


Online Services - Detailed Coded Record (DCR)

Introduction

Online Services (Patient Services in England, My Health Online in Wales) allows you to give your patient's access to their Detailed Coded Record (DCR).

 **Note** - Your patient's can see the coded aspect of their record only, free text, comments and attachments are not available to view at this time.

In order for you patient's to see their records you must enable three levels of consent:

- **Practice level consent** - DCR consent at a practice level, see [Setting Practice Consent](#) (page 2).
- **Patient level consent** - DCR consent at a patient level, see [Setting Patient Consent](#) (page 2) or [GP Level Consent \(DCR Review App\)](#) (page 5).
- **GP level consent** - DCR consent at GP level, [GP Level Consent \(DCR Review App\)](#) (page 5).


Your patients also need to have:

- An existing My Health Online account.
- Summary Data enabled, see [Patient Services - Patient Summary User Guide](#).
- Patient Summary Read codes recorded, see [Patient Services - Patient Summary User Guide](#).

An Overview of Detailed Coded Records Consent

Your patients can only view their record if the practice, the patient and a GP all agree the access:

Practice Enabled DCR through Control Panel	Patient Enabled DCR through Registration or through DCR Review App	GP Enabled DCR through DCR Review App	Can the patient see their record?
✓	✓	✓	Yes
✗	✗	✗	No
✓	✗	✓	No
✓	✓	✗	No

 **Remember** - The patient must already have **Summary Record** access enabled and the relevant Read codes recorded in order for **Detailed Coded Records** to be viewed via online services. Please refer to the *Patient Summary Quick Reference Guide* <http://hive.visionhealth.co.uk/p/do/sd/sid=2065> for details.

Setting Practice Consent



Practice level consent is enabled from Control Panel.

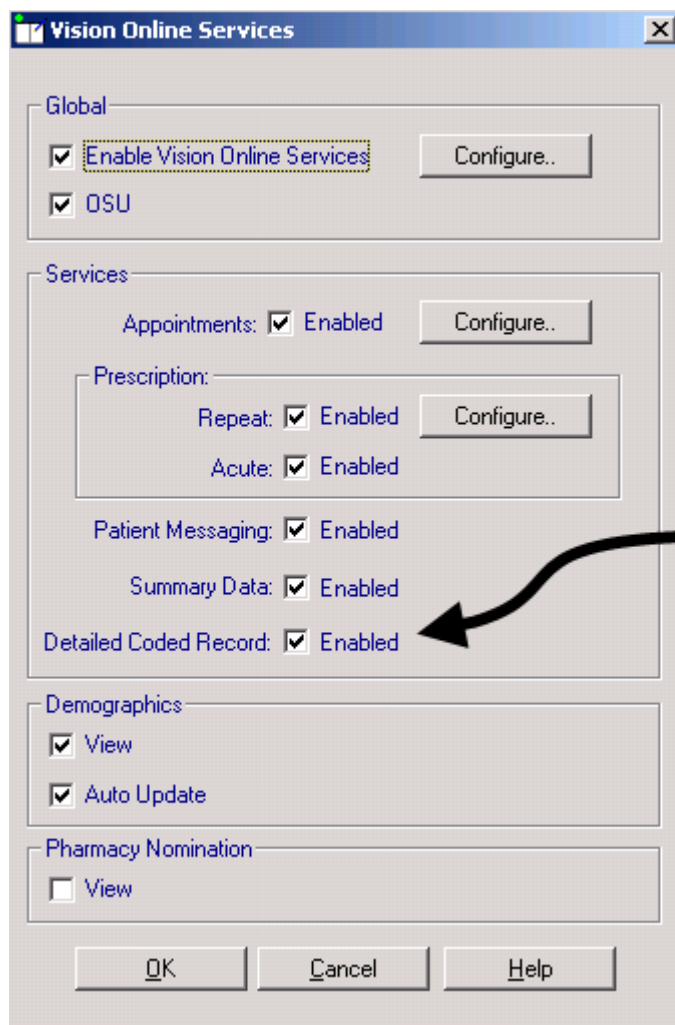
It is important to note, you must have **Summary Data** enabled to be able to switch on DCR therefore:

- Disabling **Summary Data** automatically disables **Detailed Coded Record**.
- Enabling **Detailed Coded Record** automatically enables **Summary Data**.

