

Enter a name for the role

Click on Owner and select an owner from the NHS Directory

Click on the tab required

New Role Details

Save
Role List

Name

Owner HCE Owner Forth Valley

Receive

Message Types	view received	print received	set status / flags	redirect	reply	save to file	file in Docman	cancel	delete	import	attach to new	set appointment date	view audit trail
Referral	<input type="checkbox"/>												
Discharge	<input type="checkbox"/>												
eGPFRRequest	<input type="checkbox"/>												
eGPFRResponse	<input type="checkbox"/>												
Supplementary	<input type="checkbox"/>												
Advice Request	<input type="checkbox"/>												
Advice Response	<input type="checkbox"/>												
Referral Update	<input type="checkbox"/>												
Ambulance Report	<input type="checkbox"/>												
Clinic Letter	<input type="checkbox"/>												
Clinical Dialogue	<input type="checkbox"/>												
Back to Referrer	<input type="checkbox"/>												
Death Notification	<input type="checkbox"/>												
Additional Death Information	<input type="checkbox"/>												
Death Investigation Outcome	<input type="checkbox"/>												
Death Certification Review	<input checked="" type="checkbox"/>												
FFW Employer Referral	<input type="checkbox"/>												
FFW Assessment Referral	<input type="checkbox"/>												
FFW Closure Status	<input type="checkbox"/>												
eMCCD	<input type="checkbox"/>												

User identities in Role

25525raabel [25525raabel]

25525nwghamilton [25525nwghamilton]

25525ccmullen [25525ccmullen]

<<
>>

User identities

25525aadjepong [25525aadjepong]

25525cmoffett [25525cmoffett]

25525croberson [25525croberson]

25525dbegbie [25525dbegbie]

25525diherron [25525diherron]

25525jemery-barker [25525jemery-barker]

25525jhanlon [25525jhanlon]

25525Jsneddon [25525Jsneddon]

25525ksrikanth [25525ksrikanth]

25525LFerguson [25525LFerguson]

25525mablair [25525mablair]

25525mfinlayson [25525mfinlayson]

2951256 [2951256]

fvidolan [fvidolan]

jwohouse [jwohouse]

