

## Clinical Portal Quick User Guide

### How to Log in to the Portal

Find the link to the Clinical Portal on Favourites in Internet Explorer, Desktop Shortcut or type the following into the Address Bar: <https://www.ggc-clinicalportal.scot.nhs.uk/concerto/Login.htm>

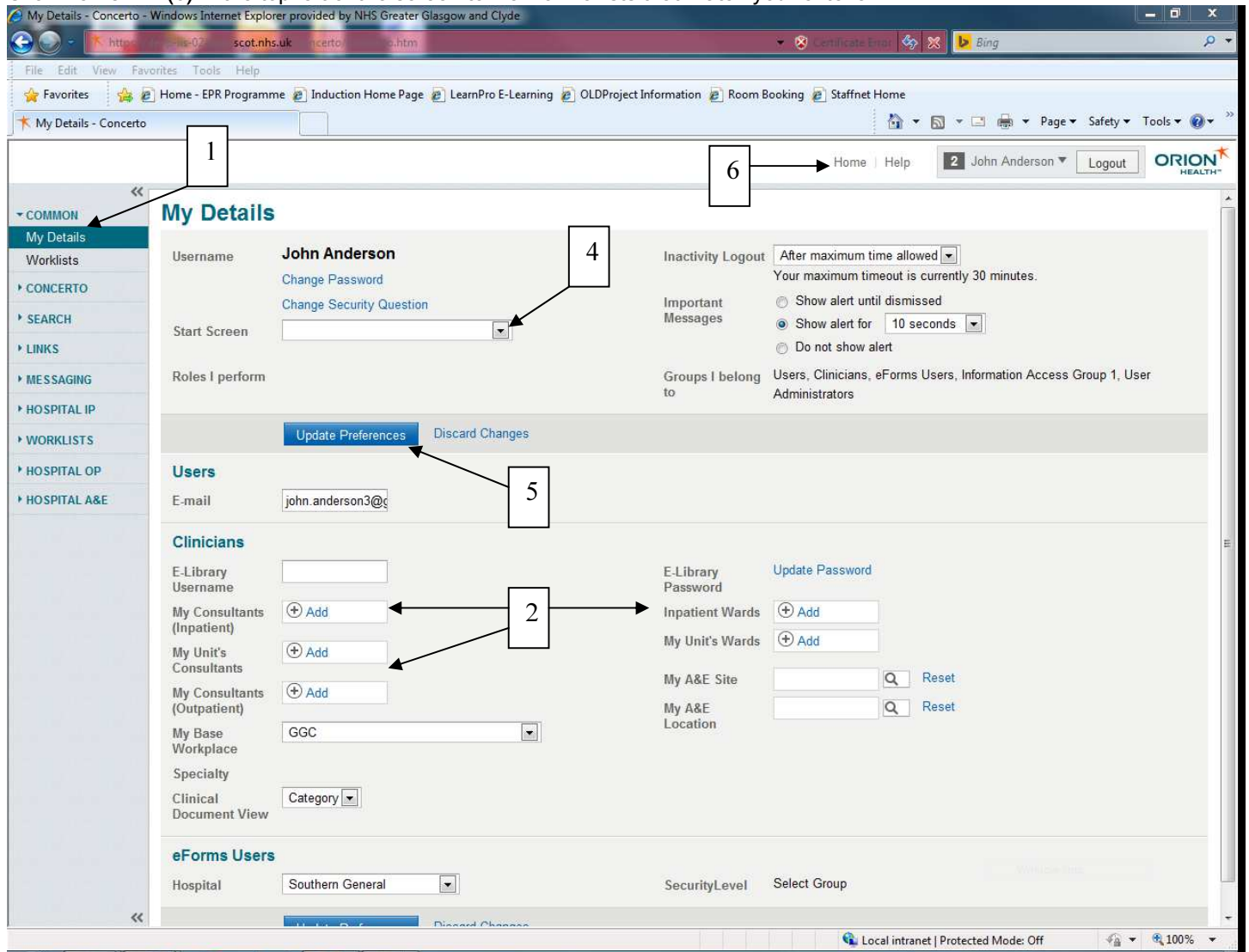
At the Log in screen enter your user ID and password and click the Login button.

In order to configure the patient lists which are relevant to you select **Common->My Details (1)**

To add a Consultant's Inpatients, Outpatients or a particular ward, click on the circle (2) with the white plus within the relevant option, **enter the specific search information(3)** i.e. Barret or Ward 51 for Wards and click on the correct option.

Change **Start Screen** to whatever is appropriate i.e. **My Patients and Clinics (4)**, click **Update Preferences (5)** to save My Details page.

Click **Home link (6)** in the top left of the screen to view clinic lists that match your criteria.