To enable DCR at a practice level:



1. From **Control Panel** , select **File Maintenance – Online** .
2. The **Vision Online Services** screen is displayed.



Detailed Coded Record - Tick to enable

3. Tick **Detailed Coded Record** to enable the first level of consent.
4. Click **OK** to save and close.

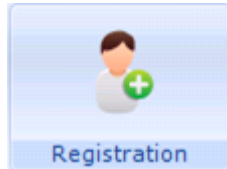
Setting Patient Consent

Patient level consent is enabled from **Registration**.

It is important to note, you must have **Summary Data** enabled to be able to switch on DCR therefore:

- Disabling **Summary Data** automatically disables **Detailed Coded Record**.
- Enabling **Detailed Coded Record** automatically enables **Summary Data**.

To enable DCR at the patient level:




1. From **Registration**, select the patient required.
2. Select the **Online Services** tab.
3. Select the **Detailed Coded Record** tab:

A screenshot of a software dialog box titled "Registration Details". It has several tabs: Personal, Address, Registration, Notes, Other, Ids, Family, FP69, Consent, Online Services, and Preferences. The "Online Services" tab is selected. Under "Account Status", there are fields for "Preferred Email Address" and "Preferred SMS Number", each with a "Verify" and "Add" button. Below these are radio buttons for "Created" (selected), "Registered", "Active", and "Locked", along with "Reprint Account Details" and "Reset Online Account" buttons. A table lists various functions with checkboxes in the "Enabled" column and a "Notes" column. The "Detailed Coded Record" row is highlighted in blue, and a handwritten arrow points to its checked checkbox with the text "Tick Detailed Coded Record". At the bottom are "OK", "Cancel", "Contacts", and "Help" buttons.

Function	Enabled	Notes
Global	<input checked="" type="checkbox"/>	
Appointments	<input checked="" type="checkbox"/>	
Repeat	<input checked="" type="checkbox"/>	
Acute	<input checked="" type="checkbox"/>	
Patient Messaging	<input type="checkbox"/>	
Summary Data	<input checked="" type="checkbox"/>	
Detailed Coded Record	<input checked="" type="checkbox"/>	

4. Detailed Coded Record is by default disabled, once you have received patient consent, tick the **Enable** box.
5. Add free text comments in **Notes** if required.
6. Click **OK** to save and close.

 **Remember** - You must record the identification provided by the patient on registering in order to create an online account.


GP Level Consent (DCR Review App)

Detailed Coded Record GP level consent is enabled from the **DCR Review** app.

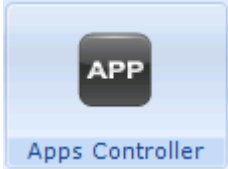


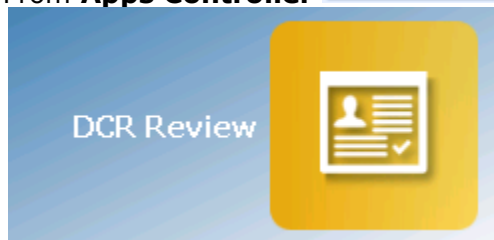
This new App has been added to **Apps Controller** to enable you to select the following levels of patient access:

- **Allow patient access** - Tick to allow the selected patient access to their DCR online, you can then select from either:
 - **All** - The selected patient has access to all their available coded records, or
 - **Specific types of data** - The selected patient only has access to the types of data selected from the list

 **Note** - It is not currently possible to select individual items within a category, you can either allow access to the full category or none of it.

To enable DCR at the patient level:

- 1.** From **Apps Controller** , select the **DCR Review app**



- 2.** Select the patient required and their **DCR Review** screen is displayed:

The screenshot shows the 'DCR Review' interface. At the top, there are tabs for 'Problems', 'Diagnosis', 'Medications', 'Risk & Warnings', 'Procedures', 'Investigations', 'Examinations', and 'Events & Recalls'. The 'Problems' tab is active.

