

**GGC clinical portal can be accessed from your pharmacy using the following link:**

<https://www.ggc-portal.scot.nhs.uk/concerto/Login.htm>

**Login using the username and password provided**

- Community Pharmacist usernames have the prefix CPP
  - **CPP Forename Surname**
- Community Pharmacy Technicians usernames have the prefix CPPT
  - **CPPT Forename Surname**
- Enter your username and password and click login to access the system

**Clinical Portal Version 8**



Please enter your user ID and password

User ID

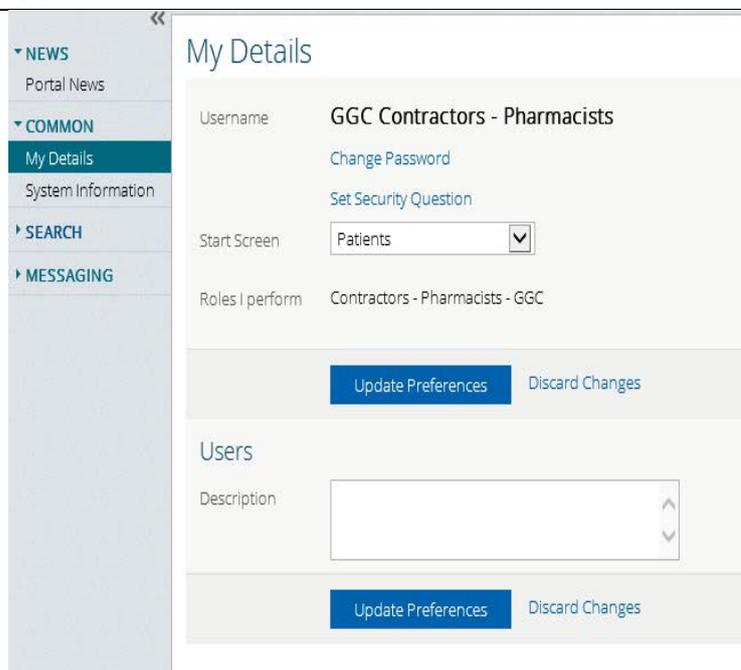
Password

[? Forgot your password?](#)

**STOP!** - If you do not have a business requirement for accessing this system, FairWarning will detect this and disciplinary proceedings may be instigated.

**Setup your User details and Secret Question to allow you to reset your password if you forget it.**

- Click on COMMON
- Select MY DETAILS
- Start Screen – click on arrow and select Patients
- Click Set SECURITY QUESTION, select a question and enter your answer. This enables to reset your password using the FORGOT YOUR PASSWORD link on the login screen.
- Click UPDATE PREFERENCES to save your changes

