

Emergency Care Summary

Community Pharmacy, General Dental Practices and Optometrists

Quick Reference Guide

Log In to ECS

1. Type, or copy and paste, the following URL into your Internet Explorer browser bar:
<https://ecsweb.mhs.scot.nhs.uk/ECS/Home/Login.aspx>
2. Enter your Username and Password and click **Login**.

PLEASE NOTE Accounts will become Inactive if they are not logged into within a 90 day period

Important: This is the Live ECS System

To access the ECS Test system click [here](#).

To access the ECS Training system click [here](#).

For any account issues or password resets, please contact your local health board ECS administrator. A list of these administrators can be found [here](#).

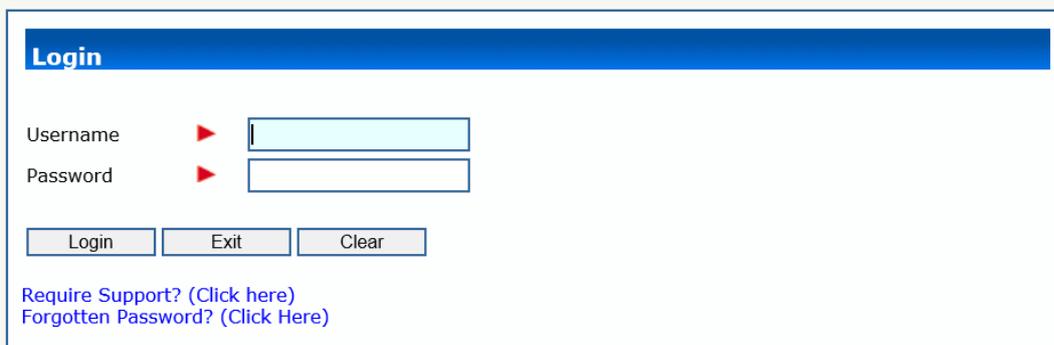
For any application issues (not including password resets) - please see below for service desk details:

Greater Glasgow & Clyde users:

Please report to the GG&C Servicedesk at itservicedesk.nhss-ggc@atos.net or on 0345 612 5000.

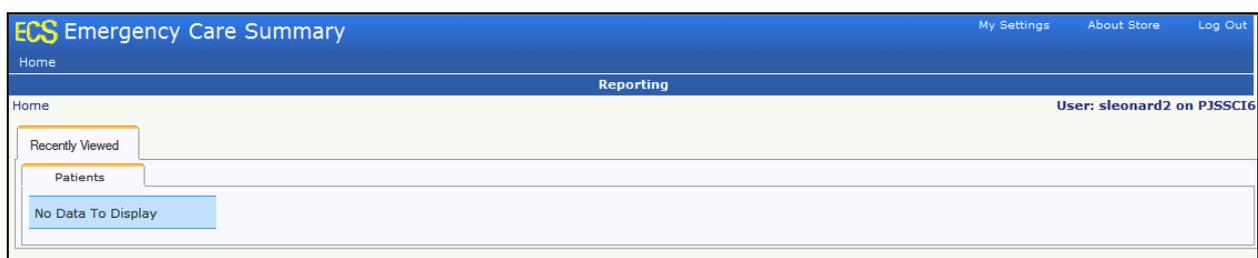
All other Health Board users:

Please report to the NHSS Servicedesk at itservicedesk.nhss-ns@atos.net or on 0345 957 2700.



The screenshot shows a login form with a blue header bar containing the word "Login". Below the header, there are two input fields: "Username" and "Password", each with a red arrow icon to its left. Underneath the input fields are three buttons: "Login", "Exit", and "Clear". At the bottom of the form, there are two links: "Require Support? (Click here)" and "Forgotten Password? (Click Here)".

3. The Home page will be displayed



The screenshot shows the ECS Home page. The top navigation bar includes "ECS Emergency Care Summary" on the left and "My Settings", "About Store", and "Log Out" on the right. Below the navigation bar, there are tabs for "Home" and "Reporting". The "Home" tab is selected, and the page displays a "Recently Viewed" section with a "Patients" sub-tab. Below this, a message states "No Data To Display". The user's name and role, "User: sleonard2 on PJSSCI6", are visible in the top right corner.

