

Training Guide

e-Xchange Access (Share2Care)

Disclaimer

Periodically changes to business processes, updates to systems, or applications, result in training guides and materials being updated. It is the responsibility of the delegate to check that they have the most up-to-date guides. All guides contain a Change Control table at the front, which will detail when the document was updated. If you want to check if you have the correct version, please email: share2care@alderhey.nhs.uk.





Change Control

Documer	nt Type		Document	Title
Reference	guide		e-Xchange A (Share2Care	ccess)
Version	Date	Owner/s	Change	Purpose
V0.1	18 August 2021	Jae Richardson, Business & Benefits Analyst and Angela Dawe, Clinical Implementation Manager (Authors), and Faye Sefton, Digital Project Manager, Communications & Engagement (Design)	Document creation	New format
V0.2	29 th November 2021	As above	Upgrade to software	Updates required
V0.3	15 th February 2022	As above	Additional functionality	Updates required

Document Approval

Version	Date	Approver Name	Approver Job Title
V1.0	06/07/22	Martin Wilson	Consultant Neurologist, CCIO Cheshire and
			Merseyside ICS Specialty Advisor

Hints and Tips

This symbol suggests a tip or a good method of working for speed and efficiency
This symbol suggests a caution or an action to be aware of
This symbol indicates an Information Governance warning or the steps you need to take in the event of an issue (technical or other)
This symbol indicates features, hints and tips that support digital optimisation

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Share2Care e-Xchange

About Share2Care

The Share2Care e-Xchange Programme aims to join up digital services across Cheshire and Merseyside, Lancashire and South Cumbria to improve communication between health and care organisations.

Share2Care works by allowing the authorised health and care professionals that use it, to have controlled access to view certain types of patient information that is held by different health and care organisations located across the region. With e-Xchange being the viewing platform that Share2Care utilises within Cheshire and Merseyside to display this information.

The patient's clinical information is available to the right professionals, in the right place, at the right time, so they can make a more informed assessment, resulting in care that is safer and more effective for all.



For the latest information on which organisations are publishing documents, please refer to the **Share2Care website**.



It is important to always remember Caldicott, Principle 7 when accessing patient data: "The duty to share information can be as important as the duty to protect patient confidentiality - Health and

social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by these principles. They should also be supported by the policies of their employers, regulators and professional bodies."

Equally, as a Share2Care e-Xchange user, with access to confidential sensitive information, we'd like to remind you of your responsibilities and obligations to respect the confidentiality of the patients and/or service users that you serve. You must only access care records and disclose information if you have a lawful reason for doing so, to support the direct care of patients and/or service users under your care, as accessing care records or disclosing information without a valid reason is unlawful, and may lead to disciplinary action. As Caldicott, Principle 6 states "Every use of confidential information must be lawful. All those handling confidential information are responsible for ensuring that their use of and access to that information complies with legal requirements set out in statute and under the common law."

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Launching Share2Care e-Xchange through your Electronic Patient Record (EPR) system

Many Organisations view the Share2Care e-Xchange record via their Organisation's EPR system. To do this, simply search for your patient in your Organisation's EPR system and then launch e-Xchange, which will open as a separate viewer within patient context. Once the viewer opens, your patient's demographic details will be displayed in a banner across the top of the window, and below this any available documents for your patient will be shown. If no documents for your patient are currently available, a 'No documents' message will display. If you do not access Share2Care e-Xchange via your Organisation's EPR system, then you can access it via a Share2Care e-Xchange icon on your desktop.

Logging in to Share2Care e-Xchange via the desktop icon

First, you'll need to click on the 'e-Xchange' icon on your desktop (as shown below) and you'll then be prompted to log into the Share2Care e-Xchange platform.



When prompted to log into Share2Care e-Xchange use your network account User Name and Password and click 'Login'.



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My Settings (for desktop icon users only)

The first time you log in to e-Xchange via the desktop icon, check your language settings are set to English (GB) and click 'OK'; this will ensure that any dates are displayed in the English format dd/mm/yyyy. You only need to do this once, as the system will remember this setting.

HealthSuite Interoperability Viewer					My Settings	? Help	🗟 About	🚭 Log out Dawe Angela
A Home > Patient search								
Find a patient	One patient for	und						🏫 S2C Help
Last name *	Patient ID	Other patient IDs	Name 🔺	Date of birth	Gender	Address		
Given name	999 053 6910 (NHS)		XXTestPatient-TEYS, DONOTUSE	14 Sep 1949	Female	SOLUTION	ASSURANCE 1 T	REVELYN SQ. LEEDS
HealthSuite Interoperability Viewer					🏶 My Settings	? Help	S About	☞ Log out Dawe Angela
A Home > Patient search								
Find a patient	One patient for	Ind						🏠 S2C Help
Last name *	Patient ID	Settings for	r Dawe Angela		×	Address		
Given name	999 053 6910 (NHS)	My Settings	Directory details			SOLUTION	ASSURANCE 11	REVELYN SQ. LEEDS
9990536910		Language	English (GB)					
NHS: NHS 👻		Default export serv	/er	loguments				
Date of birth (dd/mm/yyyy)		Prefer timeline	with of without c	locuments	•			
🔵 Male 🔵 Female 💿 All								
Restrict query								
anywhere 👻								
with or without docum 👻					ОК			

If logging in via the desktop icon, then you will need to search for your patient. To do this, use the ID field to enter the ID number of your patient (the ID field is highlighted in purple in the image below).

Leave the 'Restrict Query' fields (highlighted in green) to the default settings.

Next, click the 'Search' button (highlighted in blue in the image below).

