

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**

Documents in the DCR

Dorset Care Record

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

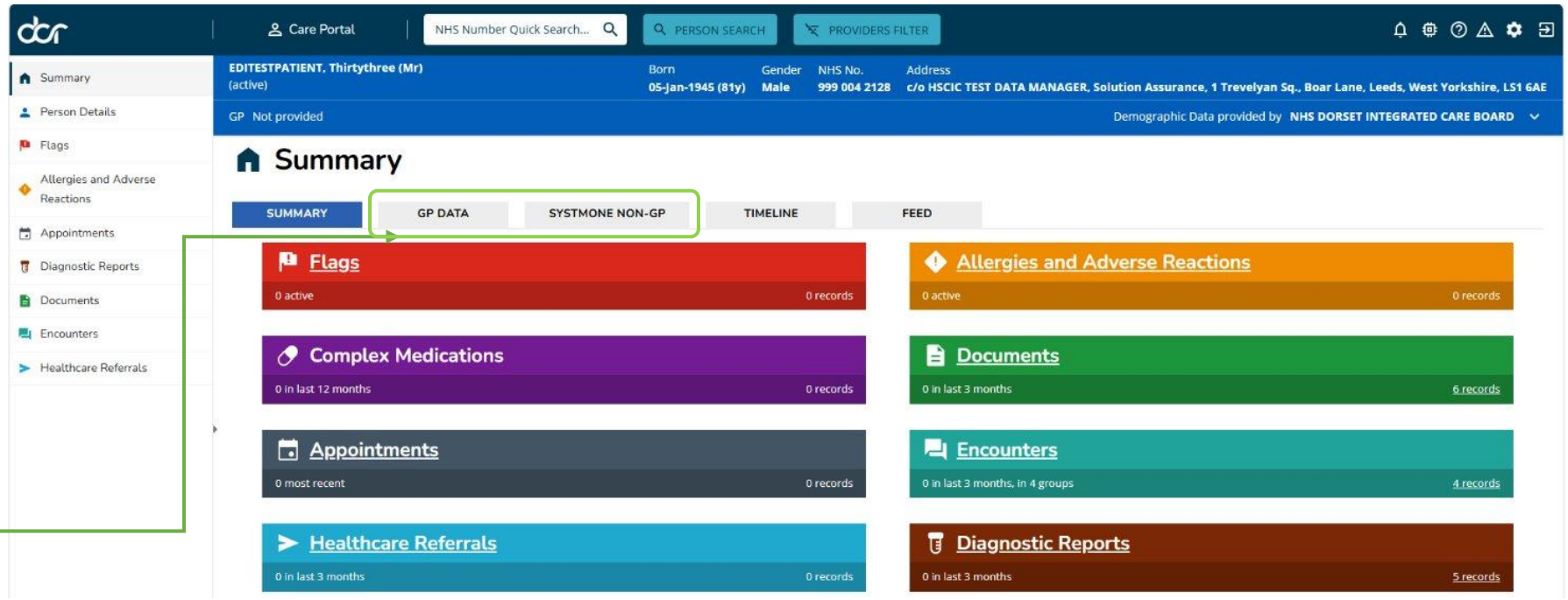
Documents in the DCR

The **DCR partner organisations** providing **Documents** (specialties letters, correspondence, clinical notes, reports, care plans, assessments, images etc. for inpatients, outpatients and unscheduled care) in the DCR are:

- Dorset County Hospital (Discharge Letters and Summaries)
- University Hospitals Dorset (Inpatient Discharge Summaries)
- Dorset Council (Approved Mental Health Assessments - AMHP)
- Dorset HealthCare - Mental Health

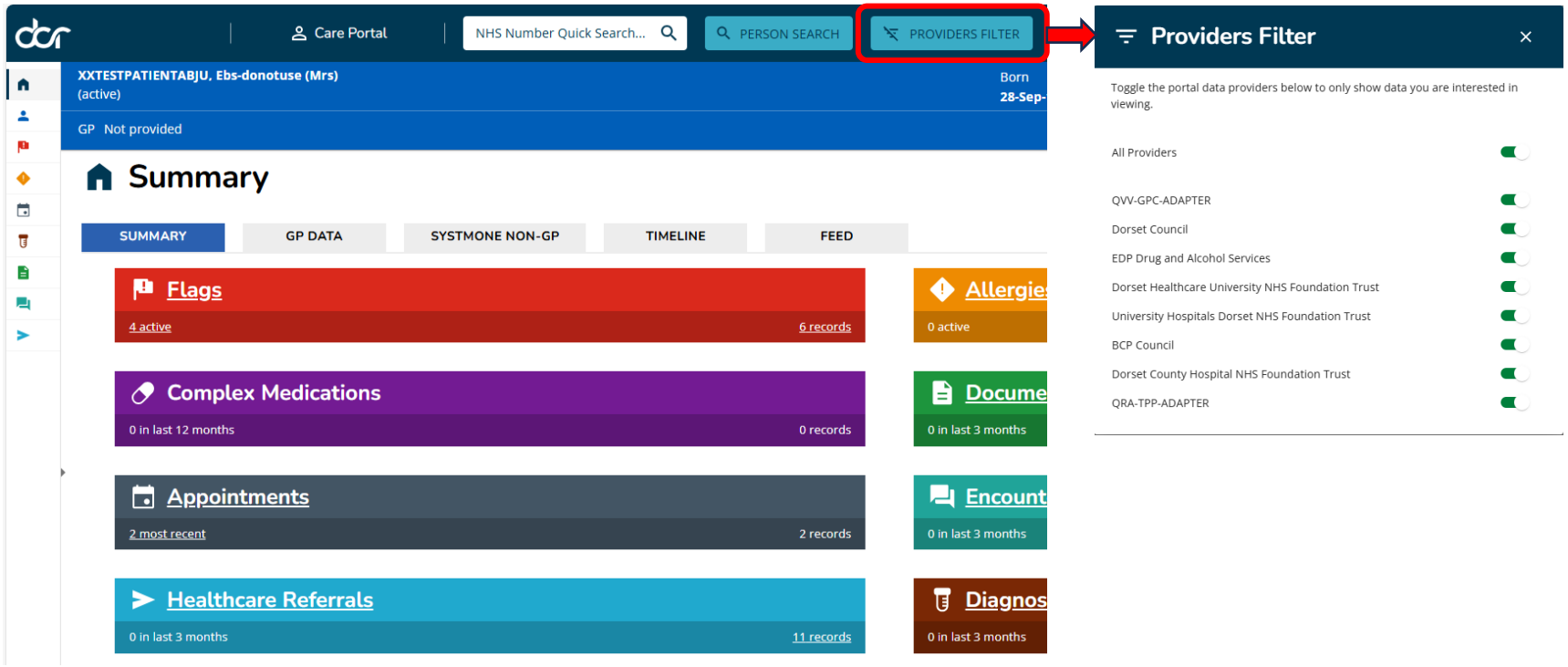
All provider data, except for the GP and DHC Community data, is presented together under the categories available in the DCR e.g. Flags, Allergies and adverse reactions, Appointments etc.

