



# Better informed means better care

Dorset Care Record brings all your health details together so medical and social care staff **can give you the best possible care**

**How to log into the DCR:  
(1) via a browser; (2) from a DCR Partner System**



For more information please visit:  
[news.dorsetcouncil.gov.uk/dcr-staff-area](https://news.dorsetcouncil.gov.uk/dcr-staff-area)

# How to login to the DCR

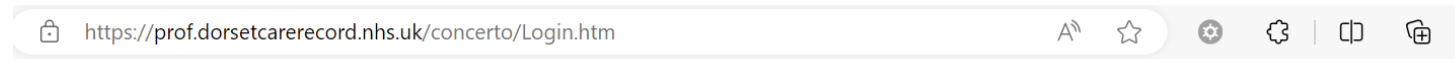
## User Guide Content:

1. How to login to the DCR via the browser
2. How to login from Mosaic at Dorset Council
3. How to login from Mosaic at BCP Council
4. How to login from EPR at UHD
5. How to login from DPR at DCH
6. How to login from EPR at DHC
7. How to login from SystemOne at NHS Dorset

There are additional User Guides at <https://news.dorsetcouncil.gov.uk/dcr-staff-area/how-to-guides/>.

# 1. Login to the DCR via a browser

Open <https://prof.dorsetcarerecord.nhs.uk/concerto/Login.htm>.  
Input your username and password and click on Login.



Please enter your user ID and password

User ID

Password

[? Forgot your password?](#)

Login

Welcome to the Dorset Care Record Production Environment 10.0.1

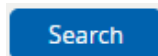
If you need your password reset or your account has been deactivated, please email [dcrsystemadmin@dorsetcouncil.gov.uk](mailto:dcrsystemadmin@dorsetcouncil.gov.uk)

Click [here](#) for support information for using the DCR. For connectivity issues, please contact your local ICT Service Desk. Note that all usage of the DCR system is audited and analysed; action may be taken against any individual attempting inappropriate activity. It is important that you discuss with individuals how their information is shared in the DCR.

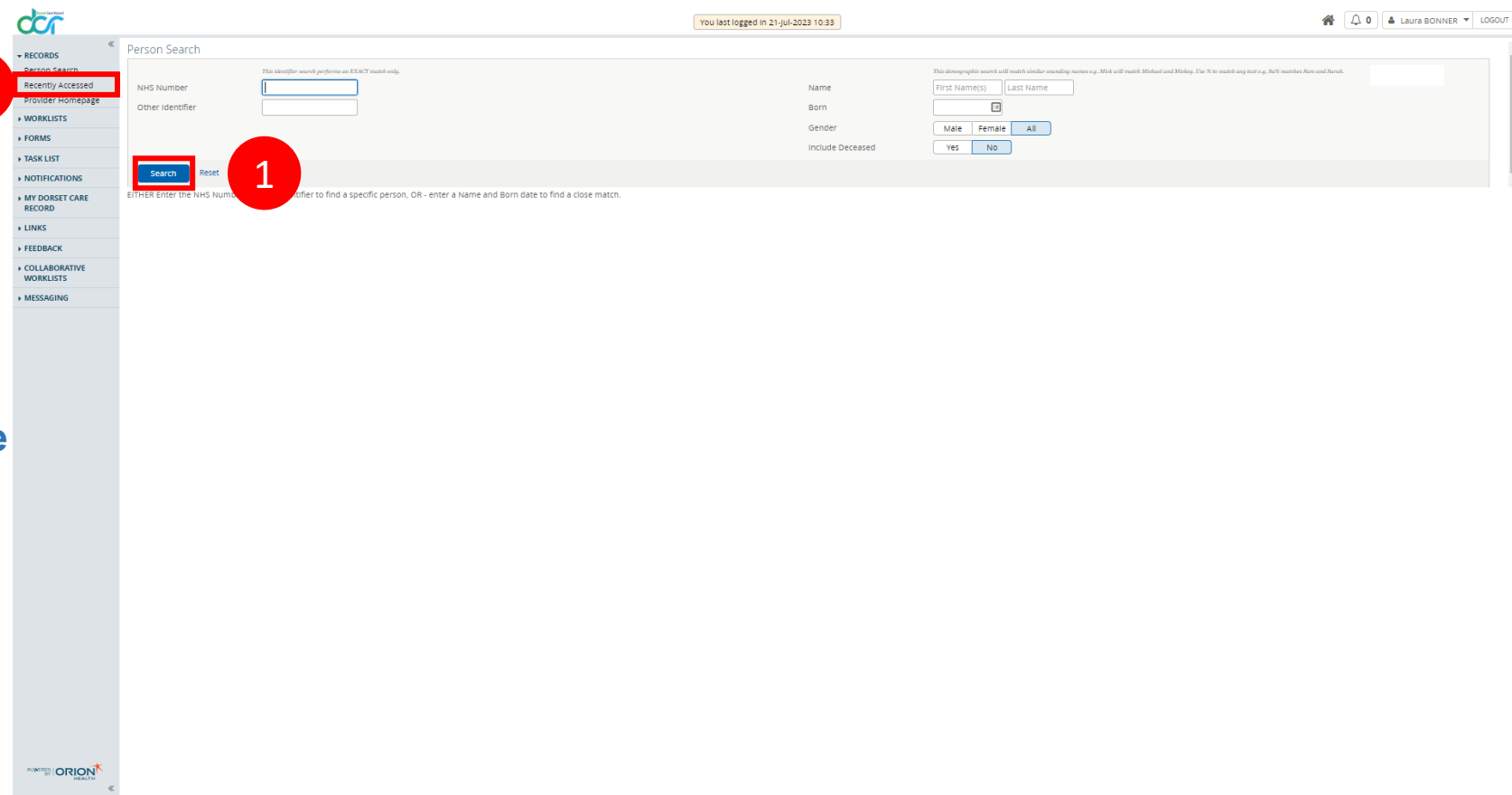
# Finding a patient's details on the DCR

