

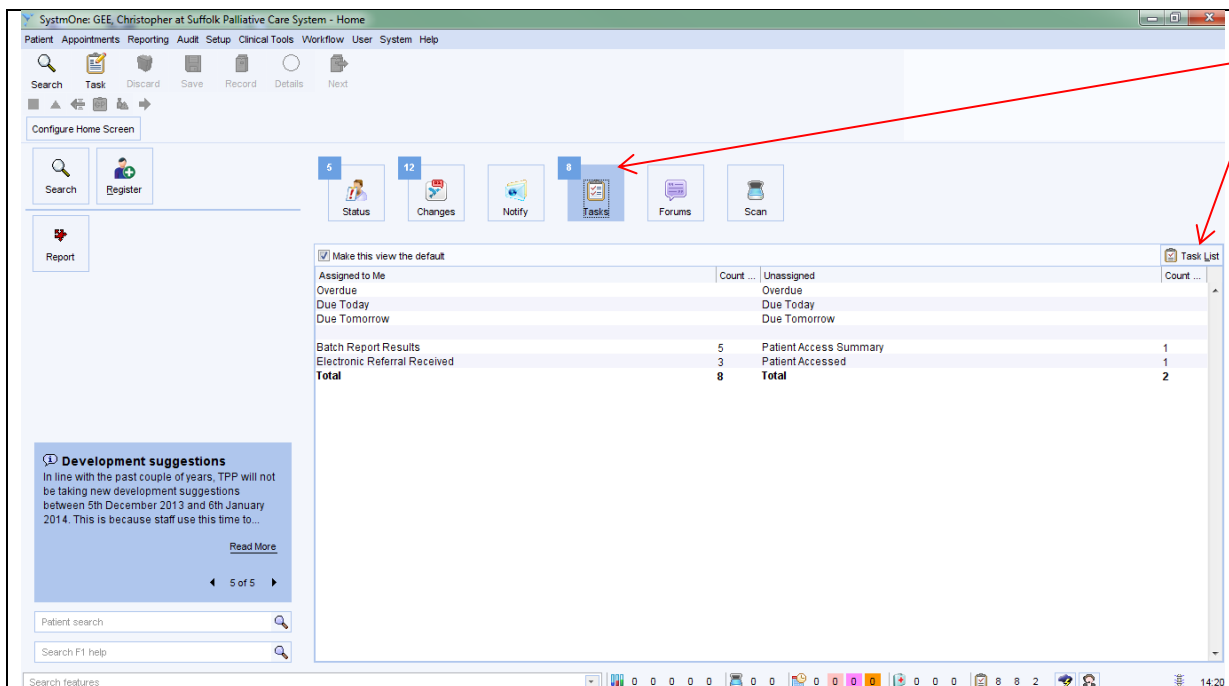


# **EPaCCS**

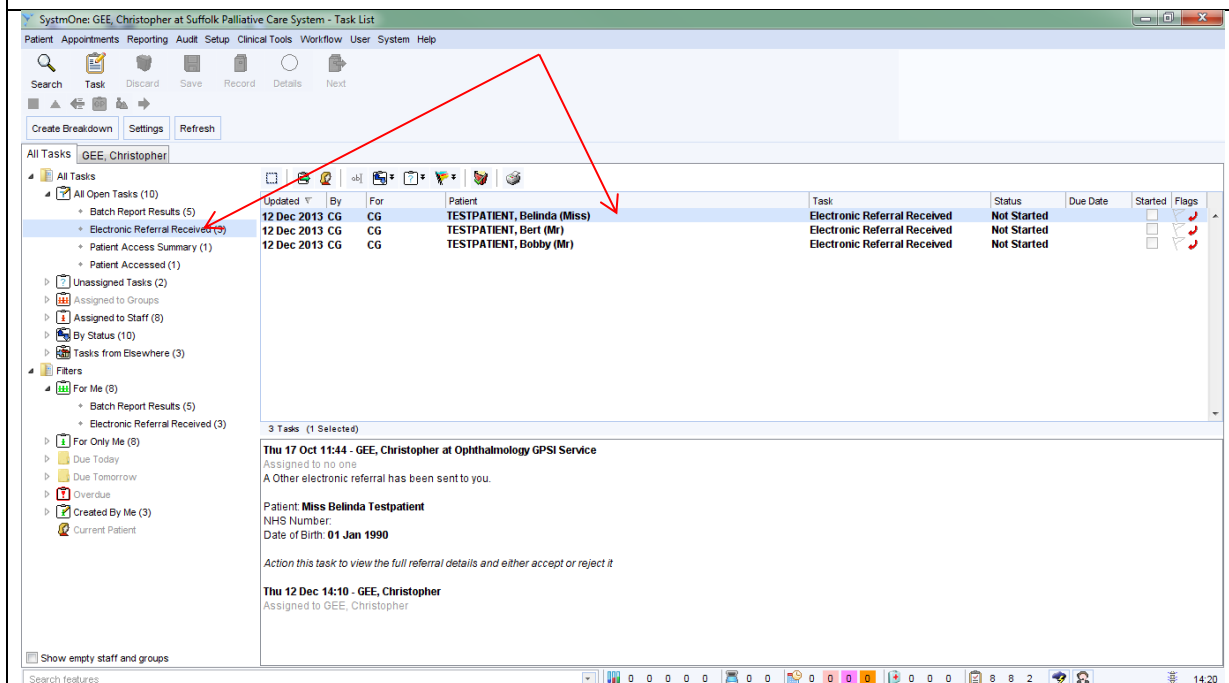
**(electronic palliative care coordination system)**