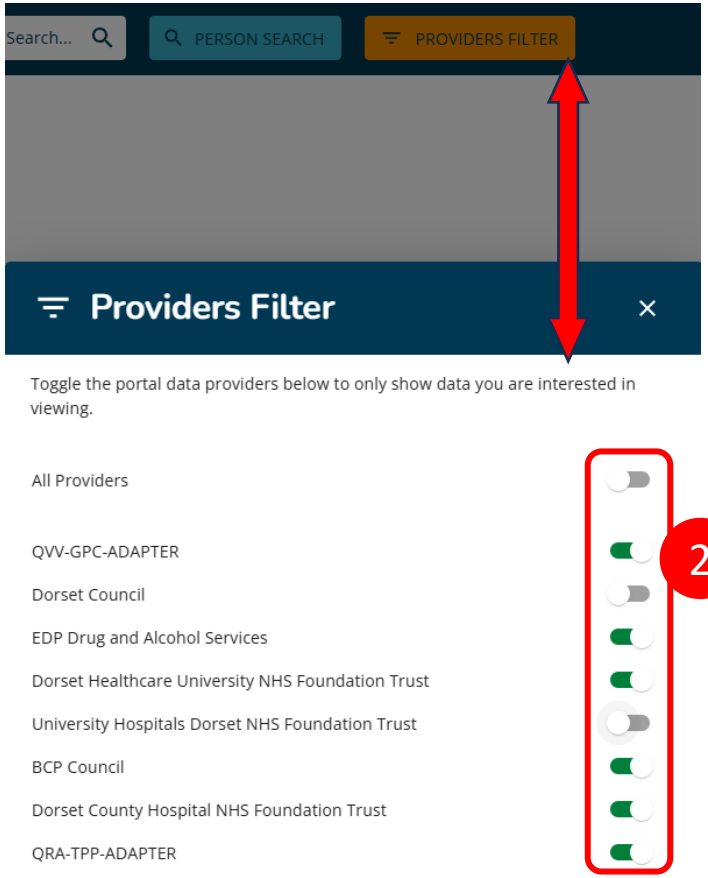
The GP and DHC Community are the exception to this, with the data from these organisations only available under the GP Data and SystmOne Non-GP tabs.



You can select the providers you would like to see Documents data from

1 The **Providers Filter** displays all the data provider organisations sending data in the DCR for a particular record.





2 De-select/toggle providers to only see the data from the providers of interest. When only some providers are selected, the **Providers Filter** button changes colour from **turquoise** to **orange/amber** to alert you that you are seeing a restricted view of the data available for this record.

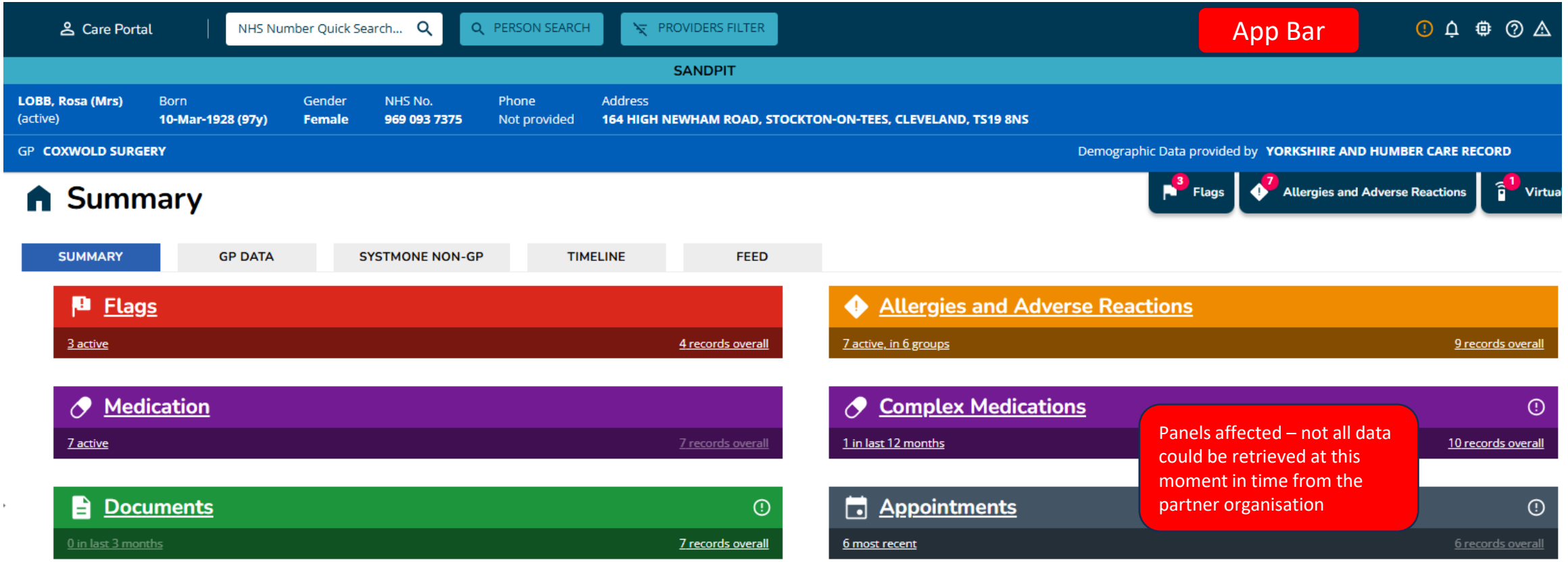
Please note the **Provider Filter** resets automatically to **All Providers** when you enter a new record.