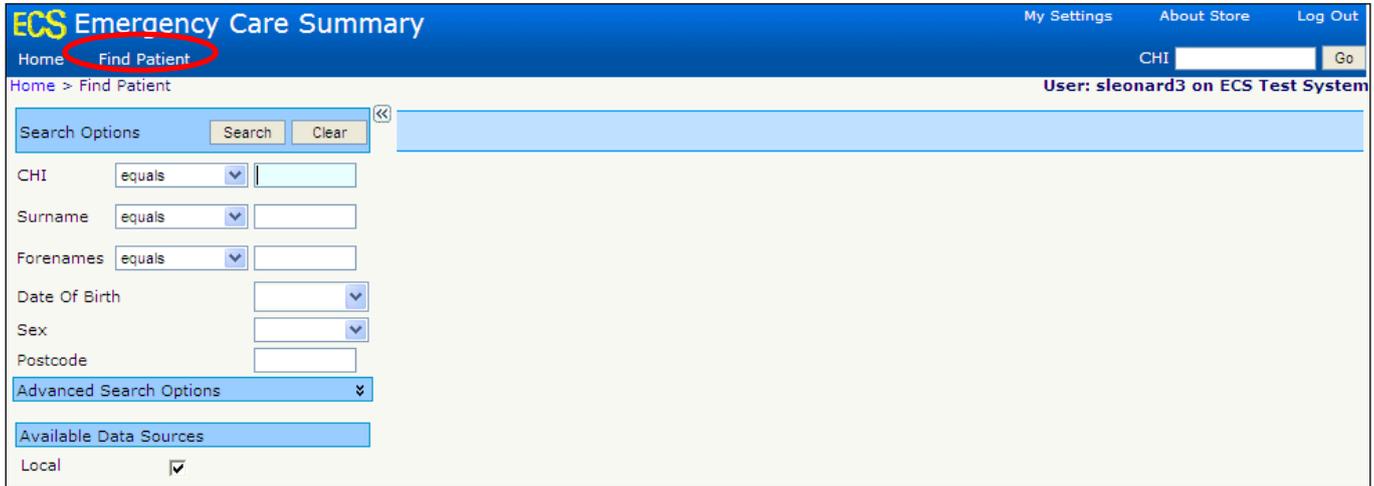
Notes

- Desktop Shortcut – Right click on the Login page and select 'Create shortcut'
- Incorrect Login Attempts – ECS will suspend your account after three consecutive incorrect password attempts. Contact NHS A&A Digital Services Desk 01292 513355
- Inactive Account – if you do not login within a 90 day period your account will become Inactive. Contact NHS A&A Digital Services Desk 01292 513355
- Recently Viewed Tab – You will only see patients in this list if you have been assigned this functionality.

Emergency Care Summary Community Pharmacy, General Dental Practices and Optometrists Quick Reference Guide

Search for a Patient

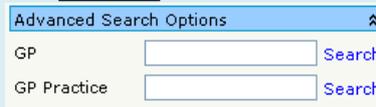
1. Select the **Find Patient** option from the menu bar in the top left hand corner of the screen



2. Enter the known details of the patient into the relevant search fields and click **Search**. You can search using any combination of the fields shown.

Notes

- Use the drop downs to refine your search
- Advanced Search Options allow you to search by GP or GP Practice
- If you have the patient's CHI, you can use the quick CHI search field in the top right corner, then click Go
- You may use the following test patient for training purposes:
 - 0101010101 – INPS TEST PATIENT
 - 3012838198 – Test Ecs Patient



3. Matching patients will be returned. Confirm Patient Details and click on the patient name in the list.

CHI	Name	DOB	Sex	Address	Postcode
222222222	Test McHughx	22/12/1922	M	Lothian Test House Eliburn Livingston	EH11 1TR

Emergency Care Summary

Community Pharmacy, General Dental Practices and Optometrists

Quick Reference Guide

- The **ECS Consent** tab is displayed. Before you view the **Medicines & Allergies**, you must ensure that you have gained the patient's consent and ask if they want their GP to know about the access. Check the relevant boxes, as highlighted below, based on the patient's responses.

Home > Find Patient > Patient Details User: smaccrimmon on ECS Pre Pro

Type: Demographics | Reject Actions: Select Action...