- 1 To search for a patient, you can use the patient's
- **NHS Number,**
  - **Other Identifier such as a Local Hospital Identifier,**
  - **A combination of the First Name, Surname and Born date,**
  - **A wild card: enter Born Date and the first three letters of the First Name or Surname, each followed by a % sign**

and click



- 2 You can also use the **Recently Accessed** to find a patient whose record you've viewed recently.



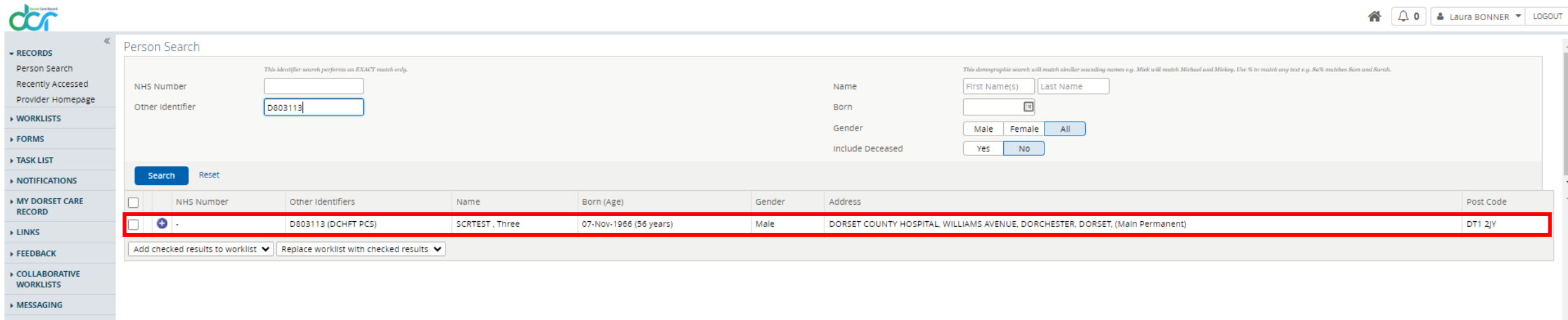
The screenshot shows the 'Person Search' interface in the Dorset Care Record. On the left sidebar, the 'Recently Accessed' menu item is highlighted with a red box and a red circle '2'. The main search area contains two input fields: 'NHS Number' and 'Other identifier'. Below these fields is a blue 'Search' button, which is also highlighted with a red box and a red circle '1'. To the right of the search fields, there are several filters: 'Name' (with sub-fields for 'First Name(s)' and 'Last Name'), 'Born' (with a date picker), 'Gender' (with buttons for 'Male', 'Female', and 'All'), and 'Include Deceased' (with buttons for 'Yes' and 'No'). At the top right of the page, there is a user profile for 'Laura BONNER' and a 'LOGOUT' button. At the bottom left, there is a logo for 'ORION'.

# Accessing a patient's record

**3** If searching by NHS number or Other Identifier, only one patient should appear in the **Results** table below the **Search** button.

If searching by name and DOB, more than one patient may appear - please ensure correct patient selected.

Click on the relevant patient anywhere in the **Results** table.



Person Search

This identifier search performs an EXACT match only.

