# Quick Reference Card
## Orion Health and Social Care Clinical Portal

**Person Search**

You will be able to access portal by pasting this link into your browser https://orionportal.fife.scot.nhs.uk/concerto/Login.htm - any browser can be used as long as it's up to date. Once logged in you will be on the **User Homepage**.



1. **Search for an individual patient using CHI or a minimum of DOB and 2 characters from surname and/or forename**

2. **Or search using a ward or clinic list**



1. **Using the [magnifier icon] select a hospital and then a ward**

1. **A search can be named and saved to a list of favourites. Use the +**

3. **Favourite clinics can be saved the same way**

# Orion Health and Social Care Clinical Portal

**Q: I've found my patient so how do I view the clinical information? A: Click on the patient and the patient summary page loads:**

**1. Default date range is for the last year in the Clinical Document View (CDV)**

**COKBURN, Rayy**
DATE OF BIRTH 30-May-1997 (20y)   GENDER Male

CHI 3005975169

Diane Davidson   LOGOUT

≡   Patient Summary   ECS / KIS

**Clinical Documents**
Showing   2016-09-04 to 2017-09-04
Group By   Category   Sort By   Date

Patient Summary
▸ Correspondence (3)
▸ Labs (11)

**Demographics**

| Demographics | |
|---|---|
| Address | 3 The Street, P33 3AA (Primary) |

**2. Encounter Data from TrakCare**
**3. Remember Fife do not record Allergies in TrakCare. Check the ECS**

**Clinical Data Flag**

| ECS Data Type | Exists |
|---|---|
| Clinical Data | ✓ |
| Palliative Data | ✗ |
| Key Information Summary | ✗ |

**Allergies**

No allergies found

**Alerts**

| Description | Date Active | Source |
|---|---|---|
| Power Of Attorney | 20-Sep-2016 | FIFE |

**4. Indicator that Emergency Care Summary Data exists**

| | Time | Discharge Date | Visit Type | Specialty | Status | Service | Facility | Clinician | Outcome | Source |
|---|---|---|---|---|---|---|---|---|---|---|
| | 30 | | OutPatient | Orthopaedic Surgery | Booked | Review Soft Tissue Knee | Main Outpatients Reception Victoria Hospital Kirkcaldy | Mr Philip Walmsley | | FIFE |
| | 50 | | OutPatient | Orthopaedic Surgery | Reschedule | Review Soft Tissue Knee | Main Outpatients Reception Victoria Hospital Kirkcaldy | Mr Philip Walmsley | | FIFE |
| | 00 | | Inpatient | Acute Medicine | | | V Admissions Unit 1 | McKenna Chris | | FIFE |
| 21-Aug-2017 11:00 | | | OutPatient | Day Hospice Victoria Hospice | Not Attended | Dr Fran Stretton | Day Hospice Victoria Hospice VHK | Day Hospice Victoria Hospice | | FIFE |
| 14-Aug-2017 10:40 | | | OutPatient | Day Hospice Victoria Hospice | Not Attended | Dr Fran Stretton | Day Hospice Victoria Hospice VHK | Day Hospice Victoria Hospice | | FIFE |
| 11-Aug-2017 00:00 | | 14-Aug-2017 | Inpatient | Acute Medicine | | | V Admissions Unit 1 | Dr Kirsty Rodger | | FIFE |
| 27-Jul-2017 15:25 | | | OutPatient | Electrocardiography In-Patients VHK | Departed | New ECG | Cardiology ECG Department Victoria Hospital Kirkcaldy | Ward Attender | | FIFE |
| 27-Jul-2017 00:00 | | 10-Aug-2017 | Inpatient | General Surgery (Excl. Vascular) | | | V Ward 52 | Evgenikos Mr Nikolaos | | FIFE |
| 22-Jul-2017 09:30 | | | OutPatient | Endoscopy Gastroenterology | Arrived | New 1.5 OGD and Dilatation | Endoscopy Unit Day Intervention Phase Three Victoria Hospital | DR KISHOR VAIDYA | | FIFE |
| 16-Dec-2016 09:25 | | | OutPatient | Electrocardiography | Arrived | New ECG | | ECG Clinic ECG VHK | | FIFE |
| 16-Dec-2016 00:00 | | 16-Dec-2016 | Inpatient | Accident & Emergency | | | V A&E Observation Ward | Carew Dr Melvin | | FIFE |
| 16-Dec-2016 00:00 | | 16-Dec-2016 | Emergency | V Emergency Department | | | V Emergency Department | | | FIFE |
| 12-Dec-2016 09:50 | | | OutPatient | Orthopaedic Surgery | Arrived | Review Soft Tissue Knee | Main Outpatients Reception Victoria Hospital Kirkcaldy | Mr Philip Walmsley | | FIFE |