Dne patient found Patient ID 62 034 4472 (NHS)	Other patient IDs	Name * Morrison, DOROTHY	Date of birth 14 Sep 1973	Gender Female	Address The Flying Farmhouse	E KANSAS	햧 S2C Help
One patient found Patient ID 62 034 4472 (NHS)	Other patient IDs	Name A Morrison, DOROTHY	Date of birth 14 Sep 1973	Gender Female	Address The Flying Farmhouse	* KANSAS	🎡 S2C Help
Patient ID 162 034 4472 (NHS)	Other patient IDs	Name A Morrison, DOROTHY	Date of birth 14 Sep 1973	Gender Female	Address The Flying Farmhouse	KANSAS	
162 034 4472 (NHS)		Morrison, DOROTHY	14 Sep 1973	Female	The Flying Farmhouse	* KANSAS	
	-	-					

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Once the e-Xchange viewer opens, your patient's demographic details will be displayed in a banner across the top of the window.

HealthSuite Interoperability Viewer	🌞 My Settings 📍 Help 🚦 About	😔 Log out Dawe Angela
A Home → Patient search → Patient record → Medical documents C		
Morrison, DOROTHY NHS Number: 962 034 4472 (NH5) 14 Sep 1973 (48 yr) Fer		
Address The Flying Farmhouse KANSAS	one -	E-mail -
	Medical docum	nents Patient details

Below the patient's demographic details, the total number of currently available documents for your patient will be displayed (as shown on the next page).

HealthSuite Interoperability Viewer				My Settings	? Help	🗟 About 🛛 😁	Log out Dawe Angela
A Home > Patient search > Patient record > Medical documents €							
XXTestPatient-TEYS, DONOTUSE NHS Number: 999 053 6910 (NHS)	14 Sep 1949 (72 yr) Female						
Address SOLUTION ASSURANCE 1 TREVELYN SQ. LEEDS		Phone -				E	mail -
						Medical documents	Patient details
Filter results:				\ominus Primary ca	re 🙆	CheshireCareRecord	🏫 S2C Help
filter No actions applicable							≡ =
Creation date	Title	Acc No	Туре	Author's re	ole	Author's institution	
From SN0v 202116:02:08	RQ6 (Accident & Emergency) Discharge Summary		Discharge Note	Attender		Liverpool University Foundation Trust	Hospitals NHS
То 🔹 🛅 З № 2021 15:38:35	RBS (PAEDIATRICS) Clinical Letter		Clinical Letter	Attender		Alder Hey Children Trust	s NHS Foundation
21 May 2021 16:53:32	RQ6 (Accident & Emergency) Discharge Summary		Discharge Note	Attender		Royal Liverpool and University Hospital	l Broadgreen NHS Trust

If there are currently no available documents for your patient, then 'No documents' will be displayed.

HealthSuite Interoperability Vie	wer					🌸 My Settings 🛛 ? H	slp 📴 About (🛿 Log out Dawe Angela
♠ Home > Patient search >	Patient record > Medical documents Q							
Xxtestpatient-tacu, D	Oonotuse NHS Number: 999 050 0800 (NHS)	8 Sep 2015 (6 yr)	Male					
Address C/o Hscic Test Data N	Anager Solution Assurance, 1 Trevelyan Sq., LS1 6AE Boar I	ane		Ph	ione 07770123456		1	E-mail -
	\frown						Medical document	s Patient details
Filter results:	No documents					🚱 Primary care	O CheshireCareRecor	rd 🔹 S2C Help
filter	actions applicable							
	Creation date 🔻	Title		Acc No	Type	Author's role	Author's institu	tion
				No documents four	nd			

Navigating e-Xchange

Trusts publish their documents to e-Xchange.



It's important to note however, that once documents are published to e-Xchange they are then filtered according to different organisations preferences; which makes it easier for you to access quickly the

information that is most relevant to you about your patients.

The view within e-Xchange is broadly divided into seven sections: Filter results, Medical Documents, Patient Details, Timeline view, Primary Care, Cheshire Care Record, and S2C Help.

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Filter Results

Initially when you search for your patient's record, all documents published for your patient will be displayed. You can use the 'Filter results' fields on the left-hand side if you wish to change the view, for example by Author, Class or type.