NHS Number:

Other Identifier:

Name: First Name(s)  Last Name

Born:

Gender:

Include Deceased:

<input type="checkbox"/>	NHS Number	Other Identifiers	Name	Born (Age)	Gender	Address	Post Code
<input type="checkbox"/>	-	D803113 (DCHFT PCS)	SCRTEST, Three	07-Nov-1966 (56 years)	Male	DORSET COUNTY HOSPITAL, WILLIAMS AVENUE, DORCHESTER, DORSET, (Main Permanent)	DT1 2JY

## NOTE

If your search results show a **Sensitive** record with a locked padlock and the contact and address details concealed, you will need to provide a reason for accessing this record. For more information, please refer to the [How to access a sensitive record user guide](#).

## 2. Login to DCR from Mosaic at Dorset Council



### Mosaic – Person Summary Screen

Summary	Case history	Dorset Care Record
---------	--------------	--------------------

# 3. Login to DCR from Mosaic at BCP Council



## Mosaic – Person Summary Screen

Person summary - Mr Peter Perkins (50076461) born 4 Oct 1949 (73 years c

- Person details >
- Start
- Case notes
- Chronologies
- Documents
- Education >
- Health >

Summary    Case history    **Dorset Care Record**

### Warnings

Warning	⚠ Be careful of da
<a href="#">Change</a>	⚠ Please be careft wet

# 4. Login to DCR from EPR at UHD



## Graphnet Electronic Patient Record (EPR)

CareCentric Version: 2.136.6

Patient No: 4304542 Name: THREE ZOE EDITESTPATIENT Date of Birth: 19 Jul 1978 NHS No: 999 003 2165 Current Location: Not Admitted

**Patient Record**

- ▲ Patient Alerts (0 active)
- 📄 Manage My Patient Lists
- 📄 Patient Audit Trail
- 📄 Co-Morbidities for Clinical Coders
- 📄 Dorset Care Record**
- 📁 Bournemouth
- 📁 Patient Demographics
- 📄 Scanned Paper Record
- 📄 Patient Summaries
- 📄 Historic Events
- 📁 Outpatient From - 19/07/1978
- 📁 Registered 19/07/1978

Poole Front Page

The Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust

**THREE ZOE EDITESTPATIENT**

Patient Number : 4304542  
Date Of Birth : 19 Jul 1978

CareCentric Version: 2.136.6

Patient No: 4304542 Name: THREE ZOE EDITESTPATIENT Date of Birth: 19 Jul 1978 NHS No: 999 003 2165 Current Location: Not Admitted

**Patient Record**

- ▲ Patient Alerts (0 active)
- 📄 Manage My Patient Lists
- 📄 Patient Audit Trail
- 📄 Co-Morbidities for Clinical Coders
- 📄 Dorset Care Record
- 📁 Bournemouth
- 📁 Patient Demographics
- 📄 Scanned Paper Record
- 📄 Patient Summaries
- 📄 Historic Events
- 📁 Outpatient From - 19/07/1978
- 📁 Registered 19/07/1978

Poole Front Page | Dorset Care Record

**EDITESTPATIENT, THREE ZOE**  
BORN 19-Jul-1978 (43y) GENDER Female  
ADDRESS (3) HEXAGON HOUSE, PYNES HILL, RYDON... HOME

Summary | Problem List | Patient Task List | Medication

Documents

Showing: All Mark All As Read  
Group By: Category Sort By: Date

**Summary**

- 📄 Additional Details
- 📄 my Dorset Care Record Invitation
- 👤 Circle of Care
- 📄 Collaborative Worklists
- 📄 Goals and Actions
- 📄 Send Citizen Feedback
- ▶ **Radiology (10 / 13)**

Discussion to View   
**There is no Discussion to View re**

Current Activity Snapshot   
No Known Current Activity for this Pa

Active Alerts

Recorded On/Onset Date	AI
------------------------	----



# 5. Login to DCR from DPR at DCH



The screenshot shows the patient timeline for Jemima Duck (Prof) at Dorset County Hospital. The patient's details include: Born 25-Nov-1950, NHS No. 893 018 2917, and Hospital No. D410869. The timeline lists several Emergency Department Attendance events and one Inpatient admission. The Inpatient admission on 2021 Dec 15 at 12:12 PM is for General Surgery, attended by William Mitchell. The timeline also shows a 'Context links' button in the right-hand sidebar.

