

Clinical Portal – ACP Summary User Guide

This guide provides an overview of the Anticipatory Care Plan (ACP) Summary in the NHSGGC Clinical Portal.

Getting Started

To access the Anticipatory Care Plan (ACP) Summary, you need to have an active **Clinical Portal** account. If you need to request a portal account, or update your permissions, you can do this using the MyAccount online process found on StaffNet via: [My Account Online Process](#)

Search for a Patient

To retrieve the appropriate patient, log into **Clinical Portal** and use the search facility via the main menu to the left of the screen.



- **Search > Patients** allows you to search for a patient using the CHI number, name and/ or DoB
- **Search > Recent Patients** allows you to quickly look for patients you have searched for in the last week, 4 weeks or 12 months
- Select a patient to open the patient record – see below:

MEDCONTENT, Test Three
 BORN 04-Apr-2016 (6y 2m) GENDER Female
 ADDRESS 32 Medcontent st, Glasgow CONTACT - GP PRACTICE PATIENTS WHERE PRACTICE CODE (99961)

Demographics

Demographics		GP Details	
Sex	Female	Practice Name	PATIENTS WHERE PRACTICE CODE
Date of Birth	04/04/2016	Practice ID	99961
Address	32 Medcontent st Glasgow NK01 0AA	Name (ID)	UNKNOWN UNKNOWN (9999999)
Phone		Telephone	11111 111111

Other Identifiers

CHI(s)	0404160000
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Patient Notes - Click to Maximise

Note Type	Last Updated	Note	Created By	Description	Role	Specialty	Organis
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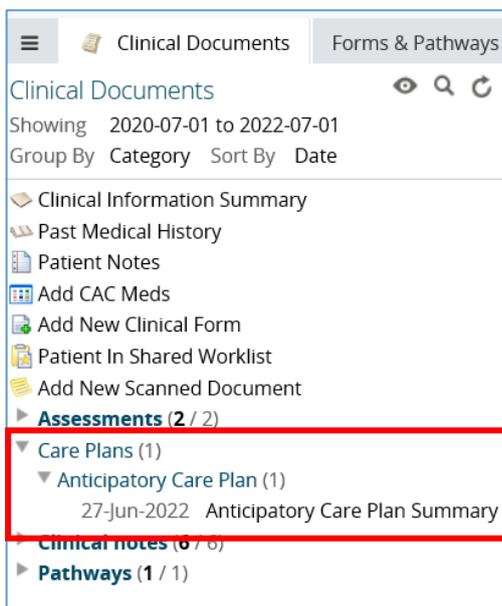
■ Viewing the ACP Summary within Clinical Documents

Within the **Clinical Documents** tab on the patient record, the location of the ACP Summary will be dependent on the default view you have set-up:

- This view is **Read Only**
- You can print a PDF copy if required

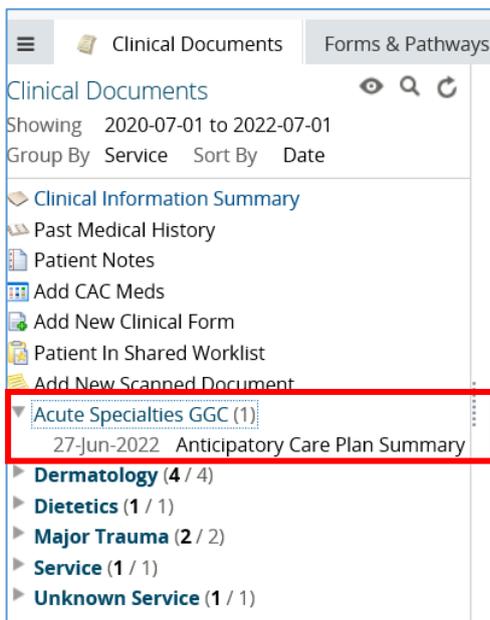
Document Category View

You can view the ACP Summary within **Care Plans > Anticipatory Care Plan > 'Date' Anticipatory Care Plan Summary** – see screen shot below:



Service Category

You can view the ACP Summary within **Acute Specialities GGC > 'Date' Anticipatory Care Plan Summary** – see screen shot below:



