'My record is **available to share**...'

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**

Dorset Care Record
How to search for a patient's record in the DCR

Dorset Care Record
dcr

For more information please visit:
news.dorsetcouncil.gov.uk/dcr-staff-area
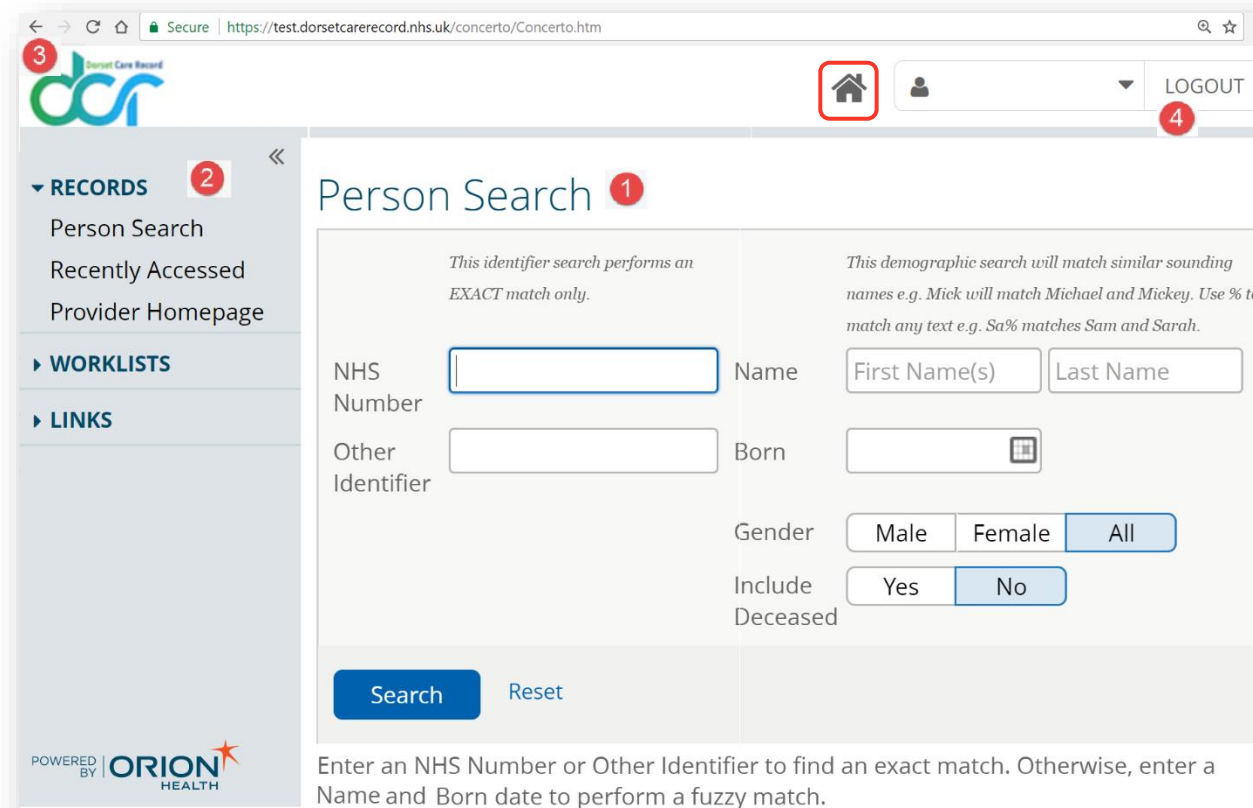
Navigating the Screen

Dorset Care Record

For most staff, when you log in to DCR your home page will be the Person Search screen. **1**

2

On the left of the screen, you'll find a menu containing **Person Search**, **Recently Accessed**, **Worklists** and **Links**

3

DCR works better if you use the menus and buttons to navigate rather than using the "Back" arrow on the web browser menu bar.
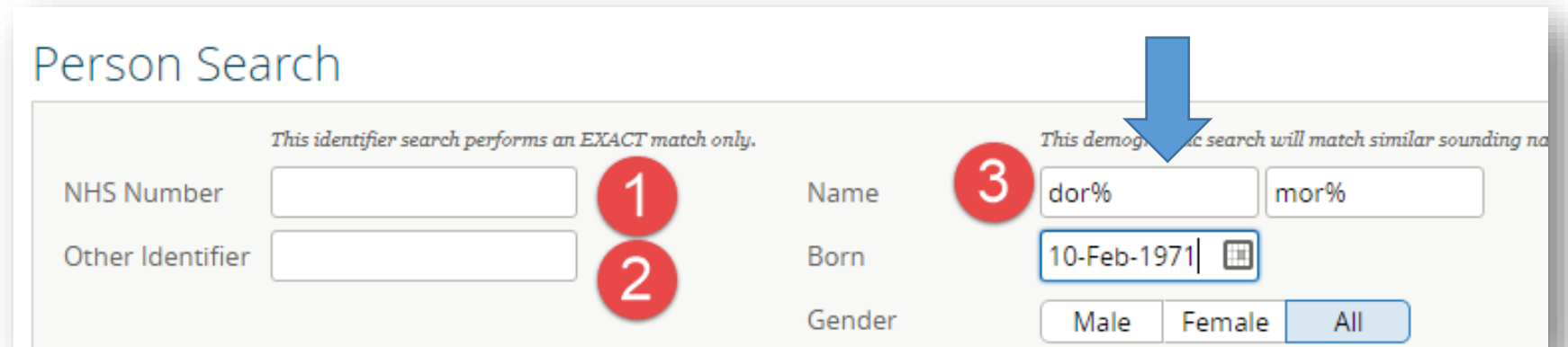
4

You can **log out** at any time using the link on the top right of the screen. You can also find the **Home** button here (Home returns you to Person Search).