Event Type	Date	Time	PC	Specialty	Consultant
Emergency Department Attendance	2022 Mar 10	09:00 AM	PC:		
Emergency Department Attendance	2022 Mar 05	09:00 AM	PC: Wound : bite		
Inpatient	2021 Dec 15	12:12 PM		GENERAL SURGERY	WILLIAM MITCHELL
Emergency Department Attendance	2021 May 01	05:00 PM	PC: Injury of shoulder / arm / elbow / wrist / hand		
Emergency Department Attendance	2018 Jan 03	10:30 AM	PC:		
Emergency Department Attendance	2017 Dec 08	12:22 PM	PC: Chest pain		
Emergency Department Attendance	2017-12-08	10:43:00			

The screenshot shows the 'Context links' menu, which is highlighted with a red box. The menu contains the following items:

- [DCR](#)
- [ICE - Order Investigation for Patient](#)
- [ICE - Patient Reports](#)
- [ICE - Review Patient Investigations](#)
- [JAC Inpatient](#)
- [PACS Imaging](#)

# 6. Login to DCR from EPR at DHC



Dorset HealthCare University  
NHS Foundation Trust

XXTESTPATIENTDFBC, Btl-Donotuse (Mr) 6 Oct 1954 (68 years) Female NHS. 999 003 1355

Actions Overview

- Summary
- Mental Health Act Information
- Additional Information
- Care Planning and Care Reviews
- Store And Forward
- Physical monitoring
- Alerts

### Clinical Indicators

28 Apr 2023 Allergies  
Consent Given 13 Feb 2017

### Demographics

Full Name (ClientID)	Mr Btl-Donotuse XXTESTPATIENTDFBC (1152089)
Preferred Name	Unknown
LATEST SIGNIFICANT EVENT	28 Apr 2023 00:00 - Alert Recorded - Alert Recorded
LATEST RISK INFORMATION	03 Feb 2023 15:03 - Risk Progress Note - Recorded: 03 Feb 2023 15:07
Active Safeguarding (current) form?	Safeguarding Adults, Safeguarding Child Clients (There may be more data in the Risk Summary, Safeguarding archive or the old versions of the Safeguarding Children in the Client's Network form.)
Victim to be notified of leave/discharge	(no data)
Access to child who has Protection Plan?	(None Recorded)
Client has a Child Protection Plan?	Yes (Requires validation)
NHS Number	9990031355
Date Of Birth	6 Oct 1954 (68 year(s) old)
Address	Not Known, ZZ99
Contact Number(s)	01202010203 (Work), 01202 000 010 (Home)
Access Constraints	Other
Client preferences	Male Staff Member
Does the Client have a Carer?	Yes
Next of Kin	(no data)
Dependants	Daisy Malone (Daughter, 1yr(s) 8m(s)), Dennis Bergkamp (Foster Son, 22 yr(s)), Flo Rider (Daughter, 2yr(s) 3m(s)), Test 3 Dave (Step Son, 8yr(s) 2m(s))
Registered GP	STOTT JA, (THE STAUNTON SURGERY) - 023 92474351
Care Co-ordinator/Lead HCP	
Current Care Level	None Recorded
Cluster Status	Cluster 1, review due date 18 Aug 2021

### Case Record Menu

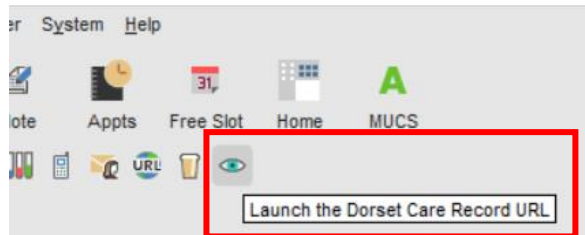
- River View
- History of First Offered Appointments
- Inpatient Management
- Criminal Justice and Liaison Service
- EIS
- MCA & Information Sharing and consent
- Medication Side Effect Rating Scale
- Core Assessment
- Risk Information
- Safeguarding
- Role as Carer Information
- Specialist Assessments
- Clustering
- Outcome Measures
- Investigations
- Care Planning and Care Reviews
- Medicines Management and ECT
- Progress Notes
- Clinical Coding
- Clinical Documentation
- Client Related Data-Views
- Mental Health Act
- SNOMED
- FGM
- End of Life
- Summary Care Record
- Archived Forms
- CAMHS
- Outcome Measures - Adult/Older People MH
- Connections Services
- Retreat/CFR Attendance
- Rehab Services
- HIS Veteran Forms
- MAS
- Forensic Services
- DCR Portal
- Colleague Granted LR


## 7. Login to DCR from SystemOne at NHS Dorset



SystemOne GP

From the patient record, click on the eye icon to launch the DCR in your web browser.



 Dorset Care Record

Retrieve current patient record in Dorset Care Record

If you cannot see the eye icon on your toolbar, please ask system admin to add the icon.

Access further **support and information** from

<https://news.dorsetcouncil.gov.uk/dcr-staff-area/learning-resources/>

# Disclaimer

The screenshots in this training guide are taken from a test system and as such may vary slightly to the live DCR system.

Screenshots in this training guide do not contain any real patient data.

Data provided by source systems is read-only in DCR. There are various level of restrictions and sensitivities being applied within the Partner's systems, and the DCR respects and displays the data as provided by the Partners.

The information contained within the NHS Dorset system (the Spine) is the overriding system for updating demographics.