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.

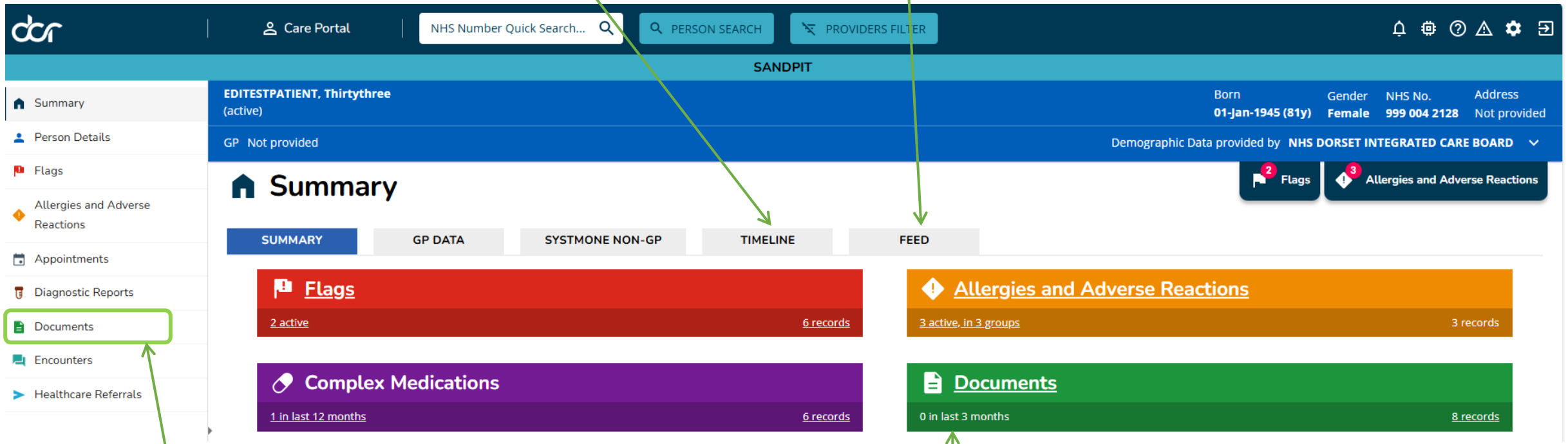
Clicking on the error icon will let you know what data is missing.



Where to find the Documents in the DCR

3. Use the Timeline tab for a horizontal view of a person's data. It's helpful for identifying patterns.

4. Use the Feed tab for a vertical chronological view of a person's data



1. Sidebar: Panel headers

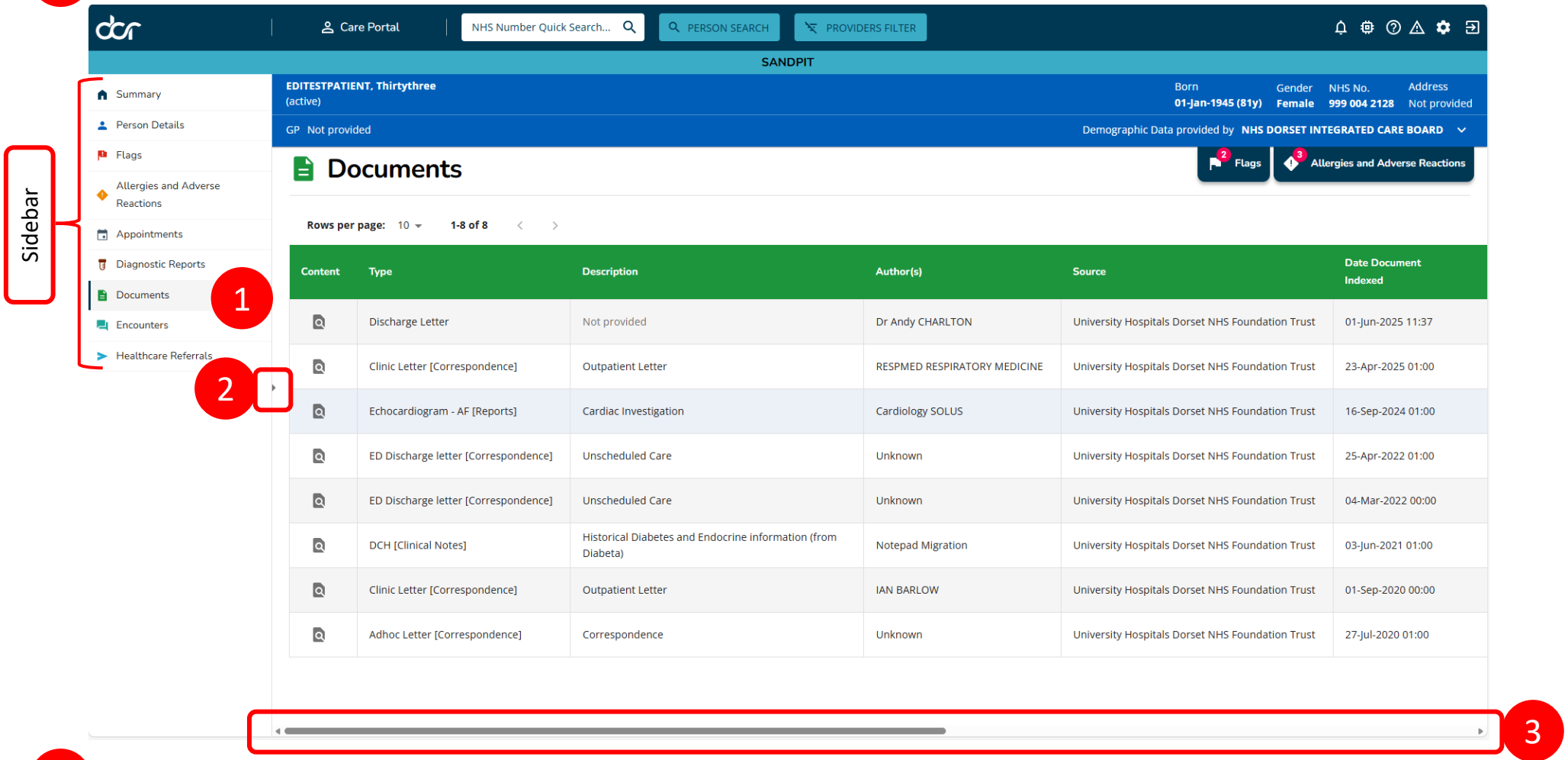
Click on panel header to see the documents in a table.