On the left, there is a section for 'Allow patient access' with a note: 'Note: Summary Care Record (SCR) equivalent settings are not affected by settings here.' Below this are checkboxes for 'All', 'Problems', 'Diagnosis', 'Medications', 'Risks & Warnings', 'Procedures', 'Investigations', 'Examinations', and 'Events & Recalls'. An 'Important Information' box contains: '- Updates to patient's DCR may take up to 24 hours' and '- Priority zero items will not be shown here or to the patient'. An arrow points to the 'Investigations' checkbox with the label 'Access consent options'.

The main content area is divided into 'Current Problems' and 'Past Problems'. 'Current Problems' has a table with columns 'Onset' and 'Problem / Detail'. It lists '03-Jan-2008' for 'Hypothyroidism' and '2004' for 'Atrial fibrillation'. An arrow points to the tabs with the label 'Medical record category tabs'. 'Past Problems' has a table with columns 'Onset' and 'Problem / Detail', containing the text 'There are no Past Problems records in the patient's record'. An arrow points to this section with the label 'The detailed coded record pane'.

At the bottom, an 'Audit History' table shows:

Time	User	Action
09:16:25 07/01/2016	CHRIS FEATHER	Added: Procedures
09:15:46 07/01/2016	CHRIS FEATHER	Added: Problems

 An arrow points to the 'Added: Problems' entry with the label 'Audit trail of saved changes'.

Note - Please be aware that if your operating system is pre Windows 7 or Server 2008, the blue division lines within each category are not displayed.

3. Tick **Allow patient access**, this is the equivalent of patient level consent.


Note - For Online Service User (OSU) registered patients the **Allow patient access** tick box is unavailable as OSU users do not have access to any service apart from booking appointments.

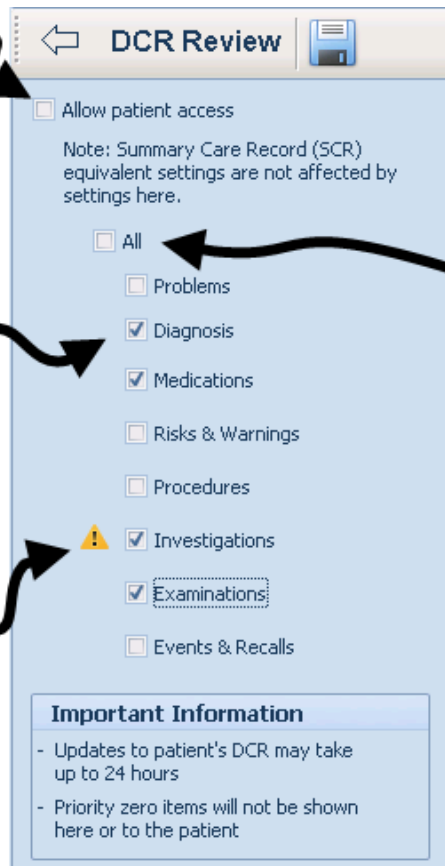
4. Now define the level of access you wish to allow, tick either:

- **All**, to allow this patient full access to all their coded records, or
- Select from the available list to allow this patient restricted access to their record.

Allow patient access
tick to allow your
patient access to their
coded record

Available options for
restricting coded
record access. After
reviewing the records,
tick the records you
are happy to release

 indicates files test
results that may not
have been reviewed



The screenshot shows a 'DCR Review' window with a back arrow and a save icon. The main content area has a title bar and a list of checkboxes for patient access. The 'Allow patient access' checkbox is unchecked. Below it is a note: 'Note: Summary Care Record (SCR) equivalent settings are not affected by settings here.' The list of categories includes: 'All' (unchecked), 'Problems' (unchecked), 'Diagnosis' (checked), 'Medications' (checked), 'Risks & Warnings' (unchecked), 'Procedures' (unchecked), 'Investigations' (checked), 'Examinations' (checked, with a dashed border and a warning icon to its left), and 'Events & Recalls' (unchecked). At the bottom, there is an 'Important Information' box with two bullet points: '- Updates to patient's DCR may take up to 24 hours' and '- Priority zero items will not be shown here or to the patient'.