lealthSuite Interoperability Vie	wer						🌸 My Settings 🛛 ? He	lp 🗟 About 😔 Log	out Dawe Ange
Home > Patient search > I	Patient recon	d > 1	Medical documents 😋						
XXTestPatient-TEYS, I	DONOTUS	E	NHS Number: 999 053 6910 (NHS)	14 Sep 1949 (72 yr) Female					
Address SOLUTION ASSURANCE	CE 1 TREVELY	'N SQ. L	.EEDS		Phone -			E-mail	
								Medical documents	Patient detail
ilter results:	130 docu	ments					Primary care	O CheshireCareRecord	😭 S2C Help
filter	Select	all	No actions applicable						
	1	Cn	eation date 🔻	Title	Acc No	Type	Author's role	Author's institution	
From		51	Nov 2021 16:02:08	RQ6 (Accident & Emergency) Discharge Summary		Discharge Note	Attender	Liverpool University Hosp Foundation Trust	tals NHS
To		31	Nov 2021 15:38:35	RBS (PAEDIATRICS) Clinical Letter		Clinical Letter	Attender	Alder Hey Children's NHS Trust	Foundation
Contractor			Creation date 🔻	Title	Acc No	Туре	Author's role	Author's institution	
Creation date	1.0	6	5 Nov 2021 16:02:08	RQ6 (Accident & Emergency) Discharge Summary		Discharge Note	Attender	Liverpool University Hospit	als NHS
From •		6	3 Nov 2021 15:38:35	RBS (PAEDIATRICS) Clinical Letter		Clinical Letter	Attender	Alder Hey Children's NHS F Trust	oundation
Author's institution	1.0	6	21 May 2021 16:53:32	RQ6 (Accident & Emergency) Discharge Summary		Discharge Note	Attender	Royal Liverpool and Broad University Hospitals NHS T	green rust
Alder Hey Children's	1.0	6	21 May 2021 16:43:11	RQ6 (Accident & Emergency) Discharge Summary		Discharge Note	Attender	Royal Liverpool and Broad University Hospitals NHS T	green rust
Clatterbridgecc	1.1	6	21 May 2021 16:42:26	RQ6 ()		Discharge Note	Attender	Royal Liverpool and Broad University Hospitals NHS T	green rust
Liverpool Heart and Chest Hospital NHS		6	1 Feb 202116:51:45	RW4 (ENT) Clinical Document		Clinical Document	Attender	Mersey Care NHS Foundat	ton Trust
Foundation Trust		0	13 Oct 2020 08:35:47	REN (Clinical Oncology) Clinical Summary		Clinical Summary	Attender	Clatterbridgecc	
Liverpool University Hospitals NHS		6	23 Jun 2020 10:28:33	Discharge Summary		Discharge Note	Attender	Royal Liverpool and Broad University Hospitals NHS T	green rust
Foundation Trust <u>Mersey</u> Care NHS		6	23 Jun 2020 10:16:24	RBS (PAEDIATRIC OPHTHALMOLOGY) Clinical Le	tter	Clinical Letter	Attender	Alder Hey Children's NHS F Trust	oundation
rounder Trust			23 Mar 2020 14:58:43	RET (Clinical-NOS) Clinical Letter		Clinical Letter	Attender	The Walton Centre NHS Fo	undation Trust
Show more			23 Mar 2020 11:18:05	RET (CLINICAL NEURO-PHYSIOLOGY) Clinical Let	ter	Clinical Letter	Attender	The Walton Centre NHS Fo	undation Trust
Accident & Emergency		6	12 Feb 2020 13:49:22	RBS (PAEDIATRIC OPHTHALMOLOGY) Clinical Le	tter	Clinical Letter	Attender	Alder Hey Children's NHS F Trust	oundation
Chemical Pathology	1.1	6	4 Jul 2019 13:13:20	RBS (HISTOPATHOLOGY) Laboratory result		Laboratory result	Laboratory service	Alder Hey Children's NHS F	oundation

Medical Documents

You can view medical documents that are available in e-Xchange with ease. Simply click on the document you're interested in viewing, to open it on screen. To return to the full documents list, just click on the 'Medical Documents' tab.

HealthSuite Interoperability Viewer			My Settings	? Help	About	👄 Log out Da	we Angela
♠ Home > Patient search > Patient record > Medical doc	cuments > Document O						
TEST10, Merge NHS Number: 888 888 8888 (N	HS) 2 Jan 1960 (61 yr)	Male					
Address 456 Fake Street, L15BS Liverpool		Phone -				- mail -	
Actions • View •		RBS (PAEDIATRICS) Clinical Letter			Medical docun	nents latier	nt details
≡ retrieve		1 / 1 - 67% + 🗄 🖏				± 0	:
ti na		Test Clinic Letter from Alder Hey for Patie NHS No 8888888888 Created 02/11/21	ent AH000003,				4

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Patient Details

Similarly, you can view your patient's details such as their demographics and additional patient identifiers by clicking on the 'Patient Details' tab. To return to the full documents list, just click on the 'Medical Documents' tab.

lealthSuite Interoperability	y Viewer					🔅 My Settings	? Help	About	👄 Log out Dawe Angela
Home > Patient search	> Patient record > Patient details @								
TEST10, Merge	NHS Number: 888 888 8888 (NHS)	2 Jan 1960 (61 yr)	Male						
Address 456 Fake Street,	L15BS Liverpool		Ph	one -					E-mail
								docum	Patient details
								~	
Patient demographics		^	Additional patient identifiers		^				î
ID	888 888 8888 (NHS-	NHS)	Domain	ID					
t and an end	TEST10		RLC: Alderhey	AH000003					
E JENE PLATTICA			216 840 1113883 213 52 11						
Given name	Merge		216.840.1713883.21.3.52.1.1	1473698					

Timeline View

The timeline view can be accessed by clicking on the 'Timeline View' button, which is highlighted in orange in the image below. Once the timeline view has opened, you'll be able to see a graphical representation of the documents shown, according to the date the documents were created, this is highlighted in green in the image below.

lealthSuite Interoperability	Viewer					🔅 My Set	tings ? Help	p 📑 About 😁 L	og out Dawe Angel
Home > Patient search	> Patient record > Medical doc	cuments O							
TEST10, Merge	NHS Number: 888 888 8888 (N	IHS) 2 Jan 1960 (61 yr)	Male						
Address 456 Fake Street, L	15BS Liverpool			Phone -				E-m	ait -
								Medical documents	Patient dev.
Filter results:	3 documents					0	Primary care		🎲 S2C Help
filter									E (E
Creation date	💼 RBS (GENER	AL MEDICINE) Clinical Letter			6 R	BN () Laboratory Result		BS (PAEDIATRICS) Cli	nical Letter
From	9	0	2020		2021			2022	
riom	2017	2018	2019	2020	2021	2022	2023	2024	
То									

Documents can be viewed by selecting the relevant PDF icon (highlighted in purple in the image below), and then selecting 'View' (highlighted in pink in the image below) from the actions menu to view the document. Close the document view by clicking the cross on the top right of the view. Then click on the 'Show document list' button (highlighted in blue in the image below) to return to the documents list.