2. Summary tab: Documents panel

Click on the underlined panel name to see the documents in a table or filter underneath by documents from the last 3 months or overall.

1. Sidebar panel header: A table view

1 Click on **Documents** in the Sidebar to see a table view of the documents in the DCR.



2 Use the arrow to collapse the **Sidebar** and have a better/enlarged view of the right side of the screen.

3 The table is quite wide, and you need to scroll to see the rest of it (please see next slide for the second half of the table).

Second half of the documents table

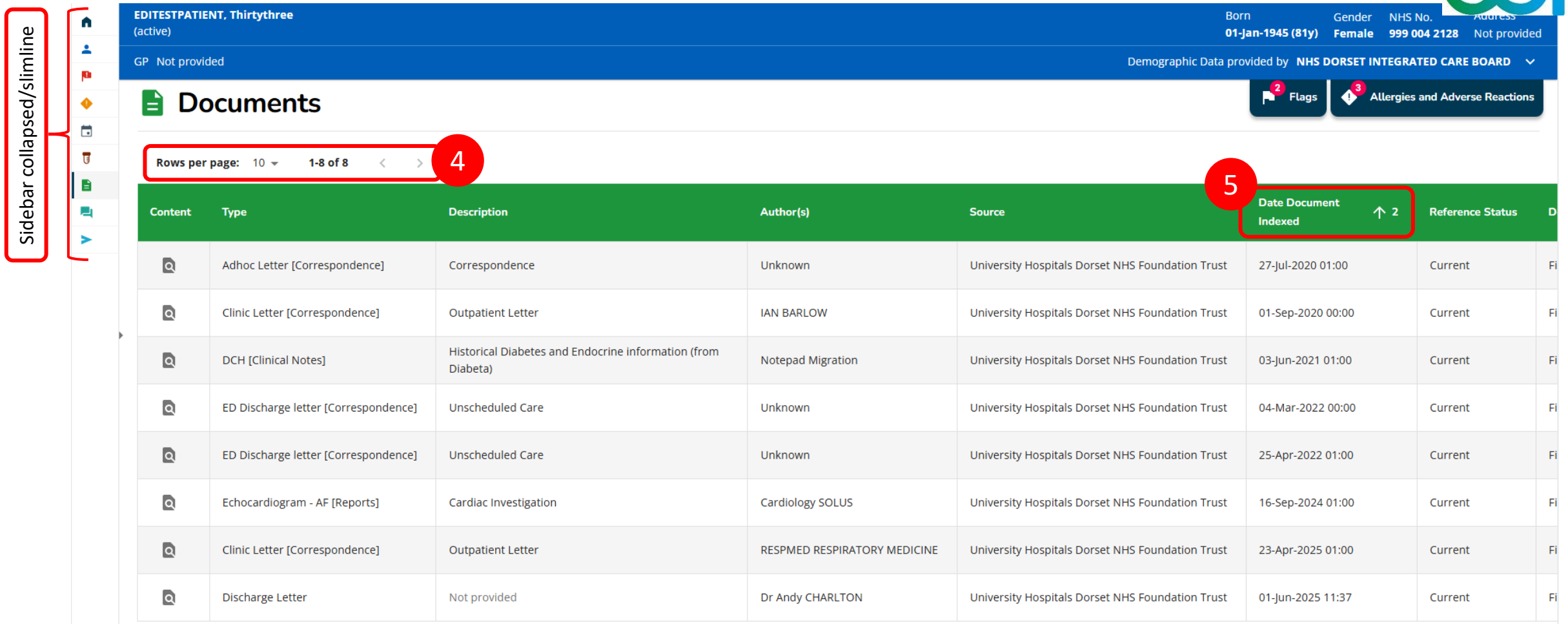
Reference Status	Document Status	Context - Encounter	Context - Period	Class	Context - Event	Context - Facility Type	Context - Practice Setting
Current	Final	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Correspondence	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Reports	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Correspondence	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Correspondence	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Clinical Notes	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Correspondence	Not provided	Not provided	Not provided
Current	Final	Not provided	Not provided	Correspondence	Not provided	Not provided	Not provided

Context – Encounter – If relevant and possible, the document may be linked back to the Encounter they relate to

Context – Period – A document may be related to a period of time (e.g. care plan for the coming 6 months).