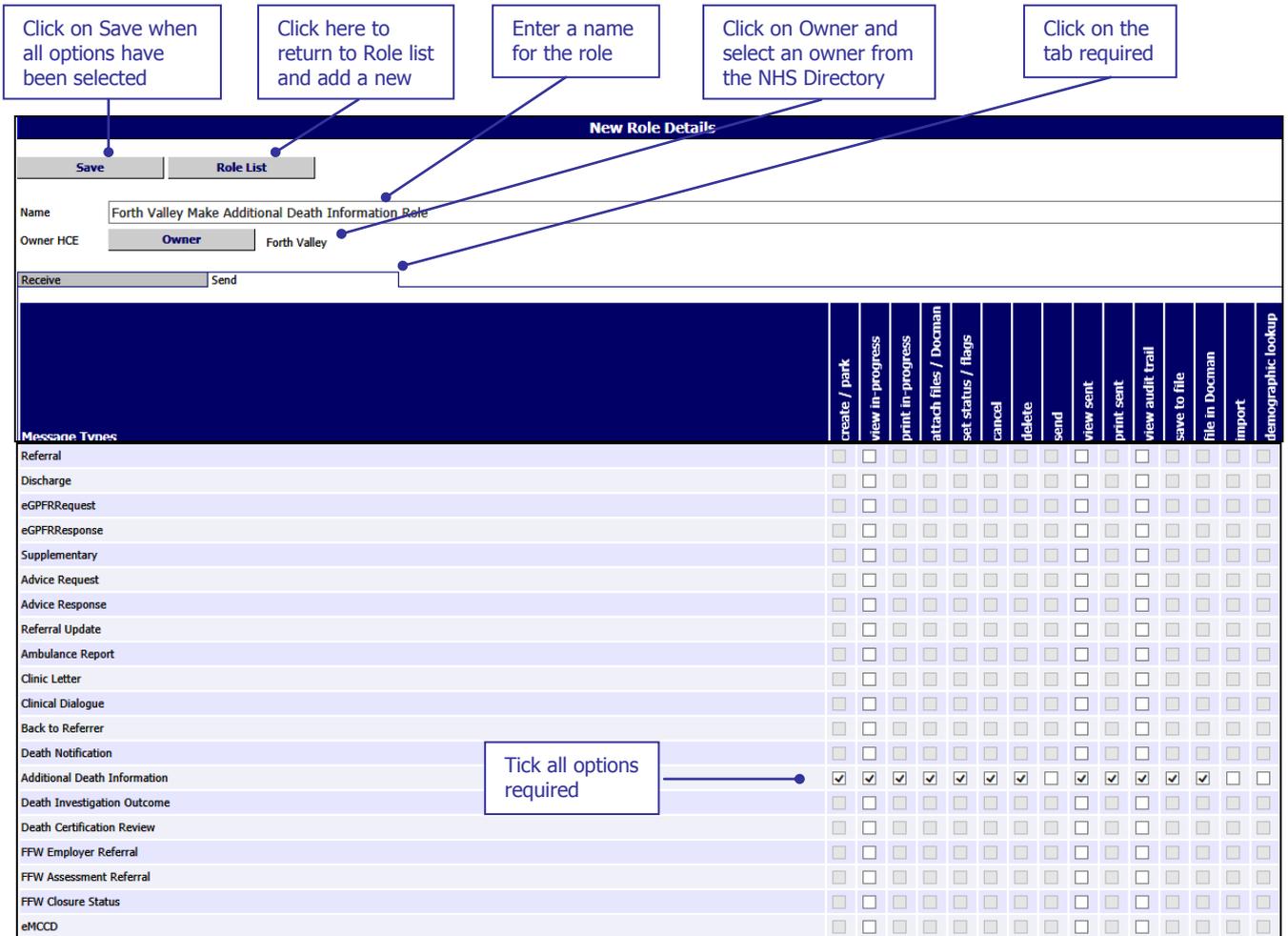
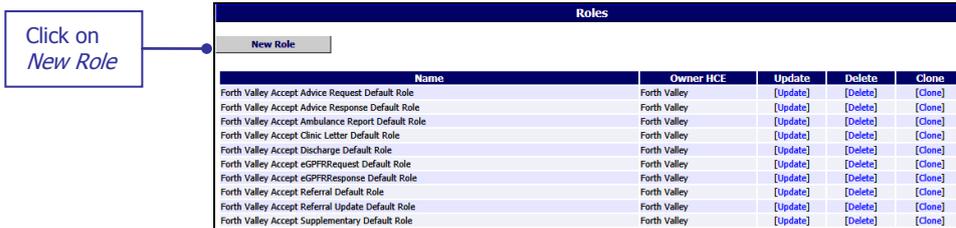
Permissions Summary
Select All
Deselect All
Filter By HCE...



