



# User Guide

## Document Control Sheet

<b>Title</b>	CHIE User Guide - Uploading a document
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1.0	2017	Di Morgan-Rawes	First version created

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Please note the information contained in this handbook has been taken from various sources, including the SCW CSU and Graphnet.

We have made every effort to ensure the accuracy of the information within this book at time of publication.

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All CHIE training materials are available at:

<http://nww.chie.scwcsu.nhs.uk/help-and-support/training>

Materials contained within this workbook were up to date at the time of creation.

Where you see the names of patients in screen shots, they have been taken from a dummy system and are not real.

### 1 What is the Care and Health Information Exchange?

Launched over a decade ago, the Care and Health Information Exchange (CHIE) is a computer system used by the NHS and Social Care to safely share important information about a patient with those treating them. You can use CHIE to access GP records, Community, and hospital records (pathology reports, X-ray or scan reports, discharge summaries and clinic letters) for patients registered to GPs in Hampshire, Farnham and the Isle of Wight.

CHIE is currently supported with data from many NHS and social care organisations in the South:

- Hampshire Hospitals Foundation Trust
- Southampton University Hospitals NHS Trust
- Portsmouth Hospitals NHS Trust
- Royal Bournemouth and Christchurch Hospital Trust
- Southern Health Foundation Trust
- Solent Health Trust
- Hampshire County Council
- Care UK
- Over 95% of GPs from: North East Hampshire and Farnham, South East Hampshire, West Hampshire, North Hampshire, Fareham and Gosport, Portsmouth, Southampton and IoW CCGs.

In addition, many healthcare organisations actively use CHIE information to treat patients. These include:

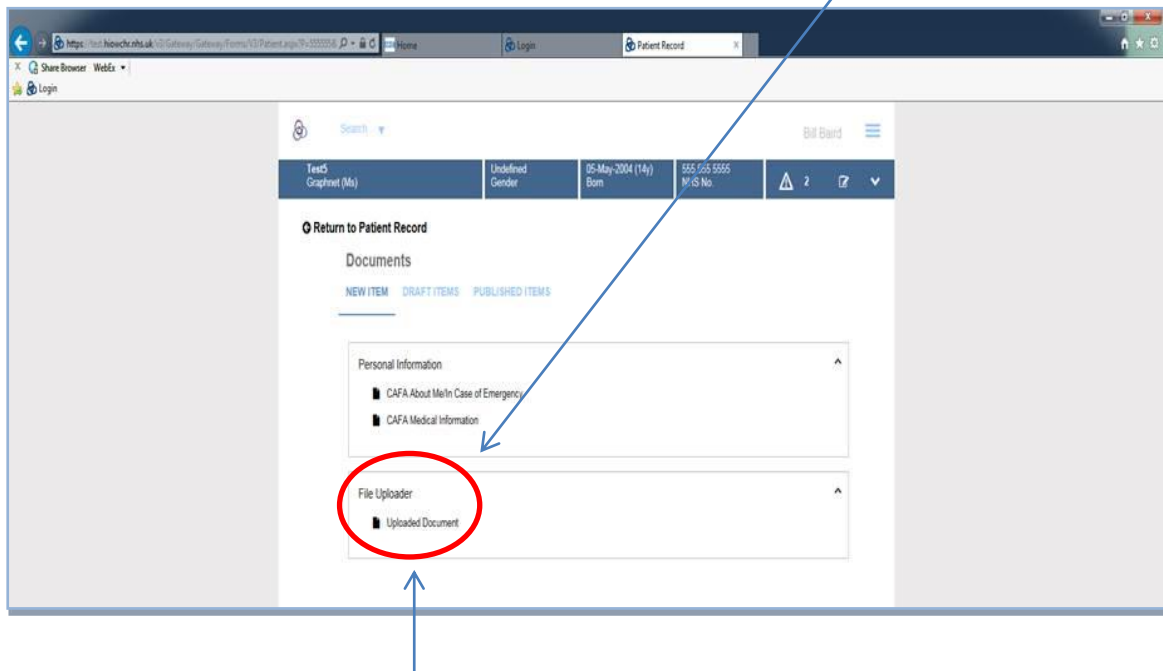
- South Central Ambulance Service
- GP OOH services
- Frimley Park Hospital
- Care homes
- Hospices