Sorting the table

Sidebar collapsed/slimline

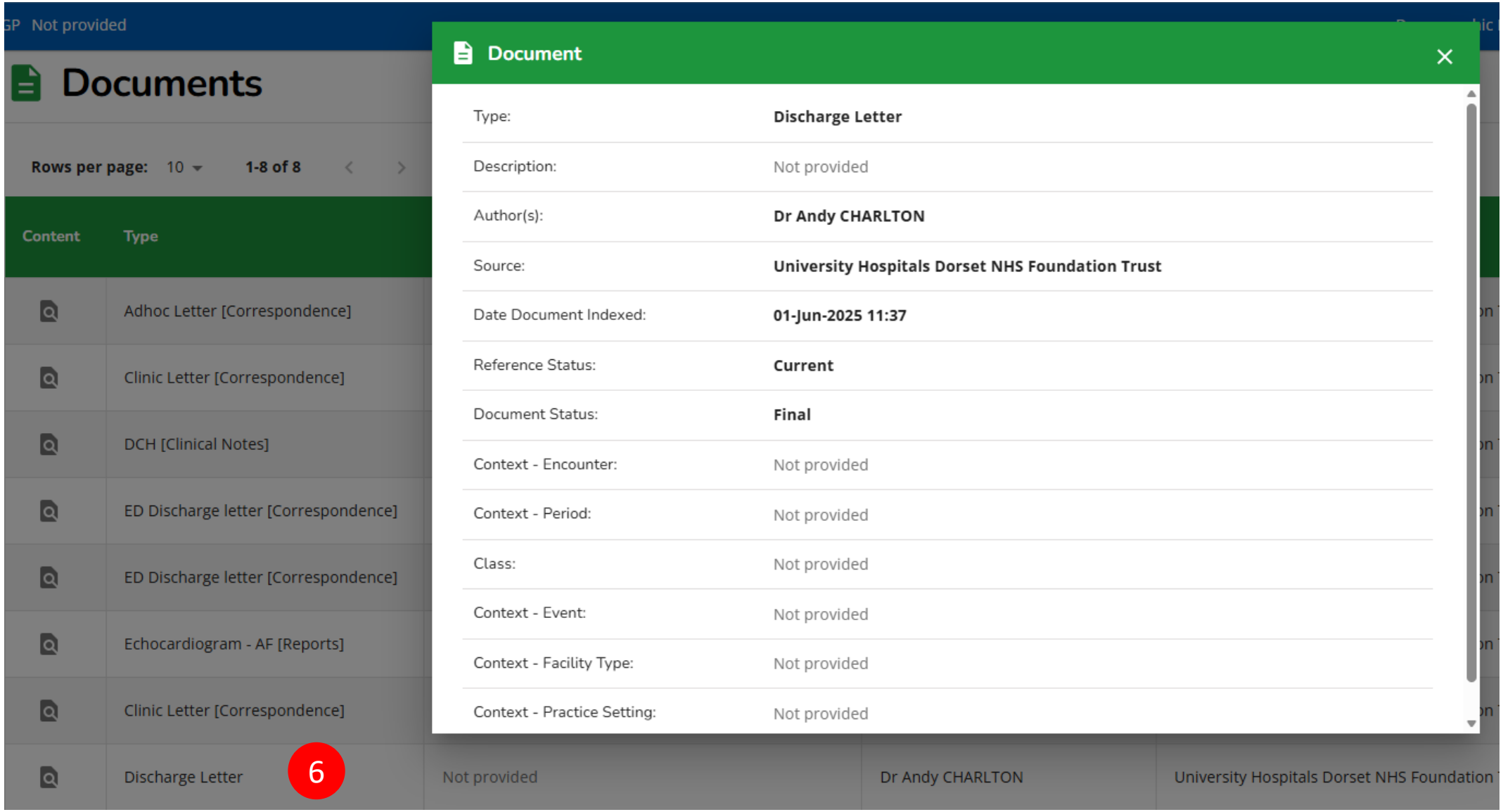


4 You can adjust the number of rows to see on a page by clicking on the drop-down arrow next to 10 and selecting either 5,10 or 25. Use the left and right arrows to move between pages.

5 The table shows the data entries sorted by most recent i.e. **Date Document Indexed.** This can be reversed as needed, and as outlined before, the Providers Filter can also be used to filter by Provider.

A lightbox view for each document in the table

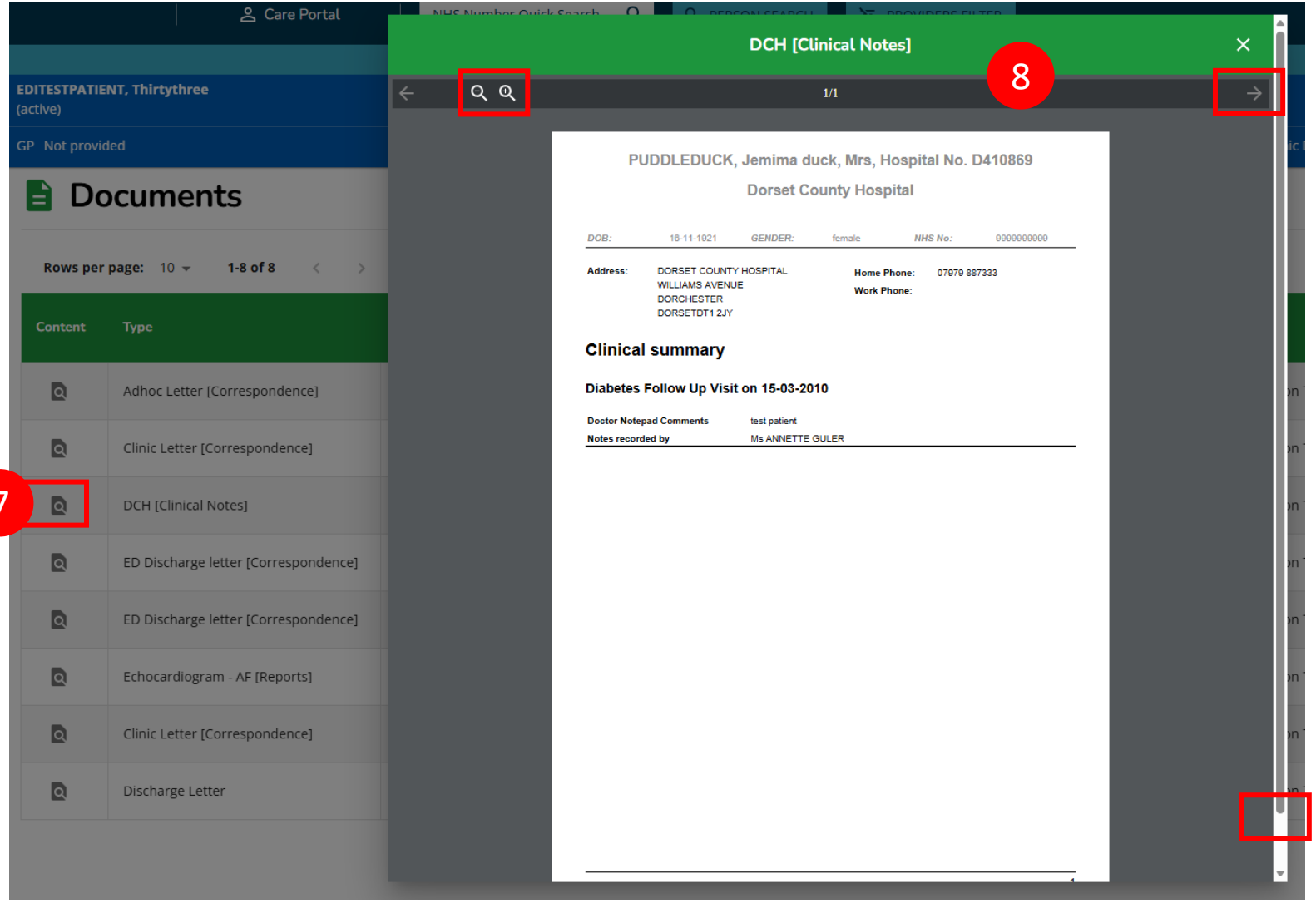
6 Click on a line in the table and the panel entry lightbox view will pop-up.