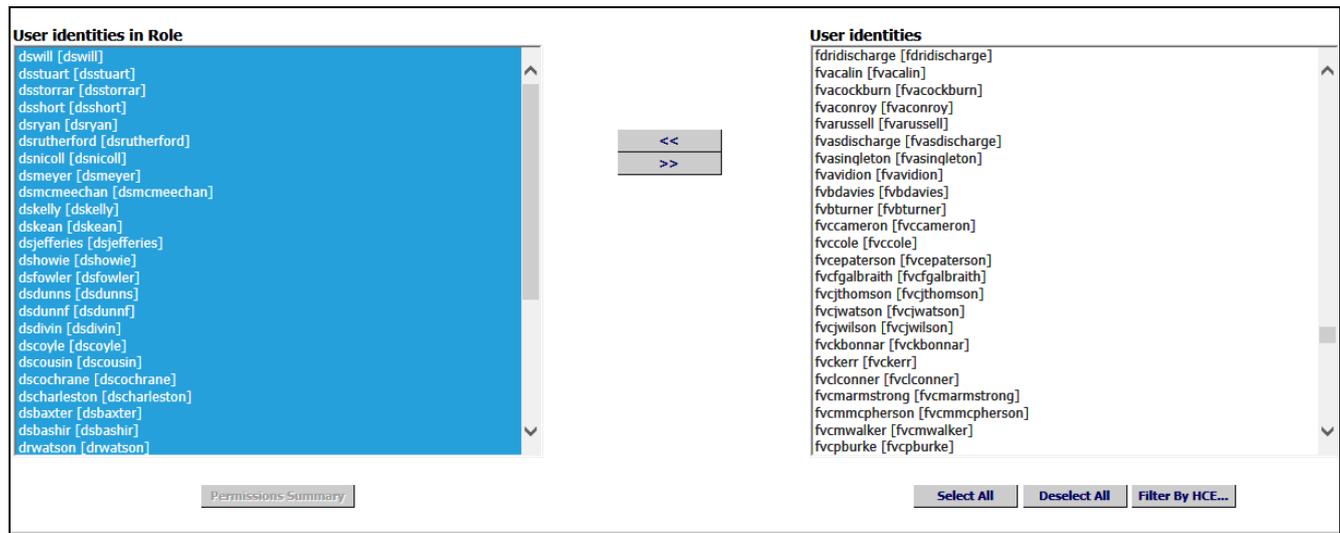
Click on the first name and hold down the **Shift** button on your keyboard to select multiple names at one time. Alternatively to manage in a more controlled fashion you can use the *Filter By HCE...* to add location by location

Once you have selected all options click on *Save* as shown above.

Pictured below is the Roles window displayed after clicking on Roles List as described on the previous page:



Pictured below is the bottom section of the New Role Details window where you manage the users in the Role:



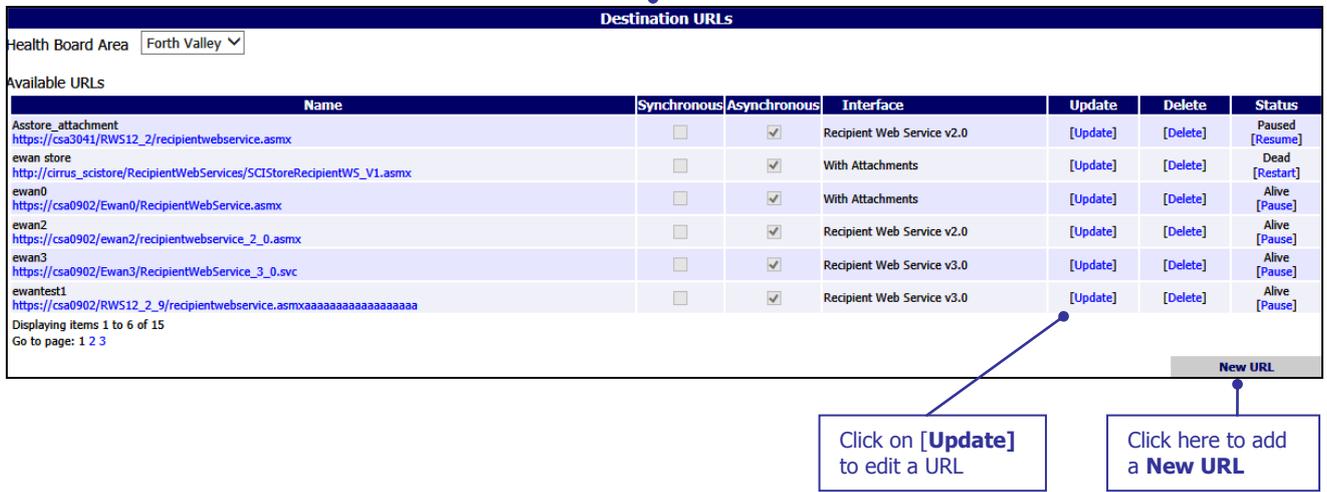
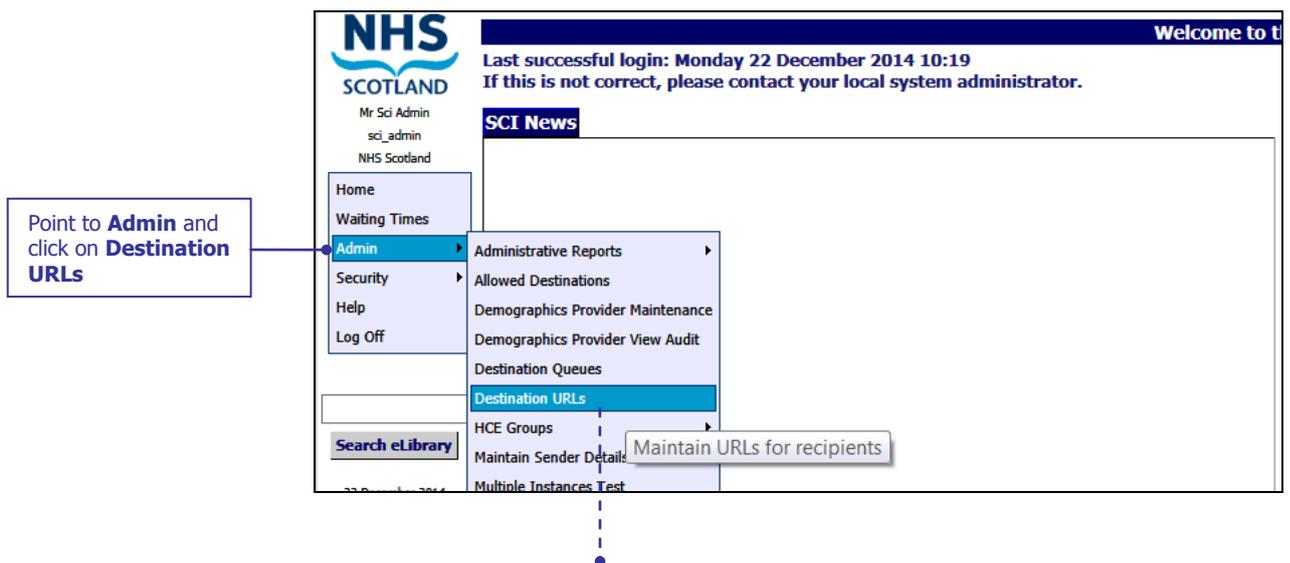
Click on the first name and hold down the **Shift** button on your keyboard to select multiple names at one time. Alternatively to manage in a more controlled fashion you can use the *Filter By HCE...* to add location by location

Once you have saved the Roles users in these Roles will be able to send and receive messages from DCRS.