Address 456 Fake Street, L15BS Liverpool					Phone -				E-mail	
										Medical documents Patien
lter results:		3 docun	nents						Primary care	O CheshireCareRecord
ilter.										<u> </u>
eation date			🖻 R 🤅 (GENERA	L MEDICINE) Clinical Letter	2020			🛱 R N () Laboratory Result		R S (PAEPIATRICS) Clinical Letter
rom	*	9	2017	2018	2020	2020	abat	2022	RBS (PAEDIATRICS Creation date	2 Nov 2021 12:27:20
			2017	2018	2019	2020	2021	2022	Title	RBS (PAEDIATRICS) Clinical Letter
									Acc No	
or's institution									Туре	Clinical Letter
lder Hey Children's IHS Foundation Trust									Author's role Author's institution	Attender Alder Hey Children's NHS Foundation Trust
Whiston Laboratories									View @	

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Primary Care

The 'Primary Care' button displays a view of your patient's GP record. The information within the available GP record is delivered promptly via the Medical Interoperability Gateway (MIG) and will be up to date where available. MIG is the Medical Interoperability Gateway which provides access to the GP record.

HealthSuite Interoperability	Viewer	My Settings	? Help	🗑 About 🛛 😁	Log out Dawe Angela
♠ Home > Patient search >	Patient record > Medical documents O				
TEST10, Merge	NHS Number: 888 888 8888 (NHS) 2 Jan 1960 (61 yr) Male				
Address 456 Fake Street, L1	5BS Liverpool Phone -			E	-mail -
				Medical documents	Patient details
Filter results:	3 documents	🕘 Primary o	are b	CheshireCareRecord	S2C Help

The GP patient record in e-Xchange is displayed as ten views, plus an EPaCCs (Electronic Palliative Care Co-ordination Systems) view, on the left-hand side of the screen. For more information on what you can see via these different views, please read pages 10-14, which explain the different views available in more detail.

	të Interoperability Viewer			My Settings				
A Home	Dationt Driman Care						×	
	Patient Primary Care						×	
Addre:	D: 8888888888, NHS Numb	er: 8888888888						
	Patient Details	Please note the patie	ent data being viewed may not be the complete pat	ient record. For a detailed lis	t of the clinica	al codes includ	ed please click	letails
Filte	Diagnosis	Patient Identity						Help
	Diagnosis	NHS Number	888888888					
fier	EPaCCs	Demographics						臣
	Events	Full Name	Mrs Catherine Hampton					
Chatic	A CONTRACTOR OF	Usual Address	Highgrove Mews, London, N3 8WD					
	Examinations	Current GP		N				NHS
more	Investigations	Usual GP	Dr Emis Test (General Medical Practitioner)	L.C.				
	Madiantina	Registered GP	Dr Emis Test (General Medical Practitioner)					s
TC	Medications	Practice Name	EMISWebCR1 50005 (A00005)					
	Problems	Provenance Data						NHS
Author	Procedures	Last update for this patient	2021-12-06T15:18:14.5842454+00:00					
Alde	· Instruminant	Last update for this	2021-12-06T15:18:14.5842454+00:00				•	
INPR:		4					•	
Whi								
Desetie								
Practic								
Gen								
Pae_							,	

To access the relevant view that you're interested in, simply click on it on the left-hand side of the screen, to display available information.



When you have finished viewing the primary care information, click the 'Close' button on the top right to return to the main screen.

×

Primary Care record not available in e-Xchange



It is important to note that if your patient's GP record is not available via e-Xchange there may be a number of reasons why. For example; GP practices not activating sharing agreements, patients refusing to

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share their record, or technical reasons. If the patients GP record isn't available, a message will appear as shown: 'No Patient Record Was Returned To MIG'.

Patient Primary Care

Ten Standard GP Views, plus EPaCCs View

Practice – Displays information held about your patient by different GP practices. To see this data, you'll need to select a GP practice first.



Patient Details - Displays patient demographic and current GP information.

Patient Primary Ca	re		×
ID: 9620344472, NHS Num	nber: 9620344472		
Practice:	Please note the patient of Patient identity	ata being viewed may not be the complete patient record. For a detailed list of the clinical codes included please click here.	
	NHS Number	9620344472	
Patient Details	Demographics		
Distances	Full Name	Miss Dorothy Morrison	
Chagnosis	Usual Address	12 Chester Road, Green Side, likley, West Yorkshire, HD4 7HT	
EPaCCs	Current GP		

Diagnosis – Displays known current diagnosis for your patient.

Patient Primary Car	re		×
ID: 9620344472, NHS Num	ber: 96203444	72	
Practice:	Please note th	e patient data being viewed may not be the complete patient record. For a detailed list of the clinical codes included please click here,	
EMISWebCR1 50005 V	Date	Problem / Detail	
	Not Known	Acute back pain - lumbar	
CHEMIC DOL	Nov-2021	Pain in arm	
Diagnosis	Oct-2021	Pecked by bird	
	Oct-2021	Foreign body in alimentary tract NOS	
	Oct-2021	Pecked by bird	
Events	Sep-2021	Pecked by bird	
Examinations	Sep-2021	Neck sprain	

EPaCCs (Electronic Palliative Care Co-ordination System) – Displays information about your patient such as their End of Life (EoL) Care Status, Social & Demographic, Disabilities, Frailty, Carers, Advance Care Planning, Last Days of Life, Death details and Express Consent.