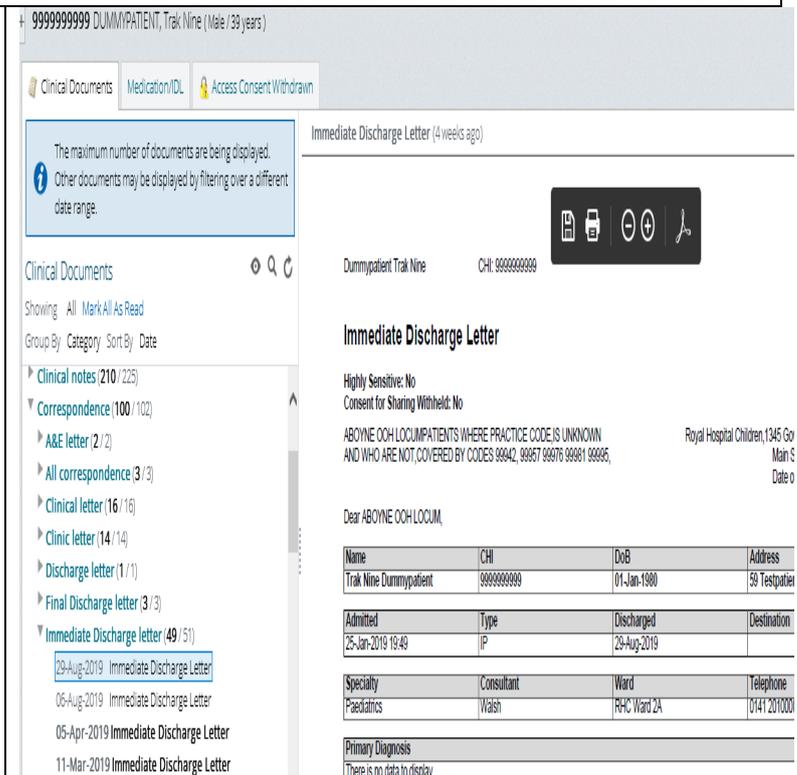


## Clinical Portal User Guide for Community Pharmacy Staff

Search for a Patient	
<ul style="list-style-type: none"> <li>• <b>Click on PATIENT</b></li> <li>• Enter the CHI number in the PATIENT ID Field</li> <li>• Enter a REASON FOR SEARCH. This is mandatory, a warning will appear if a reason is not selected and you will not be permitted to continue until a reason is selected.</li> </ul>	
<ul style="list-style-type: none"> <li>• The result of the patient search is displayed in a table below the SEARCH button.</li> <li>• The CHI number, patient name, date of birth, gender and postcode displays</li> <li>• Click on it to select the patient</li> </ul>	
<ul style="list-style-type: none"> <li>• The patient's clinical record will display</li> <li>• The ACCESS CONSENT WITHDRAWN tab is available for PHARMACISTS only and contains highly sensitive documents that can be viewed if necessary.</li> </ul>	

## Viewing the patient's clinical record – Discharge letters etc.

- The **CLINICAL DOCUMENTS** menu tab displays all the documents available in the patient's clinical record
- The default view display is sorted by **CATEGORY**
- Click on a **CATEGORY** to expand it to view any **SUB CATEGORIES** and a chronological list of the documents.
- To view a particular document such as an **IMMEDIATE DISCHARGE LETTER** click on it and the letter will display on the right pane of the screen
- An **IMMEDIATE DISCHARGE LETTER** is found under clinical documents – correspondence – Immediate discharge letter. This is shown on the example window.



999999999 DUMMPATIENT, Trak Nine (Male / 39 years)

Clinical Documents Medication/IDL Access Consent Withdrawn

The maximum number of documents are being displayed.  
Other documents may be displayed by filtering over a different date range.

Clinical Documents

Showing: All Mark All As Read  
Group By: Category Sort By: Date

- Clinical notes (210 / 225)
- Correspondence (100 / 102)
  - A&E letter (2 / 2)
  - All correspondence (3 / 3)
  - Clinical letter (16 / 16)
  - Clinic letter (14 / 14)
  - Discharge letter (1 / 1)
  - Final Discharge letter (3 / 3)
  - Immediate Discharge letter (49 / 51)
    - 29-Aug-2019 Immediate Discharge Letter
    - 05-Aug-2019 Immediate Discharge Letter
    - 05-Apr-2019 Immediate Discharge Letter
    - 11-Mar-2019 Immediate Discharge Letter

Immediate Discharge Letter (4 weeks ago)

Dummpatient Trak Nine CHI: 999999999

**Immediate Discharge Letter**

Highly Sensitive: No  
Consent for Sharing Withheld: No

ABOYNE OOH LOCUMPATIENTS WHERE PRACTICE CODE IS UNKNOWN AND WHO ARE NOT COVERED BY CODES 99942, 99967, 99976, 99981, 99985, Royal Hospital Children, 1345 Gt Main St Date o