How to open a document

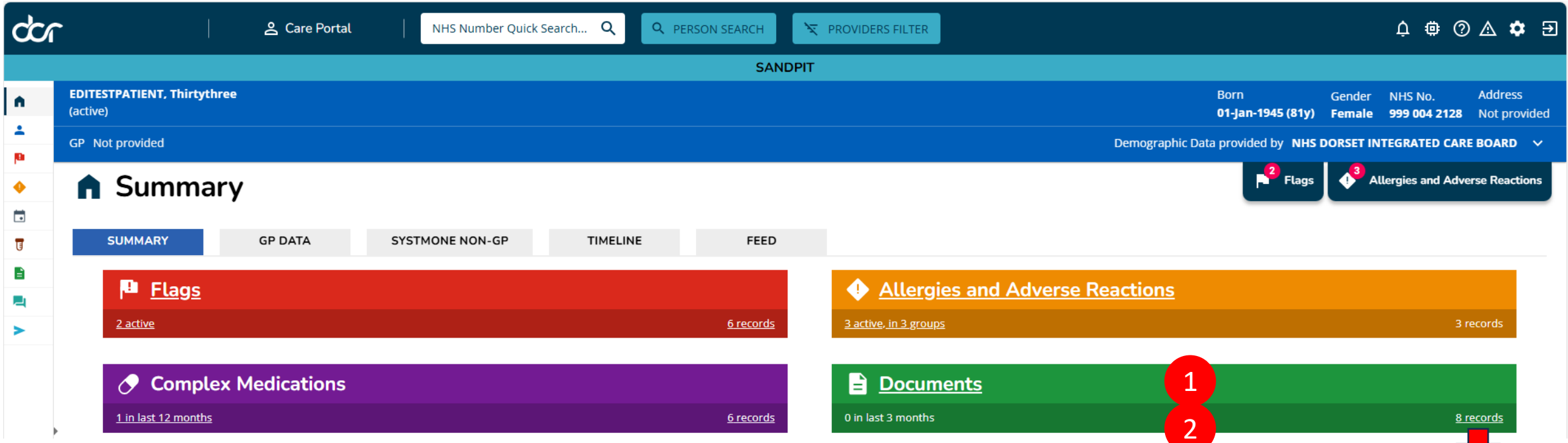
7 Click on the magnifying glass icon to open the document.

8 From the document header, where available, use the arrows to turn pages in the document. You can zoom in and out and scroll up and down.



9 Close the document by clicking on the ‘x’ in the top right corner, and click on **Summary** in the Sidebar to return to the Summary screen (or click on another **panel header** to navigate to the table view information from that panel).

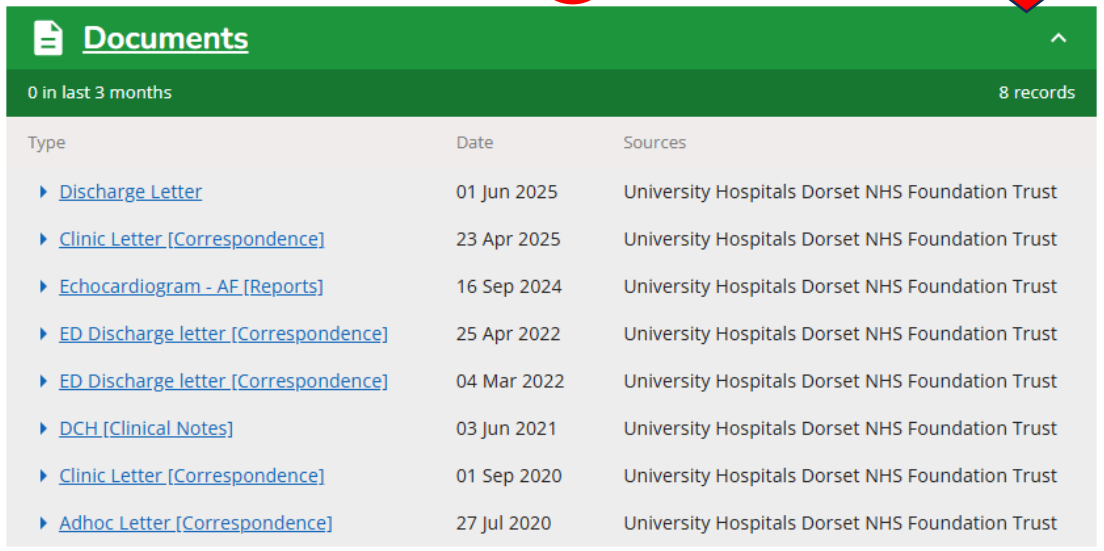
2. Documents Panel on the Summary screen



1 Clicking on the panel name takes you to the same table view of information as from the **Sidebar panel header**.

2 Underneath the panel header, click on the number of **documents within the last 3 months** or **overall records**.

- If only the documents from the last 3 months are available to click on, this means that there are no documents older than 3 months.
- If only the overall documents show, that's because there are no documents from the last 3 months available.



