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:
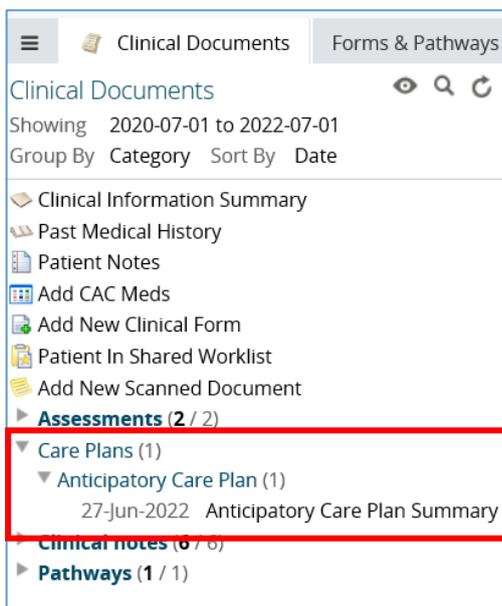
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■ Viewing the ACP Summary within Clinical Documents

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**
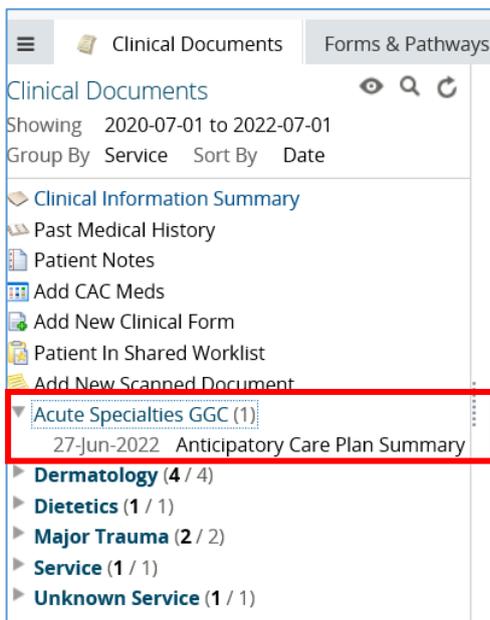- ▪ You can print a PDF copy if required

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:
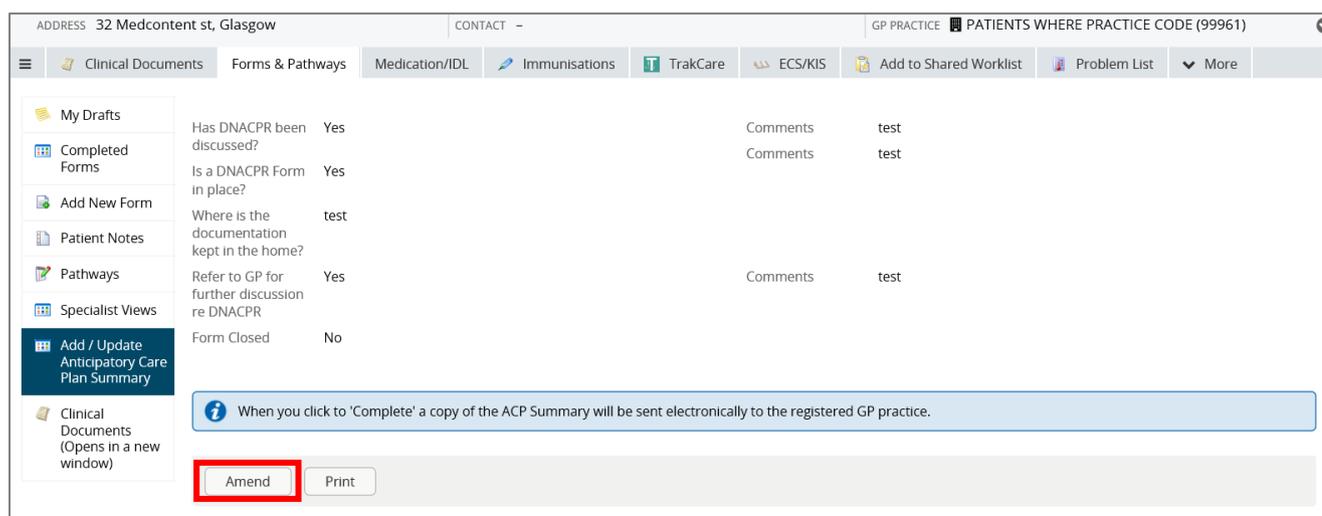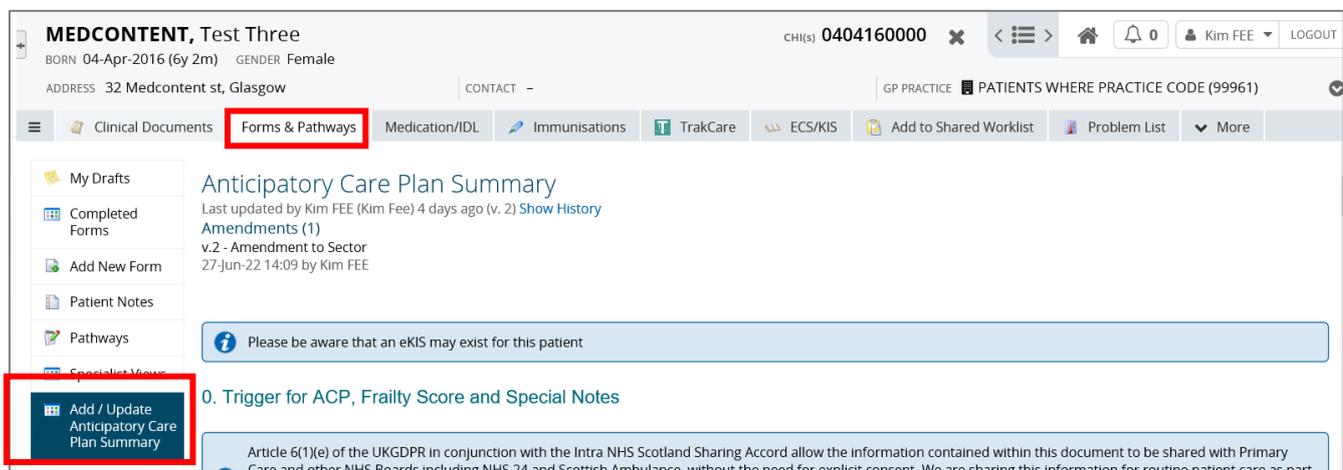
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■ **Adding / Updating the ACP Summary**

- 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.