Dear ABOYNE OOH LOCUM,

Name	CHI	DoB	Address
Trak Nine Dummpatient	999999999	01-Jan-1980	50 Testpatier

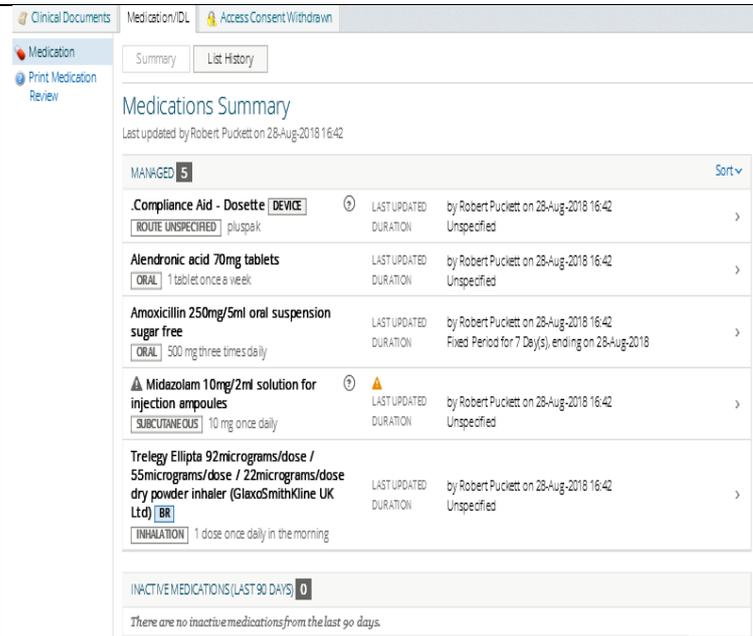
Admitted	Type	Discharged	Destination
25-Jan-2019 19:49	IP	29-Aug-2019	

Speciality	Consultant	Ward	Telephone
Paediatrics	Walsh	RHC Ward 2A	0141 207000

**Primary Diagnosis**  
There is no data to display.

## Viewing the Medications – this can be used to track changes and/or reason for changes to the patients medication

- Click on the **MEDICATION/IDL** menu tab to view the current medicines review that has been completed for the patient by GGC acute medical and pharmacy staff

