



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**

App Bar



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

The App Bar and its functionality



- Get notifications of downtimes
- See what data is in the DCR
- Access DCR user guides
- See the DCR disclaimer
- Set a preferred homepage
- Don't forget to Log Out

4. Icons

1. Use the **NHS Number Quick Search box** to search for another record by their NHS number without exiting the record you are in.

2. Click on the **Person Search button** to return to the Person Search page and search for another record.

3. Toggle **data providers**

Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

XXTESTPATIENTABJO, Ebs-donoluse (Mrs)
(active)

Born28-Sep-1945 (80y)GenderFemaleNHS No.999 000 0220AddressH S C I C, 1 TREVELYAN SQUARE, LEEDS, WEST YORKSHIRE, LS1 6AE

GP Not providedDemographic Data provided by NHS DORSET INTEGRATED CARE BOARD

Summary

SUMMARYGP DATASYSTMONE NON-GPTIMELINEFEED

Flags

4 active6 records

Allergies and Adverse Reactions

0 active0 records

Complex Medications

0 in last 12 months0 records

Documents

0 in last 3 months30 records

Appointments

2 most recent2 records

Encounters

0 in last 3 months0 records

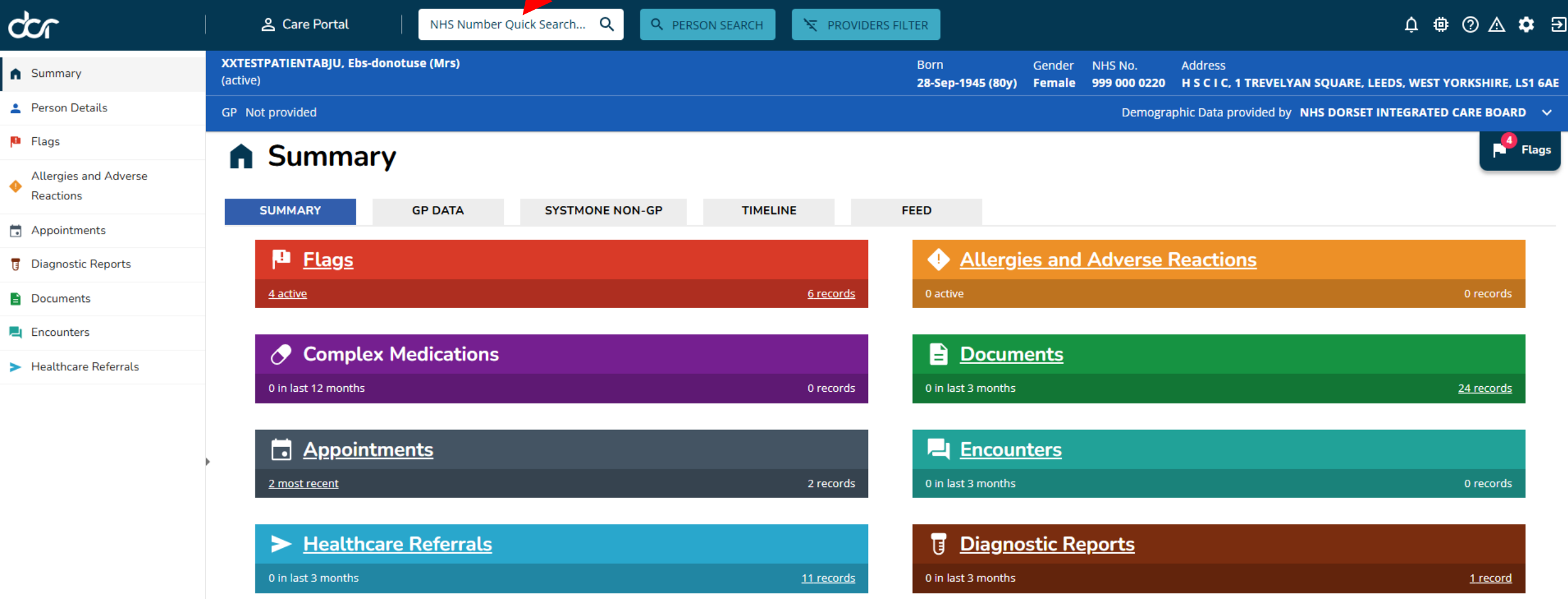
Healthcare Referrals

0 in last 3 months11 records

Diagnostic Reports

0 in last 3 months1 record

1. You can search for another record whilst still within a record, by entering an NHS number in the NHS number quick search box and clicking on the search icon.