The screenshot shows the 'My Details' page in the Concerto system. The page is divided into several sections: 'My Details', 'Users', 'Clinicians', and 'eForms Users'. The 'My Details' section includes fields for Username (John Anderson), Start Screen (a dropdown menu), and Roles I perform. The 'Users' section shows the user's email address (john.anderson3@ggc.nhs.uk). The 'Clinicians' section has fields for E-Library Username, My Consultants (Inpatient), My Unit's Consultants, My Consultants (Outpatient), My Base Workplace (GGC), and Specialty. The 'eForms Users' section has a Hospital dropdown (Southern General) and SecurityLevel/Select Group options. The page has a navigation menu on the left with 'COMMON' selected. The top right shows the user's name (John Anderson) and a Logout button. The bottom right shows the system status (Local intranet | Protected Mode: Off) and zoom level (100%).

Numbered callouts in the image:

- 1: Points to the 'My Details' link in the left navigation menu.
- 2: Points to the 'Add' button (circle with a plus) next to 'My Consultants (Inpatient)'.
- 3: Points to the search input field for 'My Consultants (Inpatient)'.
- 4: Points to the 'Start Screen' dropdown menu.
- 5: Points to the 'Update Preferences' button.
- 6: Points to the 'Home' link in the top right navigation bar.

The screenshot shows the 'My Details' page in the Concerto system. A 'Global Clinician Search' modal is open, displaying search results for clinicians with the name fragment 'barret'. The search results are as follows:

Code	Clinician Name	Clinician Specialty
BARCH	Barrett, Christopher	Consultant Doctor
N66513	Barrett, Madeleine	Consultant Doctor
BARSO	Barrett, Sophie	Consultant Doctor

The background page shows the user's profile for John Anderson, including options for changing password and security questions, and sections for 'Users', 'Clinicians', and 'eForms Users'.

## View a Patient's Electronic Records

Click on a patient from your list (main screen). (1)

Alternatively you can find the relevant patient for any reason you can find them through clicking on Search->Search Patient (2) (You can search on CHI/CRN/Surname-DOB).

Electronic details for a patient will include demographics (3), Encounters in Glasgow Hospitals (4) and document tree (5). The document tree can be opened by clicking on a folder and then clicking on a document or result (6) from inside the folder.

Please note - Further support is available for the Clinical Portal system via E-Learning or a comprehensive user guide. To be setup with E-Learning access please log a call with the I.T Helpdesk on 0845 612 5000 or #650. The full user guide can be obtained on Staffnet->Applications->Clinical Portal. 2

My Patients & Clinics - Concerto - Windows Internet Explorer provided by NHS Greater Glasgow and Clyde

https://dev-16-02.xggt.scot.nhs.uk/concerto/Concerto.htm

File Edit View Favorites Tools Help

Home - EPR Programme Induction Home Page LearnPro E-Learning OLDProject Information Room Booking Staffnet Home

My Patients & Clinics - ... X Projects

Home | Help **2** John Anderson Logout ORION HEALTH

**2**

APPLICATIONS

COMMON

CONCERTO

SEARCH

LINKS

MESSAGING

HOSPITAL IP

HOSPITAL OP

WORKLISTS

HOSPITAL A&E

### My Inpatients

Patient Number	Name	Date of Birth	Ward	Consultant	Admit Date
0107759934	Store, Dale	01 Jul 1975	WIG L8M Level 8 - General Medicine	Hutton, Lisa	11 Jun 2014
1409731499	Store, Francis	14 Sep 1973	WIG L8M Level 8 - General Medicine	Curry, Graham	10 Mar 2014
2203671942	Store, Lorna	22 Mar 1967	WIG L8M Level 8 - General Medicine	Deans, Nicola	29 May 2014
2606642341	Store, Olivia	26 Jun 1964	WIG L8M Level 8 - General Medicine	Curry, Graham	26 May 2014
3105722087	Store, Viola	31 May 1972	WIG L8M Level 8 - General Medicine	Akhter, Javed	13 Jun 2014
1305955017	Trakcare, David	13 May 1995	WIG L8M Level 8 - General Medicine	Leach, John Paul	14 Feb 2014
2410821359	Trakcare, Gerry	24 Oct 1982	WIG Ward F2 - General Medicine	Roberts, Gillian	01 Feb 2014
1608045005	Trakcare, Ivy	16 Aug 2004	WIG L8M Level 8 - General Medicine	Deans, Nicola	05 Feb 2014
2011123658	Trakcare, Jack	20 Nov 2012	WIG L8M Level 8 - General Medicine	Tong, Grant	15 Feb 2014
2011123631	Trakcare, Oliver	20 Nov 2012	WIG L8M Level 8 - General Medicine	Roberts, Gillian	13 Feb 2014