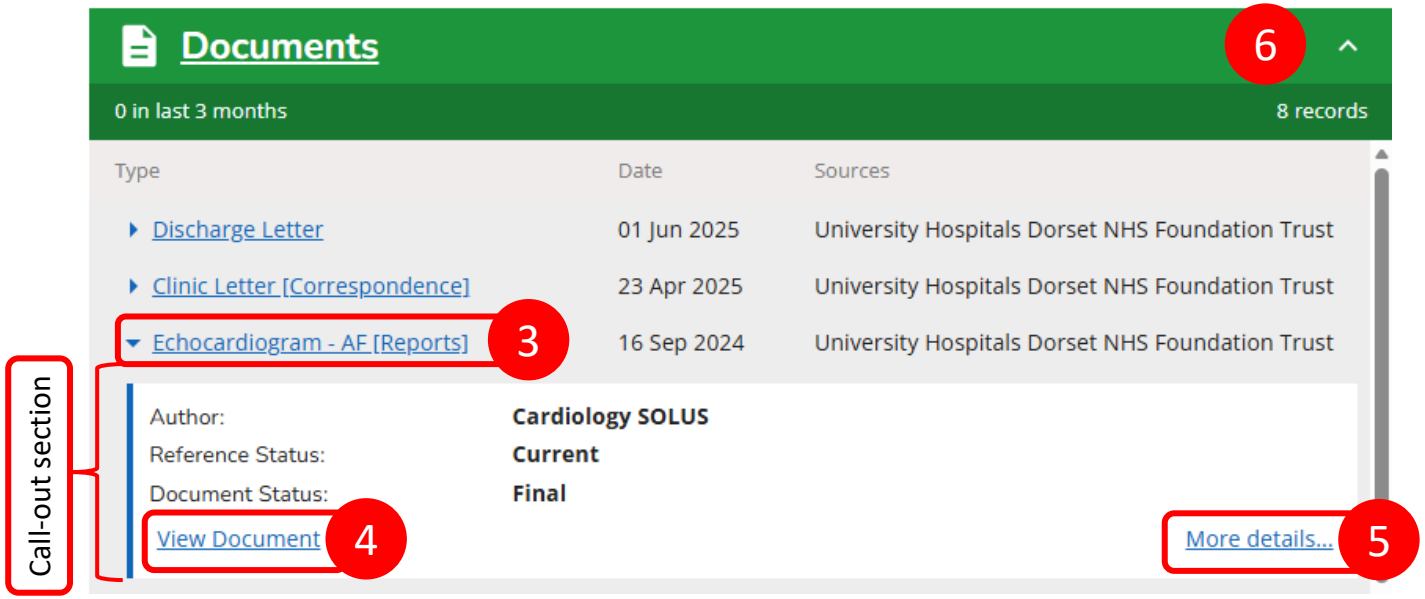
Panel information and ‘More details’ link to lightbox view

3 Click on a **blue arrow document** to expand the view and see more detail in the ‘call-out’ section.

4 Click on the **‘View Document’** to see the document.

5 Click on the **‘More details…’** link to display a lightbox view with all the details seen in the table view from the Sidebar panel header.

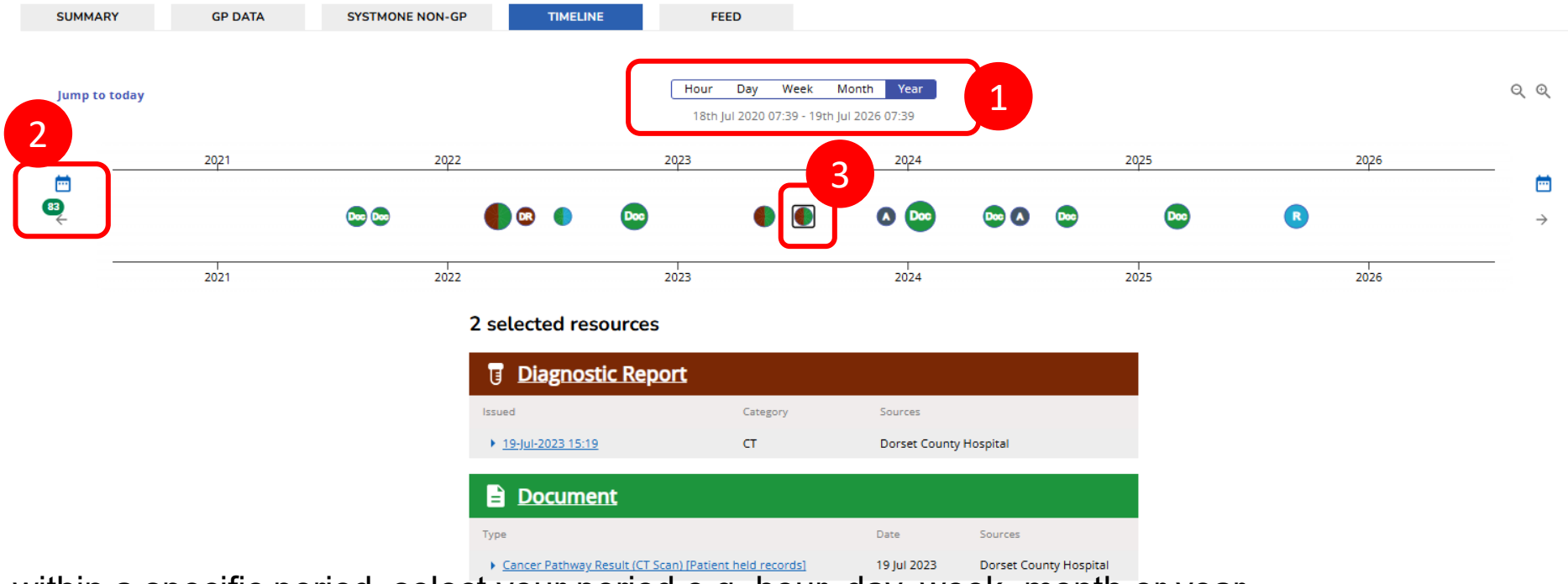
6 To minimise/collapse the panel, click the **up arrow**.