## 2 Uploading a document

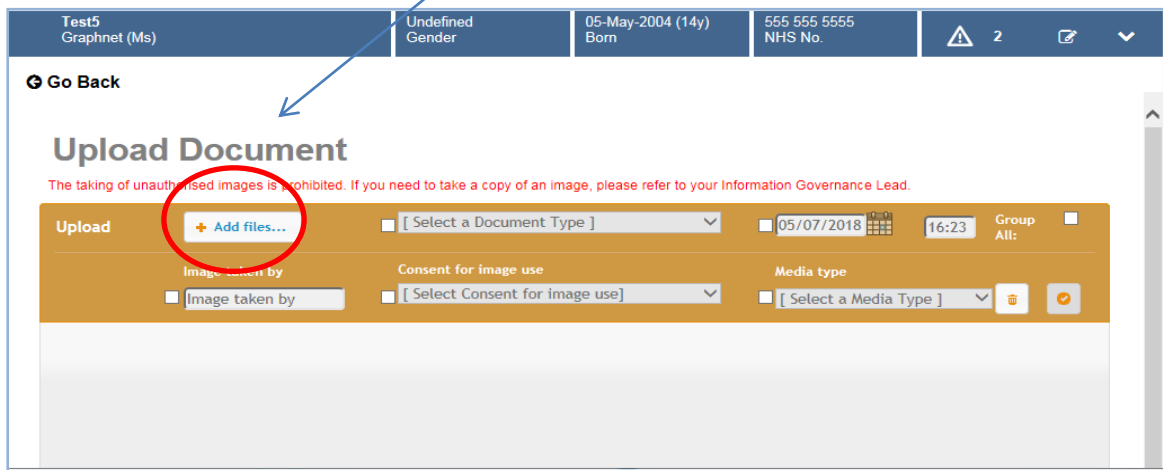
- In the CHIE patient record, click the ACD button and select 'Create New'.

The screenshot shows the CHIE patient record interface. At the top, there is a header bar with patient information: Test5 Graphnet (Ms), Undefined Gender, 05-May-2004 (14y) Born, and 555 555 5555 NHS No. Below this is a navigation bar with icons for Medications, Results, Vitals, Activity, Problems, GP Information, Clin. Letters, and Community Mental Health. A red circle highlights the 'ACD' button in the top right corner, which has a dropdown menu open. The dropdown menu contains three options: 'Create new', 'View Drafts', and 'View Published'. A blue arrow points from the text above to the 'Create new' option. Below the navigation bar, there is a breadcrumb trail 'Home' and a 'Syncing with server' status. The main content area features the CHIE logo and a description of the system. Below this, there are several tabs: 'Record Content & Demographics', 'Allergies', 'Contraindications', and 'GP Medications'. The 'Allergies' tab is currently active, showing a list of allergies with columns for 'Showing 1 - 3 of 3', 'Allergic reaction', 'Orglinks', and dates. The 'Contraindications' tab shows '1 items' and 'most recent: 31-Dec-2012'. The 'GP Medications' tab shows 'Repeat Medications' and 'Showing 1 - 3 of 17'.

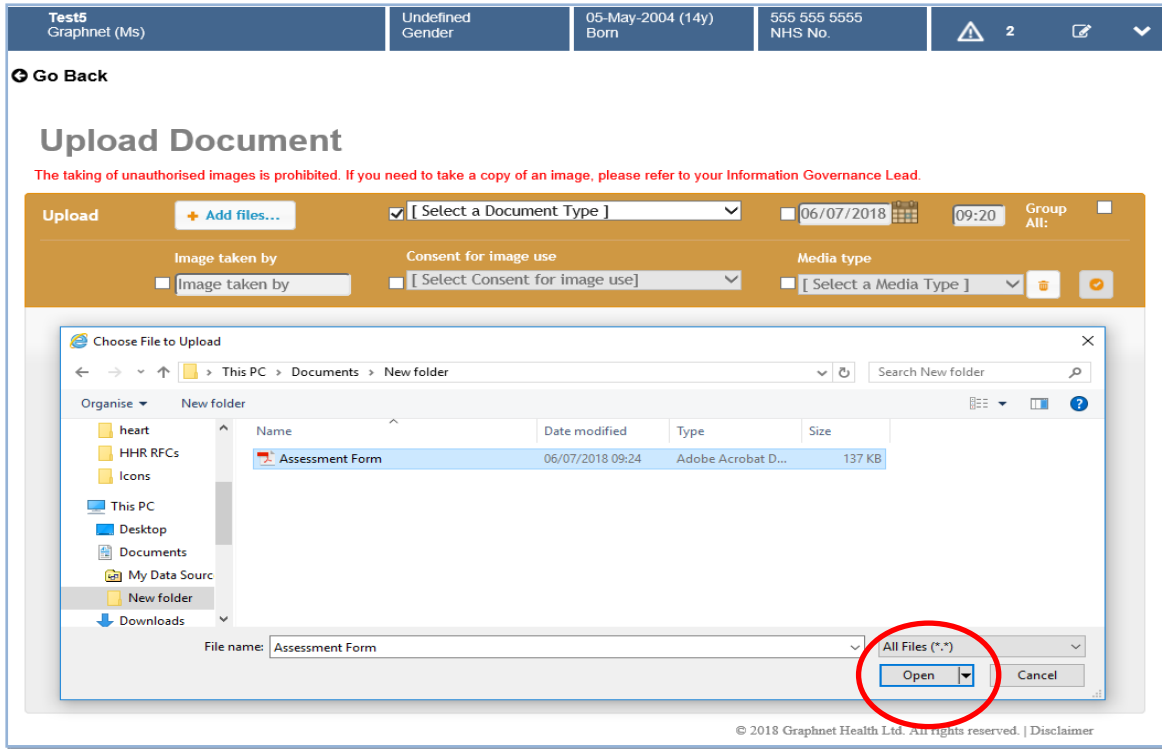
- Scroll down the page until you see the File Uploader section