atient Frinary Ca		
9620344472, NHS Nun	nber: 9620344472	
	Discuss wate the anticat data halos ulusual ways not be the complete anticat second. For a detailed list of the efficient order last/ulud places allok have	
ctice:	Please note the patient data being viewed may not be the complete patient record, For a detailed list of the chinical codes included please <u>click nere</u> .	
ISWebCR1 50005 V	EoL Care Status Social & Demographic Disabilities Frailty Carers Advance Care Planning Last days of life Death details Express Consent	
tient Details	Onset Observation Detail	
	Add patient	
agiloan	20-Aug-2019 Consent given for sharing EoLCC record	
aCCs	24-Aug-2018 Consent given for sharing EoLCC record	
	Consent status	
	There are no Consent status observations in the patient's record	
aminations	On gold standards palliative care framework	

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The EPaCCs tab will be displayed for all patients that have a GP record available within e-Xchange, regardless of whether your patient is on an end of life pathway or not.

Events – Displays encounters, referrals and admissions for your patient.

Patient Primary C	are				×
ID: 9620344472, NHS NU	Imber: 962034447	2			
Practice: EMISWebCR1 50005	Encounters Refe	patient data being viewed may no errals Admissions	ot be the complete patient record. For a detai	led list of the clinical codes included please <u>click here.</u>	î.
Practice: EMISWebCR1 50005 V Patient Details	Please note the please note the please note the place	patient data being viewed may no errals Admissions Encounter	ot be the complete patient record. For a detai	led list of the clinical codes included please <u>click here.</u> User/Role	
Practice: EMISWebCR1 50005 V Patient Details Diagnocis	Please note the please note th	errals Admissions Encounter Inbound Document	ot be the complete patient record. For a detai	led list of the clinical codes included please <u>click here</u> , User/Role External User	
Practice: EMISWebCR1 50005 V Patient Details Diagnosis	Please note the j Encounters Refe Date 09-Nov-2021 08-Nov-2021	errals Admissions Encounter Inbound Document GP Surgery	ot be the complete patient record. For a detai رائی	led list of the clinical codes included please <u>click here</u> , User/Role External User Dr Emis Test	
Practice: EMISWebCR1 50005 Patient Details Diagnosis	Please note the j Encounters Refe Date 09-Nov-2021 08-Nov-2021 08-Nov-2021	errals Admissions Encounter Inbound Document GP Surgery GP Surgery	ot be the complete patient record. For a detail $\int_{\mathbb{T}}^{h}$	led list of the clinical codes included please <u>click here</u> , User/Role External User Dr Emis Test Dr Like Raynor	

Examinations – Displays examinations information, for example blood pressure for your patient.

Patient Primary Ca	re		×
ID: 9620344472, NHS Num	nber: 9620344472	2	
Practice:	Please note the p	atient data being viewed may not be the complete patient record. For a detailed list of the clinical codes included please <u>cli</u>	ick here.
EMISWebCR1 50005 V	Date	Examination	Result
	02-Nov-2020	O/E - blood pressure reading	160/90 mmHg
Patient Details	31-May-2018	O/E - blood pressure reading	100/80 mmHg
Diagnosis	26-Jan-2018	O/E - blood pressure reading	120/80 mmHg
EDaCCo	23-Nov-2017	O/E - blood pressure reading	120/80 mmHg
EFaces	20-Jun-2017	O/E - blood pressure reading	125/68 mmHg
Events	20-Jun-2017	O/E - blood pressure reading	140/70 mmHg
Examinations	20-Jun-2017	O/E - blood pressure reading : test	138/74 mmHg
	20Jun-2017	O/F - blood pressure reading - RP reading - 246	150/80 mmHa

Investigations – Displays information for: Recent Tests, Biochemistry, ECG, Haematology, Imaging, Microbiology, Cytology, Others, Physiology, and Urinalysis for your patient.



Medications – Displays Current Medication, Past Medication, and Medication Issues for your patient.



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Problems – Displays current problems and past problems for your patient.

Patient Primary Ca ID: 9620344472, NHS Nu	are mber: 962034447 2	2	×
Practice:	Please note the p Current Problem	patient data being viewed may not be the complete patient record. For a detailed list of the clinical codes included please click here.	-
	Onset	Observation Detail	
Patient Details	Nov-2021	Pain in arm	
Diagnosis	08-Nov-2021	Toe pain	
	08-Nov-2021	Toe pain	
EPaCCs	08-Nov-2021	Broken tooth injury	
Events	28-Oct-2021	Epigastric pain	
Examinations	28-Oct-2021	Accidental falls	
Examinations	27-Oct-2021	Accident caused by broken glass	
Investigations	27-Oct-2021	Fall from ladder	
Medications	16-Sep-2021	HIV risk lifestyle : test 16.09	
	23-Oct-2020	Child is cause for safeguarding concern	
Problems	28-Sep-2020	Treatment Escalation Plan : Treatment Escalation Plan	
Processo	28-Sep-2020	Special patient note : SPN Trigger	

Procedures – Displays procedure details, observations details, and immunisations for your patient.



Risks/Warnings – Displays allergies, adverse reactions, and contraindications for your patient.