Patient Name	CHI	Date Of Birth	Age	GP	GP Practice	GP Practice Code
Test09 Patient09 Name Changed	9999999999	03/01/1926	94	LOCUM, LOCUM	TestingOnly	99961

ECS Consent | Medicines & Allergies | Palliative Data | Demographics | IDs | KIS | Clinical Information

Last Emergency Care Summary received 12 July 2017

- You must ask for permission before viewing the clinical data.
- Your details will be recorded and monitored, and the patient's practice will be able to see that you have looked at this record.
- This record shows all prescriptions issued by the GP clinical system in the last year. It may not include handwritten prescriptions such as opiates, or drugs prescribed by other prescribers in other clinics. Prescriptions issued are not always collected or taken as intended.
- Allergies will be indicated if known and recorded. The patient should be asked by the clinician if he/she is aware of any new or unrecorded allergies.
- It is good practice to check the accuracy of this data with the patient.**

Last 5 Patient User Accesses

Name	Location	Organisation	Time
rdoherty	Local Store	Ryan Doherty - Global Admin	03/04/2020 09:38:24
jbarrett	Ayrshire & Arran	Health Board Portal	11/09/2018 11:15:00
jbarrett	Ayrshire & Arran	Health Board Portal	11/09/2018 11:03:00
jbarrett	Ayrshire & Arran	Health Board Portal	07/09/2018 08:22:00
jbarrett	Ayrshire & Arran	Health Board Portal	06/09/2018 15:53:00

Explicit consent has been given to view ECS.
 Patient does not want their GP to know about this access.

[View Clinical Information](#)

Notes

- As soon as you have clicked on the patient record in the search list, this counts as a demographic access.
- The tabs shown for the patient will depend on what information the GP has stored on ECS. In the example above, the patient has Clinical Data, Palliative Data and a KIS record as well as Medicines & Allergies.

Emergency Care Summary

Community Pharmacy, General Dental Practices and Optometrists

Quick Reference Guide

View Medicines and Allergies

1. After consent has been confirmed, click **View Clinical Information** or select the **Medicines & Allergies** tab.

An example of Repeat Medication in the **Medicines & Allergies** tab is shown below:

Home > Find Patient > Patient Details User: smacrimmon on ECS Pre Pro

Type Demographics Reject Actions Select Action...

Patient

Patient Name Test09 Patient09 Name Changed	CHI 9999999999	Date Of Birth 03/01/1926	Age 94	GP LOCUM, LOCUM	GP Practice TestingOnly	GP Practice Code 99961
-------------------------------------------------------------------------	--------------------------	------------------------------------	------------------	---------------------------	-----------------------------------	----------------------------------

ECS Consent **Medicines & Allergies** Palliative Data Demographics IDs KIS Clinical Information

Last Emergency Care Summary received 12 July 2017

Allergy

Description	Date Recorded	Comments						
Acute Medication (within 30 days) Medicines Reconciliation Report								
Originator	Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date		
Repeat Medication Medicines Reconciliation Report								
Originator	Drug ID	Formulation	Dose	Frequency	Medication Start Date	Prescription Date	Dispensed Date	Cancel Date
GP practice	Levothyroxine sodium 25microgram tablets	28 tablet	1 TABLET ONCE A DAY (TOTAL DOSE 75MCG DAILY)		03-May-2017	13-Jun-2017		
GP practice	Levothyroxine sodium 50microgram tablets	28 tablet	1 TABLET ONCE A DAY (TOTAL DOSE 75MCG DAILY)		03-May-2017	13-Jun-2017		
GP practice	Mirtazapine 15mg tablets	28 tablet	ONE AT NIGHT		03-May-2017	13-Jun-2017		
GP practice	Paracetamol 250mg/5ml oral suspension	700 ml	10ML TWICE DAILY		03-May-2017	18-May-2017		
GP practice	Cavilon Durable barrier cream (3M Health Care Ltd)	92 gram	AS DIRECTED		03-May-2017	18-May-2017		

Patient does not want their GP to know about this access.

[Show All Medication Information](#)

Notes

- As soon as you select one of the tabs or click **View Clinical Information**, this counts as a clinical access on the ECS Access Report.
- Medication information is separated into Acute (within 30 days) and Repeat Medication (including Serial Prescription medication).
- To view Acute Medication prior to the last 30 days, click **Show All Medication Information**.
- You can update the GP consent at any time if the patient changes their mind about the GP knowing about the access - check or uncheck the box at the bottom of the screen

Logging Out

When leaving the system, select **Log out** from the top right hand corner of the screen.

ECS Emergency Care Summary My Settings About Store **Log Out**

Home Find Patient CHI [redacted]

Home > Find Patient > Patient Details User: [redacted] on ECS Test System

Type Demographics Reject Actions Select Action...

Patient

Patient Name	CHI	Date Of Birth	Age 54	GP DAVDA, ANILA	GP Practice (43504)	GP Practice Code 43504
---------------------	------------	----------------------	------------------	---------------------------	-------------------------------	----------------------------------