3. Documents can be seen on the Timeline tab

The **Timeline tab** provides a horizontal view of the data entries/records from all the panels. This display enables you to see where these records occurred relative to one another and may allow you to identify patterns.

The records show as **coloured circles**, where the colour corresponds to the colours used for the panels. The circle also includes initial letters which represent the panel for extra clarity. If more than one record has been added at the same time, the circles will show as a **bigger circle** for records from the same category or as a **cluster of multiple colours** for records from different categories.

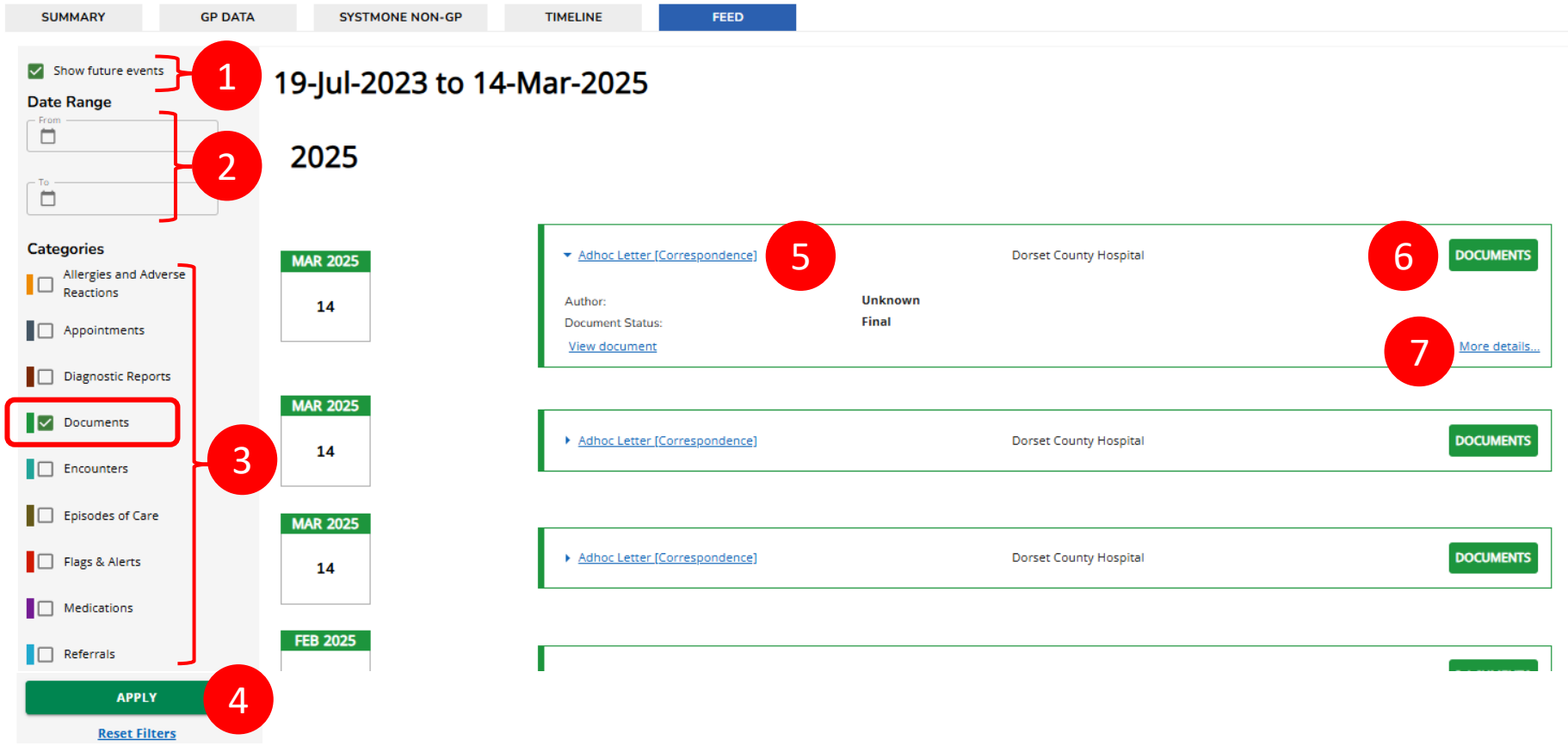


1. To see the records within a specific period, select your period e.g. hour, day, week, month or year.
2. If there are **no** records to display, change the selection or use the arrows either side of the timeline to view earlier or later records. The **green numbered circles** above the arrows show the number of records that fall outside the selected period.
3. Hover over or click on a circle/cluster to see the records it contains and see these listed underneath the timeline.

4. Documents can be seen on the Feed tab

The **Feed tab** provides a vertical chronological view of the data entries/records from all the panels. This display can be constrained to a certain date range, and/or filtered by category.

1. **'Show future events'** allows you to see upcoming appointments/records.
2. Select a **Date Range.**
3. Filter results - Deselect **Categories** not of interest.
4. Click **Apply** and see the results appear on the right.
5. Click the **blue arrow and description** for a summary of the entry.
6. Click on the **coloured category rectangle** to navigate to the panel table view.
7. Click **View Document or More details..** for more information.



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.