



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**

Person search



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

You can search for a person by using their NHS number (1), or by using their first name, surname and date of birth as a combination (2).



Person Search

Please search using one of the following:

NHS Number

1

or

First name

Surname

Date of Birth

DD/MM/YYYY

2

SEARCH

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

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).



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

Care Portal

NHS Number Quick Search...

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If you search for a record by demographics (first name, last name and date of birth), and there are multiple records in the system that match this criteria, the DCR system will display the findings as per the screenshot below.



Close this page to return to the Person search page

Click this arrow to proceed to this record. You will then need to confirm the basic PDS demographics as shown on the previous slide.

First record matching the demographics criteria

Scroll down to see all the records matching the demographics criteria

Second record matching the demographics criteria

EDITESTPATIENTANDYNOTACTIVE, Thirtythreee

EDITESTPATIENTANDYNOTACTIVE, Thirtythreee (F)

NHS No:	900 004 2128	Home	Not provided	Address	ROYAL BOURNEMOUTH HOSPIT
DoB:	01-Jan-1945	Mobile	Not provided		CASTLE LANE EAST
		Work	Not provided		Bournemouth
		Email	Not provided		DORSET
					GBR
					BH7 7DW

Communication Preferences:

Not Stated

Other Identifier(s):

: 9000042128

System: https://thir.nhs.uk/id/nhs-number

Other Address(es):

NoK and other Contact(s):

GP:

Demographic Data provided by:

NHS DORSET INTEGRATED CARE BOARD

Linked Records:

Unknown

Deceased

EDITESTPATIENTANDYNOTACTIVE, Thirtythreee

EDITESTPATIENTANDYNOTACTIVE, Thirtythreee (F)

NHS No:	909 004 2128	Home	Not provided	Address	ROYAL BOURNEMOUTH HOSPIT
DoB:	01-Jan-1945	Mobile	Not provided		CASTLE LANE EAST
		Work	Not provided		Bournemouth
		Email	Not provided		DORSET
					GBR
					BH7 7DW

Communication Preferences:

Not Stated

Other Identifier(s):

: 9090042128

System: https://thir.nhs.uk/id/nhs-number

Other Address(es):

NoK and other Contact(s):

GP:

Demographic Data provided by:

NHS DORSET INTEGRATED CARE BOARD

Linked Records:

Unknown

Please note the portal will keep an audit trail of the records you've accessed, and it will retrieve the data directly from providers as there is no data stored on the portal itself.



Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

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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, 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 months0 records

Documents

0 in last 3 months24 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

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.



Care Portal

NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

Summary

Person Details

Flags

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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, 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 months0 records

Documents

0 in last 3 months24 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

As before, you will first need to confirm the basic PDS demographics and your direct care relationship with this person. You can then continue to patient details.



[Close Patient](#)

✓

Confirm Relationship

Name	STRAWBERRY-TESTPATIENT, Sally (Miss)
DoB	20-Jul-2017
NHS Number	999 014 9623
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

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NHS Number Quick Search...

PERSON SEARCH

PROVIDERS FILTER

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Alternatively, click the Person search button to return to the Person search page.



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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, 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 active

6 records

Allergies and Adverse Reactions

0 active

0 records

Complex Medications

0 in last 12 months

0 records

Documents

0 in last 3 months

24 records

Appointments

2 most recent

2 records

Encounters

0 in last 3 months

0 records

Healthcare Referrals

0 in last 3 months

11 records

Diagnostic Reports

0 in last 3 months

1 record

4 Flags

If the basic PDS demographics are incorrect – maybe you’ve entered incorrect search details and/or the system has not retrieved the right person, please click on Close Patient. This will return you to the Person search page, where you can try again.



Close Patient

✓ Confirm Relationship

Name	STRAWBERRY-TESTPATIENT, Sally (Miss)
DoB	20-Jul-2017
NHS Number	999 014 9623
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

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CONTINUE TO PATIENT DETAILS

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Although all Dorset residents have been set up with a DCR record, if you cannot find a person's record in the DCR, one of the reasons may be that the person has opted out. In this case, the screen will show underneath the Search button that ‘This person has raised an objection and that objection is valid’.



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PERSON SEARCH

PROVIDERS FILTER

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Person Details

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Healthcare Referrals

Close Patient

Person Search

Please search using one of the following:

NHS Number

1234567899

or

First name

Surname

Date of Birth

DD/MM/YYYY

SEARCH

This person has raised an objection and that objection is valid

Other reasons why you may not be able to find a person’s record in the DCR may be that the person has a sensitive record or has not accessed services provided by the data provider organisations. In this case, the screen will show underneath the Search button ‘Sorry, no results found matching your search’



Care Portal

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PERSON SEARCH

PROVIDERS FILTER

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Person Details

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Allergies and Adverse Reactions

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Diagnostic Reports

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Encounters

Healthcare Referrals

Person Search

Please search using one of the following:

NHS Number

9876543211

or

First name

Surname

Date of Birth

DD/MM/YYYY

SEARCH

Sorry, no results found matching your search.



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.