The screenshot shows the Dorset Care Record interface. At the top, there is a dark blue header bar. On the left side of the header is the 'dcr' logo. To its right is a 'Care Portal' link. Further right is a search bar labeled 'NHS Number Quick Search...' with a magnifying glass icon. A red arrow points to this search bar. To the right of the search bar are two buttons: 'PERSON SEARCH' and 'PROVIDERS FILTER'. On the far right of the header are several icons: a bell, a gear, a question mark, a triangle, and a square with an arrow.

Below the header bar, the main content area is divided into two sections. The top section is a blue bar containing patient information: 'XXTESTPATIENTABJU, Ebs-donotuse (Mrs) (active)', 'Born 28-Sep-1945 (80y)', 'Gender Female', 'NHS No. 999 000 0220', and 'Address H S C I C, 1 TREVELYAN SQUARE, LEEDS, WEST YORKSHIRE, LS1 6AE'. Below this bar is a row of tabs: 'GP Not provided', 'Demographic Data provided by NHS DORSET INTEGRATED CARE BOARD', and a dropdown arrow.

The main content area is titled 'Summary' with a house icon. Below the title are five tabs: 'SUMMARY', 'GP DATA', 'SYSTEMONE NON-GP', 'TIMELINE', and 'FEED'. The 'SUMMARY' tab is selected. Below the tabs are eight colored boxes, each representing a different category of data:

- Flags** (red box): 4 active, 6 records
- Allergies and Adverse Reactions** (orange box): 0 active, 0 records
- Complex Medications** (purple box): 0 in last 12 months, 0 records
- Documents** (green box): 0 in last 3 months, 24 records
- Appointments** (grey box): 2 most recent, 2 records
- Encounters** (teal box): 0 in last 3 months, 0 records
- Healthcare Referrals** (blue box): 0 in last 3 months, 11 records
- Diagnostic Reports** (brown box): 0 in last 3 months, 1 record

On the left side of the interface, there is a vertical sidebar with a list of navigation links: 'Summary', 'Person Details', 'Flags', 'Allergies and Adverse Reactions', 'Appointments', 'Diagnostic Reports', 'Documents', 'Encounters', and 'Healthcare Referrals'.

The portal returns the basic PDS demographics of the person. You need to confirm this is the person you expect (1). You are also required to confirm that you have a legitimate direct care purpose for viewing this person’s record (2). When all confirmed, click on Continue to patient details (3).



Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

Close Patient

✓ Confirm Relationship

Name

XXTESTPATIENTABJU, Ebs-donotuse (Mrs)

DoB

28-Sep-1945

NHS Number

999 000 0220

Gender

Female

☒ I confirm that I have a legitimate direct care purpose to view this person's record

☐ I am performing clinical safety testing of the Portal UI

☐ I am performing clinical safety testing of Provider Data

CONTINUE TO PATIENT DETAILS



The screenshot displays the Dorset Care Portal interface. At the top, there's a dark blue header with the 'dcr' logo on the left. In the center, there are search bars: 'NHS Number Quick Search...' followed by a magnifying glass icon, and a teal button labeled 'PERSON SEARCH' which has a red arrow pointing to it. To the right of the search bar is another teal button labeled 'PROVIDERS FILTER'. On the far right of the header are several icons: a bell, a gear, a question mark, a triangle, and a square.

Below the header, a blue banner contains patient information: 'XXTESTPATIENTABJU, Ebs-donotuse (Mrs) (active)' on the left, and 'Born 28-Sep-1945 (80y)', 'Gender Female', 'NHS No. 999 000 0220', and 'Address H S C I C, 1 TREVELYAN SQUARE, LEEDS, WEST YORKSHIRE, LS1 6AE' on the right. Below this banner, it says 'GP Not provided' and 'Demographic Data provided by NHS DORSET INTEGRATED CARE BOARD'.

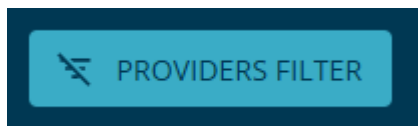
The main section is titled 'Summary' with a house icon. Below the title are five tabs: 'SUMMARY' (selected), 'GP DATA', 'SYSTMONE NON-GP', 'TIMELINE', and 'FEED'. A 'Flags' button with a red notification badge is located at the top right of the summary section.