Patient Primary Car	е	
: 9620344472, NHS Num	ber: 96203444	72
EPaCCs	Please note the here.	e patient data being viewed may not be the complete patient record. For a detailed list of the clinical codes included please cli
Events	Date	Risk / Details
Examinations	Allergies and A	Adverse Reactions
Examinations	Onset	Observation Detail
GP Journal View	06-Oct-2020	Allergy to banana
Investigations	06-Oct-2020	Latex allergy
	06-Oct-2020	Egg allergy
Medications	06-Oct-2020	Peanut allergy
Problems	06-Oct-2020	Food allergy
And the second sec	06-Oct-2020	Nut allergy
Procedures	06-Oct-2020	Allergy, unspecified
Risks/Warnings	15-Mar-2019	Nut allergy
	07-Nov-2018	Egg allergy

e-Xchange Access (Share2Care)





Summary – Displays recent tests, allergies and adverse reactions, current problems, and current medications for your patient.

9620344472 NHS	Number: 962034447	2		
5020344472 , 1113	Number: 902034447.	-		
EPaCCs	 Please note the p here. 	patient data being viewed may not be the complete	patient record. For a detailed list of the clinical co	odes included please <u>clic</u>
Events	Current Problem	S		
vaminations	22-Jan-2003	A/N 20 week examination		
Adminiacions	29-Nov-2002	A/N 12 weeks examination		
nvestigations	Current Medicati	on		
1edications	Acute Medication			
	Aspirin 7	5mg dispersible tablets		
roblems	Repeat Medicatio	n		
Procedures	There is no Repeat M Allergies and Ad	edication in the patient's record		
Risks/Warnings	There are no all	ergies in the patient's record		
Summary	Recent Tests			
dh	- 22-Jan-2003	Blood glucose level	5.100 mmol/L	-
	29 Nov 2002	Blood diucose level	5 200 mmol/l	



When you have finished viewing the information in the 'Primary Care' area, click the 'Close' button on the top right to return to the main screen.

Patient Primary C ID: AH101866303, NHS	are Number: 96203444	72
Patient Details	Please note the here.	patient data being viewed may not be the complete patient record. For a detailed list of the clinical codes included please click
Diagnosis	Current Problem	15
50.00	Onset	Observation Detail
EPaces	Nov-2021	Pain in arm
Events	17-Nov-2021	Knee joint pain
E	08-Nov-2021	Toe pain
Examinations	08-Nov-2021	Toe pain
Investigations	08-Nov-2021	Broken tooth injury
Modications	28-Oct-2021	Epigastric pain
medicacions	28-Oct-2021	Accidental falls

Logging out of e-Xchange

To log out of e-Xchange click the 'Log out' tab at the top right of the screen.

HealthSuite Interoperability Vi	ewer				🏶 My Set	🗑 Abou" 🖝 L	og out Dawe Angela
Home > Patient search >	Patient record > Medical documents 😋						J
Morrison, DOROTHY	NHS Number: 962 034 4472 (NHS)	14 Sep 1973 (48 yr) Female					
Address The Flying Farmhous	se KANSAS		Phone -			E-m	ail -
						Medical documents	Patient details
Filter results:	1 document				O Primary care	O CheshireCareRecord	🚱 S2C Help
filter	Select all No actions applicable						II II
	Creation date 💌	Title	Acc No	Туре	Author's role	Author's institution	
	📄 💼 2 Nov 2021 12:24:09	RBS (PAEDIATRICS) Clinical Letter		Clinical Letter	Attender	Alder Hey Children's Trust	NHS Foundation

e-Xchange Access (Share2Care)

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Date of Approval: 06/07/22



S2C & Other help

Please note you can access tailored help and advice that's been developed specifically to support you with using the e-Xchange platform, by clicking on the 'S2C Help' button, that's located under the 'Patient Details' tab.

HealthSuite Interoperability Vie	My Settings	? Help	B About	😔 Log out Dawe Angela				
A Home ➤ Patient search ➤	Patient record > Medical documents 😋							
Morrison, DOROTHY	NHS Number: 962 034 4472 (NHS)	14 Sep 1973 (48 yr)	Female					
Address The Flying Farmhouse	e KANSAS	Phone -	E-mail -					
							Medical docume	ents Loencool
Filter results:	1 document				\ominus Primary c	are 🕚	CheshireCareRe	cord 🛛 🏠 S2C Help
filter	Select all No actions applicable							U IF

The 'S2C help' area is located on the Cheshire and Merseyside Health and Care Partnership's website under the <u>Share2Care</u> <u>Resources page</u>, which features a range of useful resources to support you in using e-Xchange, with more to be added shortly.

You can also access more generic help and advice about the Philips HealthSuite Interoperability Viewer, by selecting the 'Help' tab option in the dark blue banner at the top of the screen to display a User Manual, as shown below.



e-Xchange Access (Share2Care)



Further help and guidance

For help and guidance about using Share2Care e-Xchange please contact your Organisation's IT service helpdesk.

Share2Care



If you'd like more information about the Share2Care programme, you can visit the Share2Care website, or YouTube playlist, which contains videos from staff across the patch, who explain in their own words the benefits of using the platform.

Training Guides – You can access training guides and other Share2Care resources by visiting the Share2Care Resources page on the Cheshire and Merseyside Health and Care Partnership's website. This page also includes the training guide in a video format, which may be more beneficial for you, particularly if you're a visual or auditory learner.

In the event of any issues

If you experience any issues (technical or other) whilst using the e-Xchange platform, we've outlined below the correct procedures you need to follow:

Trouble accessing the platform - If you're having trouble accessing the Shared Care Record platform, you'll need to speak to your local IT service desk team, as access to the platform is controlled by placing relevant users into the correct Active Directory (AD) group.

Password Resets and Usernames - If you want to reset your password or have username queries, you'll need to speak to your local IT service desk team, who can support with access issues, as the log-in details you sign in to your work device (computer/laptop/mobile) with should be the details you use to access the platform with too.