## Orion Health and Social Care Clinical Portal

**Q: How do I view more than the last year's documents?**



1. Default shows 1 year. To change for the patient click 👁

2. Change criteria filters and click Apply

3. New view showing documents for the criteria shown

**Q: How can I change the default view in the patient summary so that documents are listed by specialty for every patient?**
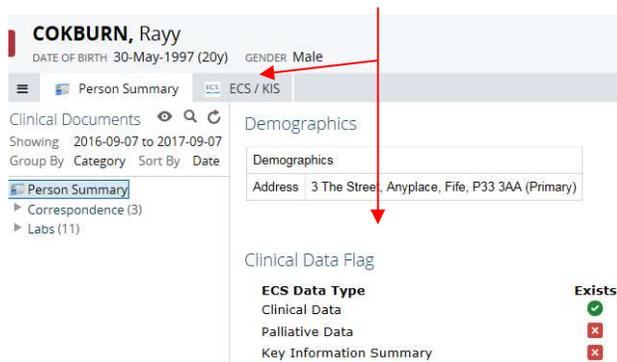
Click **User Name** and select **User Settings**. Change options **CDV Group By**. Select **Service**. Click **Update preferences**. New view now shows by specialty.
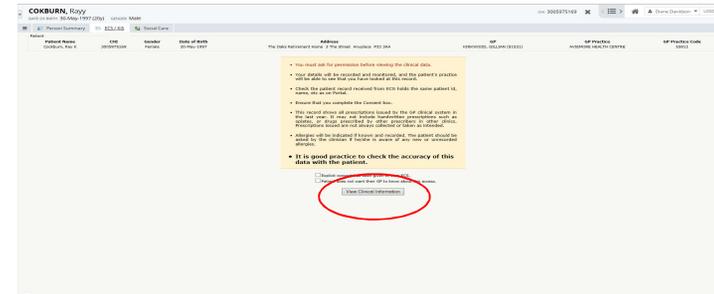
**Q: How do I access the Emergency Care Summary?**

1. **If ECS data is available to view the Person Summary page will show what is available and there will be an ECS data tab**

2 **Once you choose to View the Clinical Information on the ECS the Clinical data can be viewed.**





**3. A separate tab in the ECS will be visible if the patient has KIS and/or Palliative Care data**



**4. The medicines reconciliation report can be accessed by clicking the hyperlink. The report can be printed.**

# Orion Health and Social Care Clinical Portal

**Q: I want to create my own patient list is this possible? A: Yes. Work-lists are user defined and patients can be added and removed as required.**

1. **Search for the patient on the User Homepage. Tick the box to the left of the patient name. Select the Worklist you want to add the patient to**

2. **To rename your worklist select the list of available lists. A maximum of 6 are available to each user**

3. **To remove a patient: tick the box beside the patient name to select. Remove will display in bold and can be selected.**

4. **Alternatively, with a patient already selected click the + and select the Worklist to add to. Patient can be added to more than one if required. Once added to the Worklist the Worklist colour shows. To remove click the colour bar.**