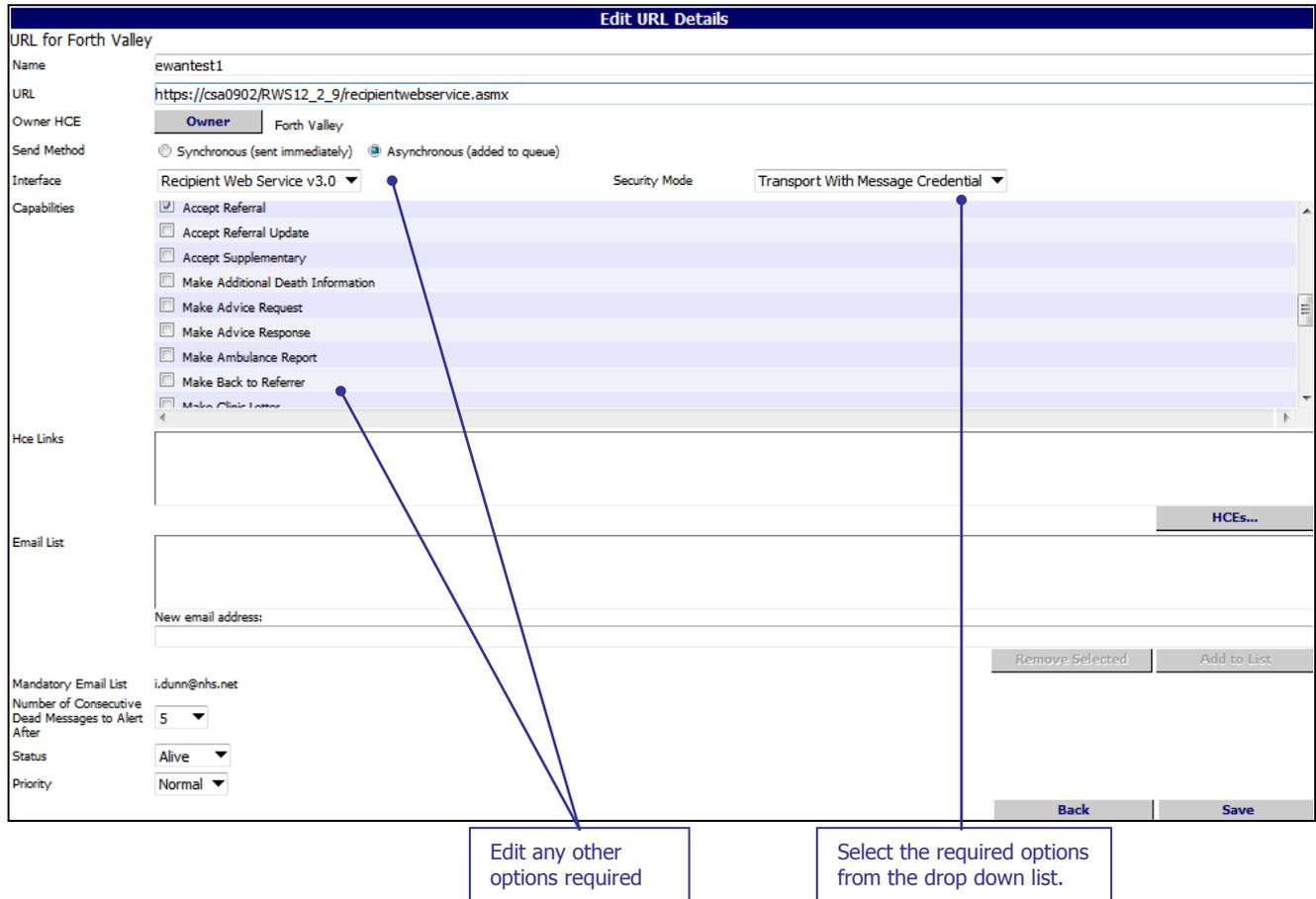
Destination URL Security Configuration

There is a requirement to enhance the WCF security mode to allow Health Boards to test communication between SCI Gateway Web Services and downstream systems currently not using Secure Transfer Protocol thereby allowing greater interoperability.

A drop down list has been added to Recipient Web Service V3.0 which will allow Administrators to configure URLs for testing purposes to transport messages without secure credentials. To add or edit a Destination URL go to Destination URLs on the Menu Bar:



Pictured below is the Edit URL window displayed after clicking on **Update** as described on the previous page:



The options available in the Security Mode drop down are:

Transport: This option uses SSL, i.e. https:// for security.

Message: This option uses SCI Gateway’s certificate to encrypt the message before sending it and to authenticate that the message came from SCI Gateway.

Transport with Message Credential: This option uses SSL i.e. https:// for security and also uses SCI Gateway’s certificate to authenticate that the message came from SCI Gateway.

None: This option is only available when using the pre-production, UAT servers. This option does not use any security.

The default setting for SCI Gateway Recipient Web Server v3.0 will be **Transport with Message Credential**.

The recipient Web Server and the downstream system must both be set to the same WCF security mode or the systems will not communicate