Save - To save
changes made

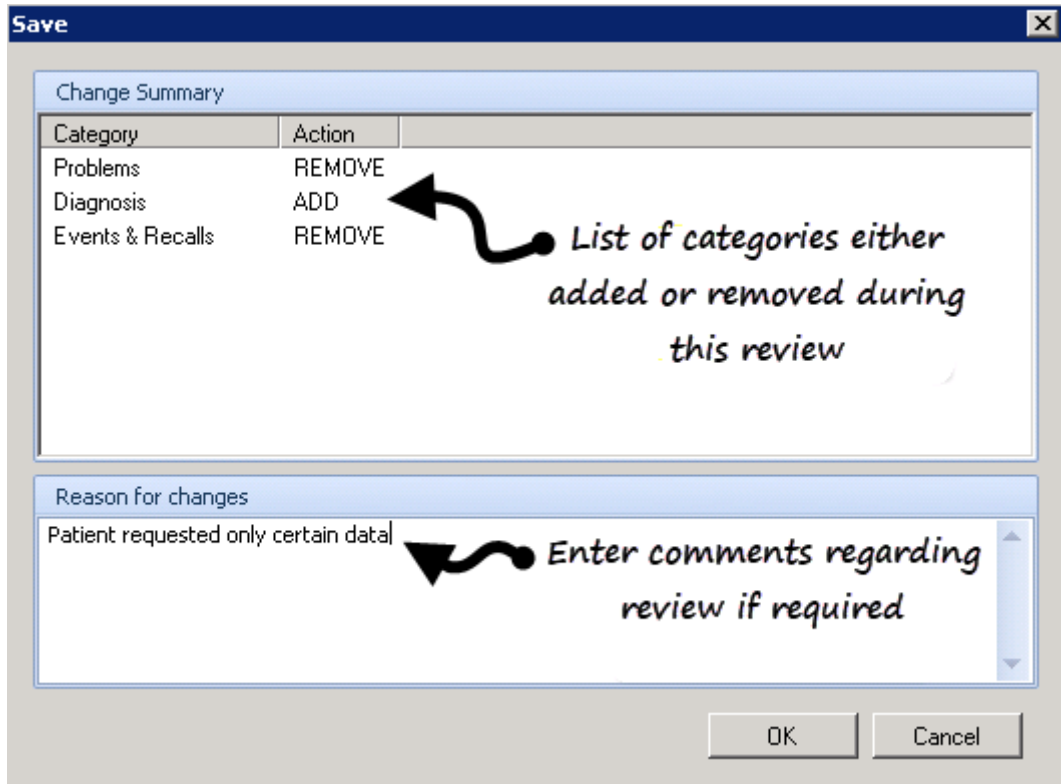
All - Tick to allow
your patient access to
all of their coded
records





Important - Priority zero items are currently excluded from the DCR.

5. Click **Save** .

6. The **Save** screen is displayed listing the categories you have added and/or removed for the patient to access.



7. Enter free text comments regarding the changes made during this review if required, then click **OK**.

8. Now, either click  to return to **Apps Controller**, or click **Find Patient**  to select another patient to review.

 **Training Tip** - Remember, you can process from a Patient Group you have already created within **Apps Controller**.

What is included in each option?

The following table displays the information included within each of the DCR selections:

	Data included/Displayed for your patient	Comments
Problems		
Current	Active Problem Headers with Read codes starting A%, B%, C%, D%, E%, F%, G%, H%, J%, K%, L%, M%, N%, P%, Q%, R%, S%, T%, U%, ZV%, , 141% , 142%, 143%, 144%, 145%, 146%, 147%, 148%, 149%, 14A%, 14B%, 14C%, 14D%, 14E..%, 14E1%, 14E3%, 14E4%, 14E5%, 14EZ%, 14F%, 14G%, 14H%, 14I%, 14J%, 14K%, 14R%, 14S%, 14T%, 14U%, 14W%, 14Y%, 14Z%, 14c..%, 14d..%, 14g..% and no End Date .	Inactive Problems are not included/displayed.
Past	Active Problem Headers with Read codes starting A%, B%, C%, D%, E%, F%, G%, H%, J%, K%, L%, M%, N%, P%, Q%, R%, S%, T%, U%, ZV%, , 141% , 142%, 143%, 144%, 145%, 146%, 147%, 148%, 149%, 14A%, 14B%, 14C%, 14D%, 14E..%, 14E1%, 14E3%, 14E4%, 14E5%, 14EZ%, 14F%, 14G%, 14H%, 14I%, 14J%, 14K%, 14R%, 14S%, 14T%, 14U%, 14W%, 14Y%, 14Z%, 14c..%, 14d..%, 14g..% and a completed End Date .	Inactive Problems are not included/displayed.