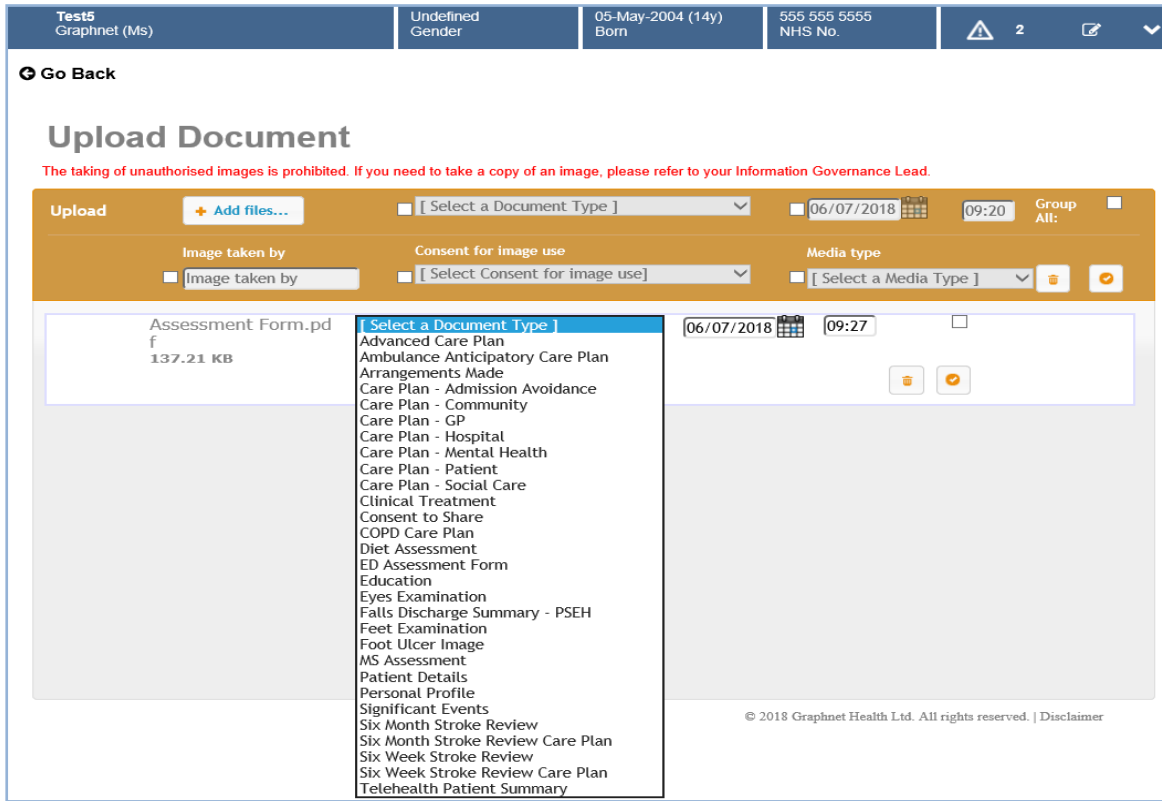
- Click 'Uploaded Document'
- On the following screen, click 'add file'



- Select the file you wish to upload and click 'Open'



- The following menu will appear. Select the appropriate document type.



- Enter the date of upload.

The screenshot shows the 'Upload Document' page. At the top, there is a header with patient information: 'Test5 Graphnet (Ms)', 'Undefined Gender', '05-May-2004 (14y) Born', and '555 555 5555 NHS No.'. Below this is a 'Go Back' button. The main heading is 'Upload Document', followed by a red warning: 'The taking of unauthorised images is prohibited. If you need to take a copy of an image, please refer to your Information Governance Lead.' The 'Upload' section contains a '+ Add files...' button, a '[ Select a Document Type ]' dropdown, a date field '06/07/2018', and a time field '09:20'. Below these are fields for 'Image taken by', 'Consent for image use', and 'Media type'. The main content area shows a file 'Assessment Form.pdf' (137.21 KB) with a dropdown menu set to 'ED Assessment Form'. A calendar widget is open, showing the month of July 2018, with the 6th highlighted. A blue arrow points from the instruction 'Enter the date of upload.' to the calendar.

- Click 'Publish'

This screenshot is identical to the previous one, but the calendar widget is closed. The date field now shows '06/07/2018' and the time field shows '09:27'. A blue arrow points from the instruction 'Click 'Publish'' to the 'Publish' button, which is located to the right of the file information.

### 3 Help and Assistance

- Download this and other user guides and webinars at:
  - <http://www.chie.scwcsu.nhs.uk/help-and-support/training>
  - <http://www.careandhealthinformationexchange.org.uk/find-out-more/>
- If you have any other CHIE specific questions or support needs, please contact the CHIE team:

Email: [info.chie@nhs.net](mailto:info.chie@nhs.net)

Phone: 0300 123 1519