The summary section features eight colored cards arranged in two columns:

- Flags** (red card): 4 active, 6 records.
- Allergies and Adverse Reactions** (orange card): 0 active, 0 records.
- Complex Medications** (purple card): 0 in last 12 months, 0 records.
- Documents** (green card): 0 in last 3 months, 24 records.
- Appointments** (grey card): 2 most recent, 2 records.
- Encounters** (teal card): 0 in last 3 months, 0 records.
- Healthcare Referrals** (light blue card): 0 in last 3 months, 11 records.
- Diagnostic Reports** (brown card): 0 in last 3 months, 1 record.

A vertical sidebar on the left lists various menu items: Summary, Person Details, Flags, Allergies and Adverse Reactions, Appointments, Diagnostic Reports, Documents, Encounters, and Healthcare Referrals.

You can toggle the data providers on and off to only show data from the providers you are interested in. When only some providers are selected, the Providers Filter button changes colour to **amber** to alert you that you will be seeing a restricted view of the data available.



Toggle the portal data providers below to only show data you are interested in viewing.

- All Providers ☒
- Dorset Council ☒
- EDP Drug and Alcohol Services ☒
- Dorset Healthcare University NHS Foundation Trust ☒
- University Hospitals Dorset NHS Foundation Trust ☒
- BCP Council ☒
- Dorset County Hospital NHS Foundation Trust ☒



Toggle the portal data providers below to only show data you are interested in viewing.

- All Providers ☐
- Dorset Council ☐
- EDP Drug and Alcohol Services ☒
- Dorset Healthcare University NHS Foundation Trust ☐
- University Hospitals Dorset NHS Foundation Trust ☒
- BCP Council ☒
- Dorset County Hospital NHS Foundation Trust ☒

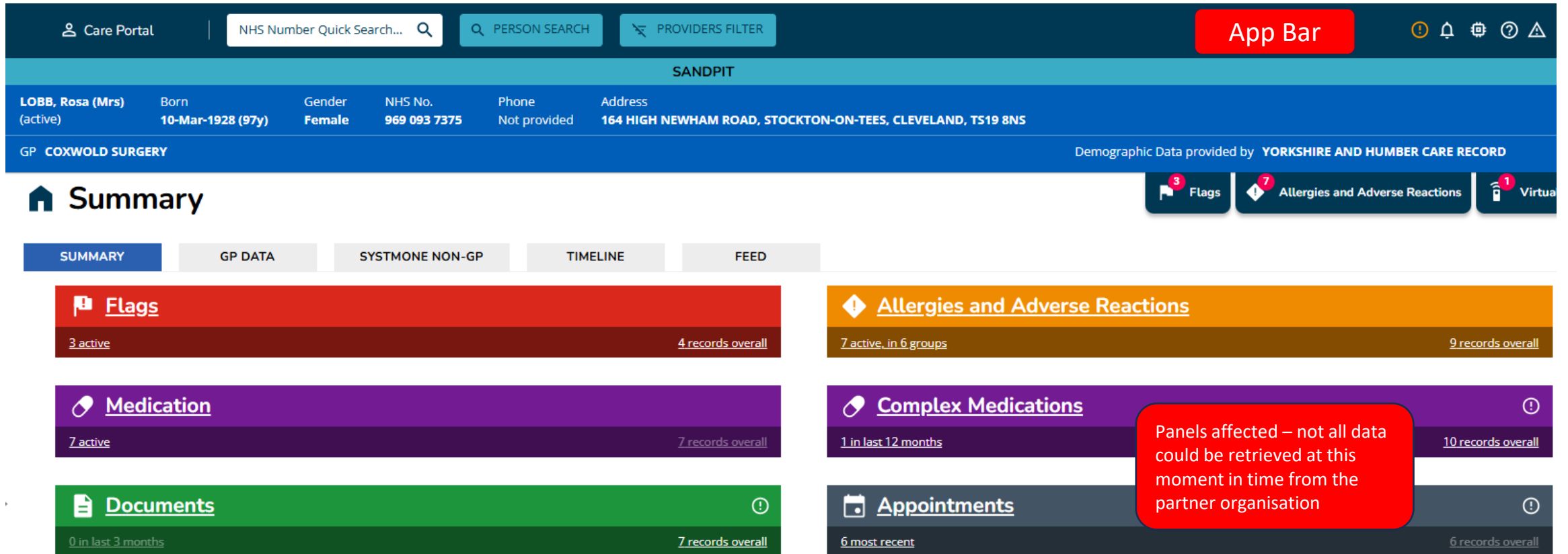
It is important to note that when you access another record, the **'Providers Filter'** resets automatically and will therefore *show all the DCR data providers with data to show for another record.*

Error warning when data cannot be retrieved from the provider organisations

The DCR retrieves data in real time from provider organisations; the DCR does not store any data.