Results 1-10 Printer Friendly Version

### My Outpatient Clinics

Clinic Date	Specialty	Consultant	Clinic	Hospital
24 Jun 2014	Cardiology	DAVIE, ANDREW	SGADCA4-DR DAVIE CARDIOLOGY TUESDAY PM	Southern General Hospital
01 Jul 2014	Cardiology	DAVIE, ANDREW	SGADCA4-DR DAVIE CARDIOLOGY TUESDAY PM	Southern General Hospital

**1**

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Clinical Documents - Concerto - Windows Internet Explorer provided by NHS Greater Glasgow and Clyde

https://devp-iis-02.xgsc.scot.nhs.uk/concerto/Concerto.htm

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Clinical Documents - Concerto

Home | Help | 2 John Anderson | Logout | ORION HEALTH

1111111111 TEST PATIENT, Thisisa (Male / 102 years)

Clinical Documents eForms Feedback

**Clinical Documents** Showing All Mark All As Read Group By Category Sort By Date

**Clinical Information Summary**

- Patient Notes Search
- Past Medical History
- Administration (11 / 11)
- Assessments (15 / 15)
- Bulk Scanning (2 / 2)
- Charts & forms (2 / 2)
- Clinical Notes (51 / 53)
- Correspondence (133 / 134)
- Imaging (5 / 5)
- Intervention records (10 / 10)
- Interventions (154 / 155)
- Labs (917 / 917)
- Notification & legal documents (7)
- Reports (75 / 75)

**Demographics**

WARNING: Please note that the Patient documents in the Clinical Information Summary are for a restricted date period. To see all documents click here

**Test Patient, Thisisa**

**Demographics**

Sex: Male  
 Date of Birth: 11/11/1911  
 Address: No Fixed Abode Unknown NF1 1AB  
 Phone: 0141 240 2341

**GP Details**

Practice Name: PATIENTS REGISTERED WITH A GP  
 Practice ID: 99995  
 Name (ID): ABOYNE OOH LOCUM (9999998)  
 Telephone: 11111 111111

**Other Identifiers**

CHI(s): 1111111111  
 North Glasgow: 64571868H  
 South Glasgow: SG01008080  
 Other CRNs: 64552178R 99999999Z

**Encounters in Glasgow Hospitals**

Type	Admit/Clinic Date	Hospital	Specialty	Consultant	Discharge Date	New/Return	Status/Ward	Outcome
OP	06 Jun 2014	Glasgow Royal Infirmary	General Surgery	Anderson, John		R		
W	25 Feb 2014	Southern General Hospital	Orthopaedics	UNKNOWN		R		

Printer Friendly Version

5

3

4

https://devp-iis-02.xgsc.scot.nhs.uk/concerto/cdv/ClinicalDocumentView.action?encryptedRequest=BDBC690F87B42533D2300C777F3B1

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https://devp-lis-02.xgscot.nhs.uk/concerto/Concerto.htm

Home | Help | 2 John Anderson | Logout | ORION HEALTH

1111111111 TEST PATIENT, Thisisa ( Male / 102 years )

Clinical Documents | eForms | Feedback

**Clinical Documents** MR FAZZI'S GENERAL LETTER 2013-08-10 Revision 1.0 (10 months ago) New Send

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

- Clinical Information Summary
- Patient Notes Search
- Past Medical History
- Administration (11 / 11)
- Assessments (15 / 15)
- Bulk Scanning (2 / 2)
- Charts & forms (2 / 2)
- Clinical Notes (51 / 53)
- Correspondence (132 / 134)
  - Clinical letter (7 / 9)
    - 10-Aug-2013 MR FAZZI'S G
    - 10-Aug-2013 MR FAZZI'S G**
    - 20-May-2013 Clinical letter
    - 02-Apr-2013 Clinical letter
    - 19-Mar-2013 Clinical Letter
    - 19-Mar-2013 Clinical Letter
    - 05-Mar-2013 Clinical letter
    - 13-Dec-2012 Clinical Letter
    - 07-Dec-2012 Clinical Letter
  - Clinic letter (62 / 62)
  - Correspondence (5 / 5)
  - Final Discharge letter (3 / 3)
  - Immediate Discharge letter ( )
  - Letter to patient (6 / 6)
  - Other letter (1 / 1)
  - Referral letter (47 / 47)
- Imaging (5 / 5)
- Intervention records (10 / 10)
- Interventions (154 / 155)
- Labs (917 / 917)
- Notification & legal documents
- Reports (75 / 75)

1 / 1 | 102% | Find

**NHS**  
Greater Glasgow and Clyde

Department of Orthopaedic Surgery  
Western Infirmary  
Dumbarton Road  
Glasgow  
G11 6NT

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Secretary's Fax: 0141 211 2466  
Email Address: [stephanie.brown@ggc.scot.nhs.uk](mailto:stephanie.brown@ggc.scot.nhs.uk)

**Our Ref: UGF/**

Typed: 08/04/2014

There are no notes attached to this document.

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