Searching for a Person

There are three main options for finding a person. You can search by:

1. **NHS Number**, or

2. **Local patient identifier**, or

3. **Demographic details** – surname or forename **AND** born date

To make it a little easier, you can enter the first 3 letters of the forename or surname followed by a "**%**" symbol (called a "**wild card**" search), along with the born date (as shown in the example below) to find any records matching that criteria.

Additional Search features

4. There are options to select **Gender** and whether to **Include Deceased** or not. You only need to select this if using demographic details to search (not needed when searching by NHS number or Other Identifier)

5. Click the **Search** button to find results

6. Click **Reset** if you wish to clear the search screen to start a new search.

Person Search

This identifier search performs an EXACT match only.

This demographic search will match similar sounding names e.g. Mick will match Michael and Mickey. Use % to match any text e.g. Sa% matches Sam and Sarah.

NHS Number **1**   Name **3**   `dor%`   `mor%`

Other Identifier **2**   Born   `10-Feb-1971`

Gender | Male | Female | **All** |

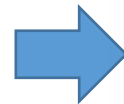Include Deceased | Yes | **No** | **4**

5

Search   Reset **6**

EITHER Enter the NHS Number or other identifier to find a specific person, OR - enter a Name and Born date to find a close match.

Search Results

From the search results you can click anywhere along the search result line for an individual to open their record.

Search Help

If you haven't entered appropriate search criteria, a pop up message will tell you what you need to do:

test.dorsetcarerecord.nhs.uk says:

Please try again by entering a valid NHS No.

OK

test.dorsetcarerecord.nhs.uk says:

A minimum of one part of Name (first or last) and Born date must be provided.

OK
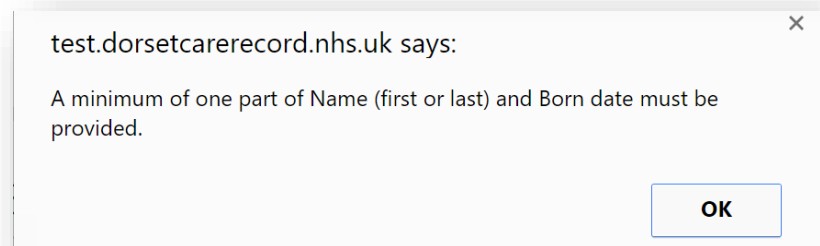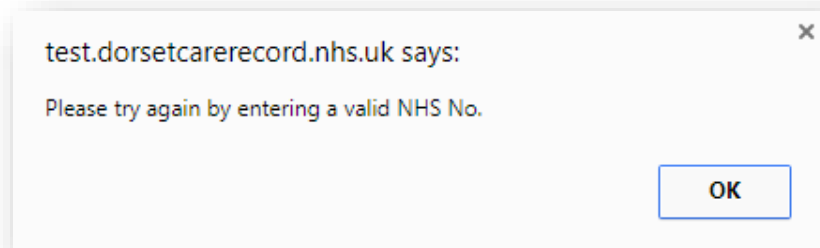
Could not find what you were looking for. This can occur with common last names or if the patient does not exist. Try the search again with more specific criteria.

If you can't find a person on DCR, this can happen for a number of reasons, eg:

- When the person has a common last name
- The person has chosen to opt out of DCR
- The person may have not previously accessed services provided by the partner organisations.

Note

You should follow your organisation's standard practice to ensure you have the correct record before viewing it (for example you may currently use the "3 point check").

Recently Accessed

To save time looking up the same records again, you can use **Recently Accessed**. You can find this on main DCR menu on the left of the screen.

RECORDS
Person Search
Recently Accessed

This makes it much easier to return to records that you have recently viewed. This avoids having to enter search criteria again. You can click on the person's details in the list to view their record.

Recently Accessed

Today

		NHS Number	Other Identifier	Name	Gender	Born (Age)	⚙
☐		–	D678919 (DCHFT PCS)	DCRTEST, Pfour	Male	01-Jan-1980 (37 years)	
☐	–	–	HE00011888 (RBCHFT CaMIS)	WHITE, SNOW	Female	26-May-1995 (22 years)	
☐		–	T4159996 (RBCHFT CaMIS)	FETT, BOBA	Male	13-Sep-1939 (78 years)	
☐		–	1251662 (DHUFT RiO)	PERMAN, Sue	Female	20-Feb-1990 (27 years)	

Remove   None selected

Showing 4 of 4

Last 7 Days

	NHS Number	Other Identifier	Name	Gender	Born (Age)	⚙
☐	962 034 4472	989898 (DHUFT SystmOne)	MORRISON, DOROTHY	Female	02-Oct-1971 (46 years)	
☐	–	D678988 (DCHFT PCS)	RED, Gary	Female	01-Nov-1968 (49 years)	
☐	–	D678991 (DCHFT PCS)	BROWN, Heather	–	22-May-1956 (61 years)	
☐	–	D801317 (DCHFT PCS)	WHITE, Fred	Male	01-Jan-1930 (87 years)	
☐	–	D678990 (DCHFT PCS)	GREEN, Frank	–	01-Nov-1938 (79 years)	
☐	–	D678987 (DCHFT PCS)	YELLOW, Bob	Male	01-Nov-1967 (50 years)	

Show More

Remove   None selected

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.