Access links to the platform - If you need access to a link to Shared Care Record instances/portals you'll need to speak to your local IT service desk team, who will be able to provide you with access, as each organisation has a bespoke link to access the platform.

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e-Xchange Access (Share2Care)





Information Governance (IG) concerns - If you find an issue with the documents you've viewed on the platform (such as wrong documents listed against a patient, or incorrect patient details), you'll need to raise this as a clinical incident. Please note that you can raise a clinical incident by using your organisations chosen clinical incident management tool (such as Datix or Ulysses). You should also log the incident with your local IT service desk team, so it can be raised to your organisation's IG team, who will contact the organisation that has published the incorrect information on the platform, for this to be investigated further and resolved.

Technical issue raised – If a technical issue with the platform that could potentially risk care delivery has been flagged to an organisation, the clinical safety officer or IG lead for the organisation will be informed, and they'll need to complete a root cause analysis (RCA). The reviewing officer/lead will be given access to an audit tool for the platform, in order to support them in ensuring that any patient's/person's records that may have been impacted, due to the technical issue, can be identified and a mitigation or plan put in place to ensure the RCA can be completed appropriately and closed. The outcome of the RCA will then be addressed at the relevant regional committee.

Cheshire Care Record

e-Xchange Users Access to Cheshire Care Record



Please note - due to current technical constraints, the view of the Cheshire Care Record is not yet available for health and care professionals across the region, although, we are working towards making this available in the future.

Cheshire Care Record button displays a view of your patient's Cheshire Care Record. To launch the Cheshire Care Record viewer, simply click on the 'Cheshire Care Record' button, and the viewer will open in a new browser tab.

HealthSuite Interoperabili	ity Viewer		🌞 My Settings 💡 Help 👹 About 🗇 Log out Dawe Angela
Home > Patient search	h > Patient record > Medical documents 😋		
Morrison, DORO	THY NHS Number: 962 034 4472 (NHS) 14 Sep 1973 (48 yr) Female		
Address The Flying Farm	nhouse KANSAS	Phone -	E-mail -
			Patient details
Filter results:	1 document		SPrimary care O CheshireCareRecord S2C Help
filter	Select all No actions applicable		

e-Xchange Access (Share2Care)

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If Internet Explorer 11 is your main browser, we'd advise opening the Cheshire Care Record platform in a different browser. This is because the platform

This functionality is not available in Internet Explorer. Please use Firefox, Edge or Chrome browser.

doesn't function when launched in Internet Explorer 11, and as such, you will see the message shown below; 'This functionality is not available in Internet Explorer. Please use Firefox, Edge or Chrome browser'.

Once the Cheshire Care Record has opened, you'll see your patient's details



are displayed in a banner across the top of the screen.

The Cheshire Care Record is comprised of a series of tiles, and you'll need to scroll across to find and select the appropriate tile you're

interested in, to view the relevant information it links to.



Record not available in the Cheshire Care Record



Please note if your patient's record is not available in the Cheshire Care Record, there may be a number of reasons why, including GP practices not activating sharing agreements, your patient refusing to

share their record, technical reasons or your patient is not registered in the CCR. A message will appear as shown below: 'Cheshire Care Record does not have this patient registered'.

Cheshire Care Record does not have this patient registered.

Logging out of the Cheshire Care Record



When you have finished viewing information in the Cheshire Care Record, close the browser tab to return to e-Xchange.

e-Xchange Access (Share2Care)

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$\ref{eq: constraint}$ Document list for Morrison, DOR $ imes$ $ imes ightarrow ilde{C}$ $ ilde{e}$ dev.cheshire.car	Patient Record Patient Record	+ [3/Patient.aspx?P=962+034+4472&T=2	0 ☆ (× 🗈 –
H Apps NHS England - Che	dev.cheshirecarerecord.nhs.uk	Share2Care SSO	=	🗄 Reading list

Cheshire Care Record Users Access to e-Xchange

To launch e-Xchange, with your patient in context within the Cheshire Care Record, click on the 'launch e-Xchange' icon, which will open e-Xchange as a separate viewer. For more information on navigating e-Xchange, please refer to the <u>'Navigating e-Xchange'</u> section of this user guide.



Cheshire Care Record Users Logging out of e-Xchange.

When you have finished viewing information in e-Xchange, close the browser tab to return to the Cheshire Care Record.

Cheshire Care Record help

For help and guidance about using the Cheshire Care Record please contact your Organisation's IT service helpdesk.

Cheshire Care Record



If you'd like more information about the Cheshire Care Record, you can visit the <u>Cheshire Care Record Website</u>, <u>Twitter page</u> or <u>watch</u> <u>a tutorial on YouTube about how to use the platform</u>.





Wirral Health Information Exchange (HIE)

Reading the Wirral Health Information Exchange (HIE) Summary



Please note, the Wirral Health Information Exchange (HIE) is an existing Place-based shared record, and may contain additional, richer information for Wirral residents, over and above the documents already being shared to Share2Care e-Xchange.

Filter Results

You can use the 'Filter results' fields on the left-hand side to select "Wirral HIE" to view the Wirral HIE Clinical Summary.