When a provider's data cannot be retrieved, the DCR displays an error warning indicator: . This can be seen at the top of the DCR screen in the App Bar and in the individual panels affected.

Clicking on the error icon will let you know what data is missing.

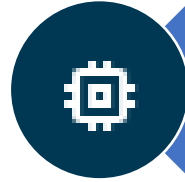


The screenshot displays the DCR interface for a patient named LOBB, Rosa (Mrs). The top navigation bar (App Bar) includes a search bar, navigation buttons, and a red 'App Bar' label. A yellow error warning icon is visible in the top right corner of the App Bar. Below the App Bar, the patient's demographic information is shown, including name, date of birth, gender, NHS number, phone, and address. The GP is listed as COXWOLD SURGERY. The page is titled 'Summary' and features a tabbed interface with 'SUMMARY' selected. The 'SUMMARY' tab shows several data panels: 'Flags' (3 active, 4 records overall), 'Allergies and Adverse Reactions' (7 active, in 6 groups, 9 records overall), 'Medication' (7 active, 7 records overall), 'Complex Medications' (1 in last 12 months, 10 records overall), 'Documents' (0 in last 3 months, 7 records overall), and 'Appointments' (6 most recent, 6 records overall). A red callout box highlights the error warning icon in the top right corner of the 'Complex Medications' panel, stating: 'Panels affected – not all data could be retrieved at this moment in time from the partner organisation'.

4. App Bar icons



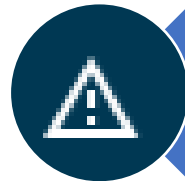
The 'Notifications' icon will be used by the DCR System Admin to communicate important messages to you. When there are new notifications for you, the 'Notifications' icon will also display the number of new notifications. Always check your unread notifications to stay up-to-date with information such as a system downtime.



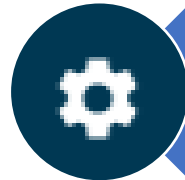
The 'Data Available' icon shows you what data is available in the DCR.



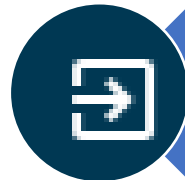
The 'Help' icon provides a link to user guides so you can make the most of the system.



The 'Disclaimer' icon allows you to view a copy of the DCR system disclaimer.



From 'Settings' you can set a preferred homepage. This homepage may be different to the 'Summary Screen' set by default. If you frequently use a particular page, you can make that your landing page.



Don't forget to Log Out

App Bar icons



The 'Notifications' icon will be used by the DCR System Admin to communicate important messages to you. When there are new notifications for you, the 'Notifications' icon will also display the number of new notifications. Always check your unread notifications to stay up-to-date with information such as a system downtime.



Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

XXTESTPATIENTABJU, Ebs-donotuse (Mrs)
(active)

Born28-Sep-1945 (80y)GenderFemaleNHS No.999 000 0220AddressH S C I C, 1 TREVELYAN SQUARE, LEEDS, WEST YORKSHIRE, LS1 6AE

GP Not provided

Demographic Data provided by NHS DORSET INTEGRATED CARE BOARD

Summary

GP DATA

SYSTMONE NON-GP

TIMELINE

FEED

Flags

4 active6 records

Allergies and Adverse Reactions

0 active0 records

Complex Medications

0 in last 12 months

Documents

32 records

Appointments

2 most recent

Healthcare Referrals

0 in last 3 months11 records

Diagnostic Reports

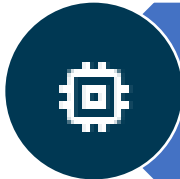
0 in last 3 months1 record

4Flags

Notifications

No new notifications

App Bar icons



The 'Data Available' icon shows you what data is available in the DCR.



Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

Available Data

Provider	AllergyIntolerance	Appointment	Condition	DiagnosticReport	DocumentReference	Encounter	Flag	Immunization	List	Location	Medication	MedicationRequest	Me
BCP Council	×	×	×	×	×	×	×	×	×	×	×	×	
Dorset Council	×	👤	×	👤	👤	👤	👤	×	×	×	×	×	
Dorset County Hospital NHS Foundation Trust	👤	👤	×	👤	👤	👤	👤	×	×	×	👤	👤	
Dorset Healthcare University NHS Foundation Trust	×	👤	×	👤	👤	👤	👤	×	×	×	×	×	
EDP Drug and Alcohol Services	×	👤	×	👤	👤	👤	👤	×	×	×	×	×	
QRA-TPP-ADAPTER	×	×	×	×	✓	×	×	×	×	×	×	×	
QVV-GPC-ADAPTER	✓	×	✓	✓	✓	✓	×	✓	✓	✓	×	✓	

App Bar icons



The 'Help' icon provides a link to user guides so you can make the most of the system.



Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

Getting Started

Feedback

User Guides

4

Flags

Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

XXTESTPATIENTABJU, Ebs-donotuse (Mrs)
(active)

Born
28-Sep-1945 (80y)

Gender
Female

NHS No.
999 000 0220

Address
H S C I C, 1 TREVELYAN SQUARE, I
HIRE, LS1 6AE

GP Not provided

Demographic Data provided by NHS DORSET

Summary

SUMMARYGP DATASYSTMONE NON-GPTIMELINEFEED

Flags

4 active6 records

Complex Medications

0 in last 12 months0 records

Appointments

2 most recent2 records

Healthcare Referrals

0 in last 3 months11 records

Allergies and Adverse Reactions

0 active0 records

Documents

0 in last 3 months32 records

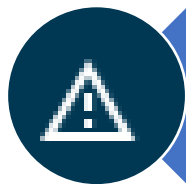
Encounters

0 in last 3 months0 records

Diagnostic Reports

0 in last 3 months1 record

App Bar icons



The 'Disclaimer' icon allows you to view a copy of the DCR system disclaimer.



The screenshot displays the Dorset Care Record (DCR) interface. At the top, there is a dark blue header bar with the DCR logo on the left and navigation icons on the right. Below the header, a patient summary bar shows the patient's name (XXTESTPATIENTABJU, Ebs-donotuse (Mrs)), birth date (28-Sep-1945 (80y)), gender (Female), NHS No. (999 000 0220), and address (H S C I C, 1 TREVELYAN SQUARE, LEEDS, WEST YORKSHIRE, LS1 6AE). A search bar and filters are also present.

The main content area shows a patient summary for XXTESTPATIENTABJU, Ebs-donotuse (Mrs). The summary includes sections for Flags (4 active), Complex Medications (0 in last 12 months), Appointments (2 most recent), and Healthcare Referrals (0 in last 3 months). A modal window titled "Disclaimer" is open, displaying the following text:

Disclaimer

Welcome to the Dorset Care Record (DCR) which brings together information from participating Health and Care organisations. We hope that this will make a big difference to you and the people we all care for.

Data Quality
As DCR draws information from many source systems, it is reliant on those systems being accurate and up to date and significant effort is made by all contributing parties to ensure this is the case. There can be delays of data entry on source systems, so the absence of information in the DCR doesn't mean there isn't any data available. Key information should therefore be checked with the data subject (patient/client) if possible and clinical/care decisions made on all available sources of information.

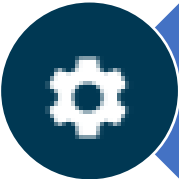
Any errors identified in the DCR will need to be rectified in the source systems.

Terms of Use
It is important that you discuss with individuals how their information is shared in the DCR where practical. The DCR must only be used for work related purposes, where you have a justified reason to access a record in order to provide direct care.

Use of the DCR is monitored and your continued employment and, where relevant, professional qualification may be at risk if you access information inappropriately. This may also be illegal and subject to criminal proceedings.

By entering the system, you confirm your acceptance of the terms and conditions above and you agree to be bound by them and the Computer Misuse Act 1990.

App Bar icons



From 'Settings' you can set a preferred homepage. This homepage may be different to the 'Summary Screen' set by default. If you frequently use a particular page, you can make that your landing page.



Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

Settings

[Go back](#)

Care Portal Preferences

Preferred homepage

This will be the first page you see after selecting a patient in the care portal

SAVE SETTINGS

Summary

Summary

GP Data

SystemOne non-GP

Timeline Page

Feed Page

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

Select from the drop-down menu and click on Save Settings.

A 'Settings have been saved' notification will pop-up in the bottom left of the screen.

Settings have been saved

Summary

Person Details

Flags

Allergies and Adverse Reactions

Appointments

Diagnostic Reports

Documents

Encounters

Healthcare Referrals

Settings

[Go back](#)

Care Portal Preferences

Preferred homepage

Summary

This will be the first page you s

SAVE SETTINGS

Settings have been saved



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. The DCR Partners apply various levels of restrictions and sensitivities within their own systems, and the DCR displays the data as provided by the Partners.

The demographics information in the DCR is provided by the PDS (Personal Demographic System)/NHS Spine system.