Diagnosis		
Current	<p>Any entries with Read codes starting A%, B%, C%, D%, E%, F%, G%, H%, J%, K%, L%, M%, N%, P%, Q%, R%, S....%, S0%, S1%, S2%, S3%, S4%, S5%, S6%, S7%, S8%, S9%, SA%, SB%, SC%, SD%, SE%, SF%, SG%, SH%, SJ%, SK%, SL%, SM%, SN...%, SN0%, SN1%, SN2%, SN3%, SN4%, Sn55%, SN56%, SN57%, SN5A%, SN5z.%, SNz.%, SP%, SQ%, SR%, Sy%, Sz...%, T....%, T0%, T1%, T2%, T3%, T4%, T5%, T6%, T7%, T8%, T9%, TA%, TB%, TC%, TD%, TE%, TF%, TG%, TH%, TK%, TL%, TM%, TN%, TP%, Tz...%, U....%, U0%, U1%, U2%, U3%, U4%, U5%, U6...%, U61%, U62%, U63%, U64%, U7%, U8%, ZV...%, ZV0..%, ZV01%, ZV02%, ZV07%, ZV0y%, ZV0z%, ZV1..%, ZV10%, ZV11%, ZV12%, ZV13%, ZV15%, ZV1B%, ZV1C%, ZV1y.%, ZV1z.%, ZV2%, ZV3%, ZV4%, ZV5%, ZV6..%, ZV60%, ZV61%, ZV62%, ZV63%, ZV64.%, ZV642%, ZV643%, ZV644%, ZV645%, ZV646%, ZV647%, ZV648%, ZV649%, ZV64A%, ZV64y%, ZV64z%, ZV65%, ZV66%, ZV67%, ZV68%, ZV69%, ZV6A%, ZV6B%, ZV6C%, ZV6D%, ZV6E%, ZV6F%, ZV6G%, ZV6H%, ZV6y%, ZV6z.%, ZV7%, ZVu%, ZVy..% and ZVz..% and no End Date.</p>	

Past	<p>Any entries with Read codes starting A%, B%, C%, D%, E%, F%, G%, H%, J%, K%, L%, M%, N%, P%, Q%, R%, S...%, S0%, S1%, S2%, S3%, S4%, S5%, S6%, S7%, S8%, S9%, SA%, SB%, SC%, SD%, SE%, SF%, SG%, SH%, SJ%, SK%, SL%, SM%, SN...%, SN0%, SN1%, SN2%, SN3%, SN4%, Sn55%, SN56%, SN57%, SN5A%, SN5z.%, SNz..%, SP%, SQ%, SR%, Sy%, Sz...%, T...%, T0%, T1%, T2%, T3%, T4%, T5%, T6%, T7%, T8%, T9%, TA%, TB%, TC%, TD%, TE%, TF%, TG%, TH%, TK%, TL%, TM%, TN%, TP%, Tz...%, U...%, U0%, U1%, U2%, U3%, U4%, U5%, U6...%, U61%, U62%, U63%, U64%, U7%, U8%, ZV...%, ZV0..%, ZV01%, ZV02%, ZV07%, ZV0y%, ZV0z%, ZV1..%, ZV10%, ZV11%, ZV12%, ZV13%, ZV15%, ZV1B%, ZV1C%, ZV1y.%, ZV1z.%, ZV2%, ZV3%, ZV4%, ZV5%, ZV6..%, ZV60%, ZV61%, ZV62%, ZV63%, ZV64.%, ZV642%, ZV643%, ZV644%, ZV645%, ZV646%, ZV647%, ZV648%, ZV649%, ZV64A%, ZV64y%, ZV64z%, ZV65%, ZV66%, ZV67%, ZV68%, ZV69%, ZV6A%, ZV6B%, ZV6C%, ZV6D%, ZV6E%, ZV6F%, ZV6G%, ZV6H%, ZV6y%, ZV6z.%, ZV7%, ZVu%, ZVy..%, ZVz..%, , 141% , 142%, 143%, 144%, 145%, 146%, 147%, 148%, 149%, 14A%, 14B%, 14C%, 14D%, 14E..%, 14E1%, 14E3%, 14E4%, 14E5%, 14EZ%, 14F%, 14G%, 14H%, 14I%, 14J%, 14K%, 14R%, 14S%, 14T%, 14U%, 14W%, 14Y%, 14Z%, 14c..%, 14d..% and 14g..% and a completed End Date.</p>	
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Medications		
Acute	Issued in the last 2 years	
Acute History	Issued over 2 years ago	
Repeat	<p>Repeat Masters that meet one of the following criteria:</p> <ul style="list-style-type: none"> - The repeat master is inactive but the last issue date is within the last 6 months -The repeat master is active and the repeat until date is within the last 6 months - The repeat master is active and the last issue date is within the last 18 months - The repeat master is active with no repeat until date and it was added within the last 18 months 	
Past Repeat	<p>Medication that meets one of the following criteria:</p> <ul style="list-style-type: none"> - The repeat master is inactive and the last issue is over 6 months ago - The repeat master is active and the repeat until date is over 18 months ago - The repeat master is active and the last issue date is over 18 months ago - The repeat master is active and the repeat until date not completed and the event date is over 18 months ago 	