HealthSuite Interoperability Vie	ewer			My Settings ?	Help 😸 About	😔 Log out Dawe Angela
♠ Home > Patient search >	Patient record > Medical document	s O				
ZZZTESTPATIENT-HII	E, DONOTUSE NHS Number	: 999 052 8411 (NHS)	17 Jun 1990 (32 yr)	Female		
Address e PRESCOT ROAD L1	4 0AA		Phone L			E-mail -
				All Document	s Clinical Im	naging Patient details
St Helens and Knowsley Hospitals	Showing 2 of 16 documents			\ominus Primary care	🚷 CheshireCareF	Record 🏠 S2C Help
The Liverpool	Select all No actions applic	able				
Women's Hospital	Creation date 🔻	Title	Acc No	Туре	Author's role	Author's institution
NH3 Foundation must	- <i>-</i>	Clinical Summary		Summary of Episod	e Note	Wirral HIE
NHS Foundation Trust	12 May 2021 13:03:56	Discharge Summary		Discharge Note		Wirral University Teaching Hospital NHS Foundation
Warrington and						Trust
Halton Teaching Hospitals NHS Foundation Trus.						
✓ Wirral HIE						
Wirral University						
Teaching Hospital		G				
NHS Foundation Trust Warrington and Haiton Teaching Hospitals NHS Foundation Tros. Wirral Hile Wirral University Teaching Hospital Hill Foundation must Show less	12 May 2021 13:03:56	Discharge Summary		Discharge Note		Wirral University Teac Hospital NHS Founda Trust



Please note, if Wirral HIE does not appear when the results are filtered, this means that no Wirral HIE Clinical Summary is available.

Clinical Summary

The Wirral HIE Clinical Summary will then appear in the clinical documents tab.

e-Xchange Access (Share2Care)

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HealthSuite Interoperability Viewer		🌸 My Settings	? Help	🛃 About	😔 Log out D	awe Angela		
A Home > Patient search > Patient	ent record 👂 Medical docume	nts O						
ZZZTESTPATIENT-HIE, DO	ONOTUSE NHS Numb	er: 999 052 8411 (NHS)	17 Jun 1990 (32 yr)	Female				
Address e PRESCOT ROAD L14 0A4	4		Phone L				E-mail -	
				All Docum	ients (Ilinical Im	aging Patie	ent details
St Helens and Knowsley Hospitals NHS Trust	Select all	cable		🧔 Primary c	are 🔇	CheshireCareR	ecord 🌼 S	52C Help
The Liverpool Women's Hospital NHS Foundation Trust	Creation date V	Title Clinical Summary	Acc No	Type Summary of Ep	isode Note	Author's role	Author's institut	ton
The Walton Centre NHS Foundation Trust	12 May 2021 13:03:56	Discourge		Summary of Ep	bode note		Hospital NHS Fr	/ Teaching oundation
Warrington and Halton Teaching							Trust	



Please note, there will only ever be one Wirral HIE clinical summary for your patient, and this will display any interventions recorded in the Wirral HIE that your patient has had, in reverse chronological order.

Patient Details

When the Wirral HIE clinical summary is opened the patient's demographic details are displayed below the e-Xchange patient demographic details.

A Home ➤ Patient search ➤ Patient record ➤	Medical documents >	Document C						
ZZZTESTPATIENT-HIE, DONOTUSE	NHS Number: 999	052 8411 (NHS)	17 Jun 1990 (31 yr)	Female				
Address e PRESCOT ROAD L14 0AA			Phone L				E-mai	-
					All Documents	Clinical	Imaging	Patient details
actions 👻 View 👻			Clinical Summ	ary		-		$\mathbb{R} \times$
Patient DONOTUSE ZZZTESTPATIENT.HIE H S C I C LEEDS GBR LS1 6AE HP: 99995550000	ID 44503290515							τ
Birth Date June 17, 1990	Gender Female							
Consultant	Created January 6, 2022							
Conum the of Care Document (<u>body only</u>) Problems								
Problem	Status	Onset Date	Classification Date Reporter	d Comments			Source	
Benign hypertension		12/05/2021	08/07/2021				Arrowe	Park Hospital
Asthma(Confirmed)	Active		08/07/2021	HIF Forecare	integration comments testing	- Problems	Arrowe	Park Hospital

Please note, it's important to check that the patient's demographic details shown within the Wirral HIE match the details shown on e-Xchange. In the exceptionally rare occurrence where the patient's demographic details don't align, you'll need to raise this as a clinical incident and log it with your local IT service desk team, so it can be raised to your organisation's IG team. Please see page 16 for more details.

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Allergies

?

Allergies, adverse reactions, and alerts are shown within the Wirral HIE.

HealthSuite Interoperability Viewer								🔅 M	Settings ?	Help 📑 Ab			
A Home >	Patient se	arch 💙 Pa	tient record	> Medical doc	uments)	Document O							
ZZZ	TESTPATI	ENT-HIE, [DONOTUS	E NHS N	umber: 99	9 052 8411 (NHS)	17 Jun 1990 (31 yr)	Female					
Address	e PRESCOT	ROAD L14 0	AA				Phone L				E-n	nail -	
									All Documents	Clinical	Imaging	Patient details	
Actions	- View	•					Clinical Sum	mary					×
Medications													*
Medication		Details	Route	Status		Patient Instructions		Ordering Provider		Order Date		Source	
Allergies, Ad	verse React	ions, Alerts											
Substance	Category	Reaction	Severity	Reaction type	Status	Date Reported	Comments		Source				
penicillin	DRUG	Rash	Moderate	ALLERGY	ACTIVE				Wirral University T	eaching Hospital NHS F	oundation Trust		
amoxicillin	DRUG	Rash		ALLERGY	ACTIVE		Slight rash, remedy with antih	istamines	Wirral University T	eaching Hospital NHS F	oundation Trust		



Please note, when viewing the Wirral HIE summary only allergies recorded within the Wirral HIE summary are displayed. For a full list of allergies please refer to the Primary Care view within e-Xchange, see pages 10-14 for more details.