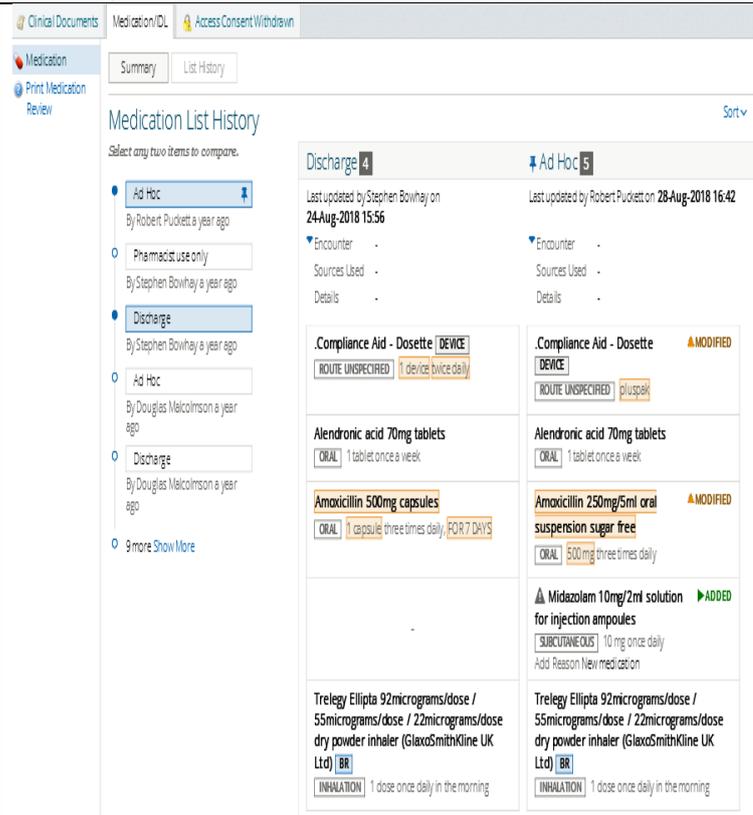


**Medications Summary**  
Last updated by Robert Puckett on 28-Aug-2018 16:42

MANAGED 5	Sort
<b>Compliance Aid - Dosette</b> [DEVICE] ROUTE UNSPECIFIED pluspak	LAST UPDATED by Robert Puckett on 28-Aug-2018 16:42 DURATION Unspecified
<b>Alendronic acid 70mg tablets</b> ORAL 1 tablet once a week	LAST UPDATED by Robert Puckett on 28-Aug-2018 16:42 DURATION Unspecified
<b>Amoxicillin 250mg/5ml oral suspension sugar free</b> ORAL 500 mg three times daily	LAST UPDATED by Robert Puckett on 28-Aug-2018 16:42 DURATION Fixed Period for 7 Day(s), ending on 28-Aug-2018
<b>Midazolam 10mg/2ml solution for injection ampoules</b> SUBCUTANEOUS 10 mg once daily	LAST UPDATED by Robert Puckett on 28-Aug-2018 16:42 DURATION Unspecified
<b>Trelegy Ellipta 92micrograms/dose / 55micrograms/dose / 22micrograms/dose dry powder inhaler (GlaxoSmithKline UK Ltd) [BR]</b> INHALATION 1 dose once daily in the morning	LAST UPDATED by Robert Puckett on 28-Aug-2018 16:42 DURATION Unspecified

INACTIVE MEDICATIONS (LAST 90 DAYS) 0  
There are no inactive medications from the last 90 days.

- Click on the **LIST HISTORY** button to view all medication reviews
- The most recent review is always displayed on the right pane and has a drawing pin icon next to it
- Any other medication reviews will be listed below it on the left hand pane. Any one can be selected and will display side by side with the most recent review on the right hand pane. Only 2 at a time can be viewed together.
- Click **SUMMARY** button to return to the most recent review
- Click **PRINT MEDICATION REVIEW** to print a pdf document with the details of the most recent review



**Medication List History**  
Select any two items to compare.

Discharge 4	Ad Hoc 5
Last updated by Stephen Bowhay on <b>24-Aug-2018 15:56</b> Encounter - Sources Used - Details -	Last updated by Robert Puckett on <b>28-Aug-2018 16:42</b> Encounter - Sources Used - Details -
<b>Compliance Aid - Dosette</b> [DEVICE] ROUTE UNSPECIFIED 1 device twice daily	<b>Compliance Aid - Dosette</b> [DEVICE] ROUTE UNSPECIFIED pluspak <b>▲ MODIFIED</b>
<b>Alendronic acid 70mg tablets</b> ORAL 1 tablet once a week	<b>Alendronic acid 70mg tablets</b> ORAL 1 tablet once a week
<b>Amoxicillin 500mg capsules</b> ORAL 1 capsule three times daily <b>FOR 7 DAYS</b>	<b>Amoxicillin 250mg/5ml oral suspension sugar free</b> <b>▲ MODIFIED</b> ORAL 500 mg three times daily
<b>Midazolam 10mg/2ml solution for injection ampoules</b> SUBCUTANEOUS 10 mg once daily Add Reason New medication	<b>Midazolam 10mg/2ml solution for injection ampoules</b> <b>▶ ADDED</b> SUBCUTANEOUS 10 mg once daily Add Reason New medication
<b>Trelegy Ellipta 92micrograms/dose / 55micrograms/dose / 22micrograms/dose dry powder inhaler (GlaxoSmithKline UK Ltd) [BR]</b> INHALATION 1 dose once daily in the morning	<b>Trelegy Ellipta 92micrograms/dose / 55micrograms/dose / 22micrograms/dose dry powder inhaler (GlaxoSmithKline UK Ltd) [BR]</b> INHALATION 1 dose once daily in the morning

## Clinical Portal User Guide for Community Pharmacy Staff

### Exit a patient record and return to the patient search screen

- To exit a patient record click on the **large grey cross** at the top right of the screen. This will return you to the patient search screen
- Clicking the logout button will log you out of the clinical portal system