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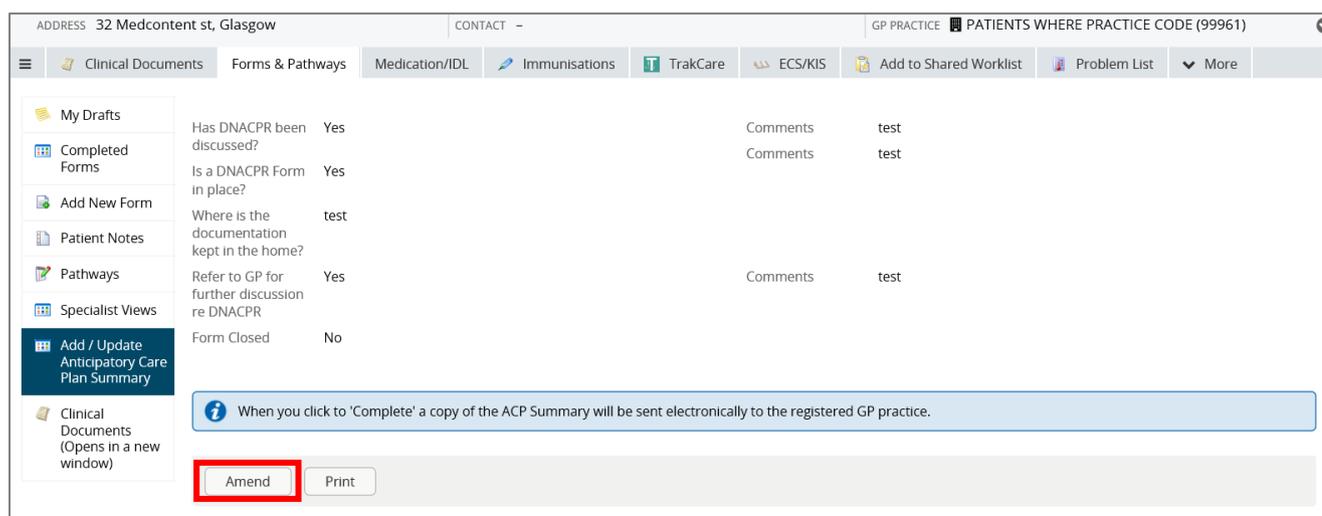
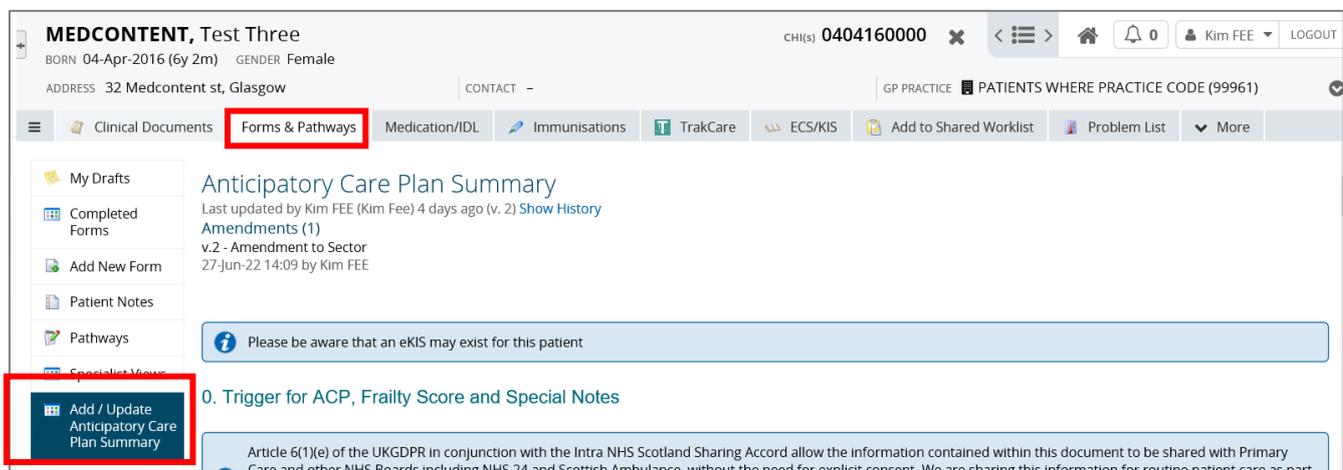
■ Adding / Updating the ACP Summary

- Select the **Forms and Pathways** tab from the top of the patient record view
- Select **Add/Update Anticipatory Care Plan Summary** from the menu on the left-hand side of the screen as shown on the screenshot below
- Fields marked with a red asterisk * are **mandatory** fields
- This will open the **Anticipatory Care Plan Summary**

NOTE: If there is no active ACP Summary then a blank form will appear for the user to complete.

- ↳ If there is an active ACP Summary, it will open the existing form.
- ↳ Whilst in the active ACP form you will be able to amend the form by scrolling to the bottom of the page and selecting the **Amend** button as shown in the screenshot below
- ↳ You will be prompted to add a reason for amending the form.

After the ACP Summary is ‘Complete’ a copy is sent electronically to the patient’s GP Practice.



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