Events and Recalls		
Encounters	The following consultation types Clinic, Night visit, Deputising service, Follow-up/routine visit, Night visit, Local rota, Mail from patient, Night visit, practice, Out of hours, Practice, Out of hours, Non Practice, Surgery consultation, Telephone call from a patient, Acute visit, Mail to patient, Emergency Consultation, Telephone call to a patient, Children's Home Visit, Home Visit, Hotel Visit, Nursing Home Visit, Residential Home Visit, Twilight Visit, Triage, Walk-in Centre, Co-op Telephone advice, Co-op Surgery Consultation, Co-op Home Visit, Minor Injury Service, Community Clinic, Community Nursing Note, Community Nursing Report, Health Visitor Note, Health Visitor Report, Night Visit and Telephone Consultation	
Referrals	A list of Referrals recorded	
Admissions	All clinical entries with a Read code starting 8H%	
Recalls	All recalls recorded	

Examinations		
Blood Pressure	Any blood pressure recorded	
Fundoscopy	Any fundoscopy recorded	
Heart Exam	Any heart exam recorded	
Pulse (CVS/BP)	Any pulse class recorded	
Pulse Oximetry	Any pulse oximetry recorded	
Visual Acuity Left Eye	Any visual acuity left eye recorded	
Visual Acuity Right Eye	Any visual acuity right eye recorded	
Weight	Any weight recorded	
PF Current	Any pf current recorded	
Respiratory Rate	Any respiratory recorded	
Spirometry	Any spirometry recorded	
Temperature	Any temperature recorded	
Procedures		
Operations	All Medical History entries with Read codes starting 7% excluding 7F%, 7E2A2 and 7E2A3	
Immunisations	All Immunisation entries with a status of Given	

Investigations		Remember - This includes filed test results that have not yet been seen by a clinician
Recent Tests	All Tests entries recorded in the last 3 months	
Biochemistry	All Test entries with Read codes starting 44%	
ECG	All Test entries with Read codes starting 32%	
Haematology	All Test entries with Read codes starting 42%	
Imaging	All Test entries with Read codes starting 5%	
Microbiology	All Test entries with Read codes starting 4J% and 4I1%	
Cytology	All Test entries with Read codes starting 4K% excluding 4K2%, 4K3%, 4K4%, 4KA% and 4KZ%	
Physiology	All Test entries with Read codes starting 337%, 338%, 339%, 33G%. 33H%, 33I%, 33J% and 33K%	
Urinalysis	All Test entries with Read codes starting 46%	
Other	All Test entries with Read codes starting 4% excluding 41%, 42%, 44%, 4J%, 46%, 4I1% and 4K%	
Risks and Warnings		
Allergies	Allergy entries with Read codes starting 14L%, 14M%, TJ%, 816%, 817%, U60%, ZV14%, SN5..%, SN50%, SN51%, SN52%, SN53%, SN54%, SN58%, SN59%, SN5y%, 360% and 1151.	Read code 1151. is only displayed if there are no positive allergy codes recorded after the date Read code 1151. is added
Contraindications	Contraindications with Read codes starting 8I2%, 8I6%, 8I7%, ZV640% and ZV641%	