*User Guide – Version 1*

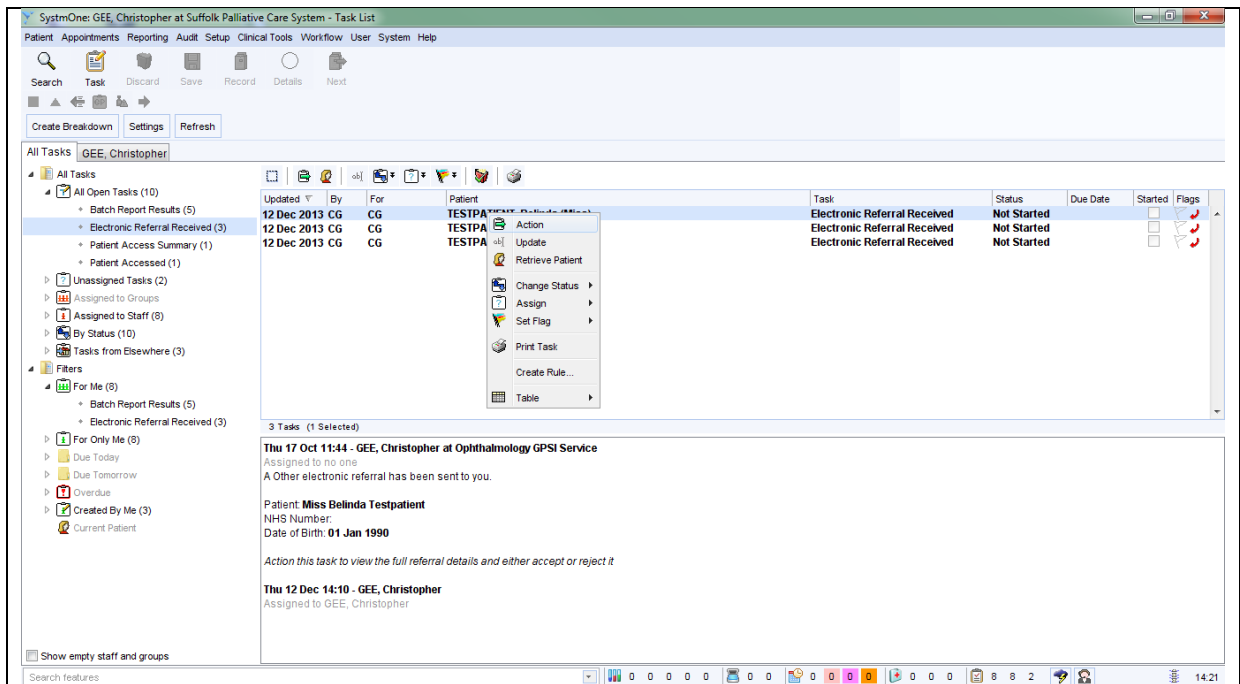
SystemOne GP Practices only



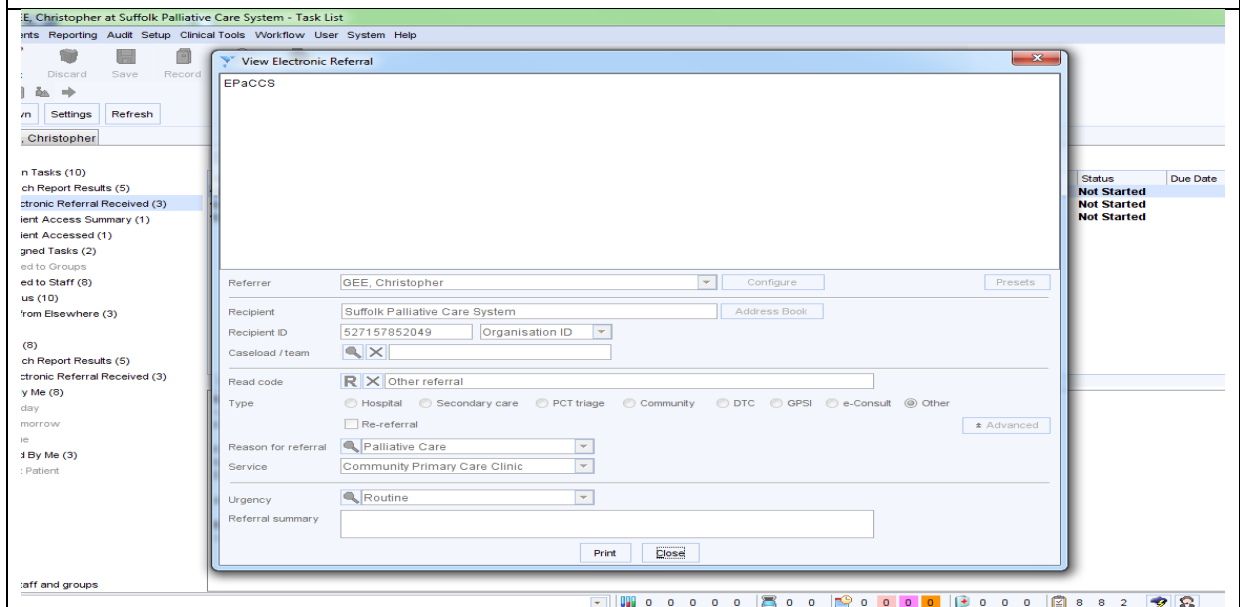
A new patient for the register is sent by the GP to the EPaCCS unit, this message comes in the form of a task, the large task button will give you a summary of the tasks to be processed, to access the task screen click the task list button on the right of the screen.



The task will be listed as an "Electronic Referral Received" task type, click on this section on the left and the tasks will displayed in the right window.



To deal with the task, select the task and then right click and select Action. The following screen will be displayed; this screen is for information only and can be closed after checking everything is correct.



After closing, the referral in screen will appear (see below) again this is pre-filled , check the GP name is in the referrer box and click OK at the bottom of the window.

Suffolk Palliative Care System

Record Referral In

Other Details... Exact date & time Thu 12 Dec 2013 14:22

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

Service offered: Palliative Care

Code number: [ ]

Urgency: Routine

Referral source: General Medical Practitioner

Referrer: GEE, Christopher

Patient aware of referral

Referral date: 12 Dec 2013 14:22 Type: Other

Re-Referral  18 Week Wait Referral

Referral In Reason	Primary	Secondary
Palliative Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other reason: [ ]

Date of action: 12 Dec 2013 14:22

Reason for service delay: [ ]

End date: [ ]

Outcome: Accepted

Refusal reason: [ ]

Referral status: No further input required

Default contact location: [ ]

Caseload: [ ]

Ok Cancel

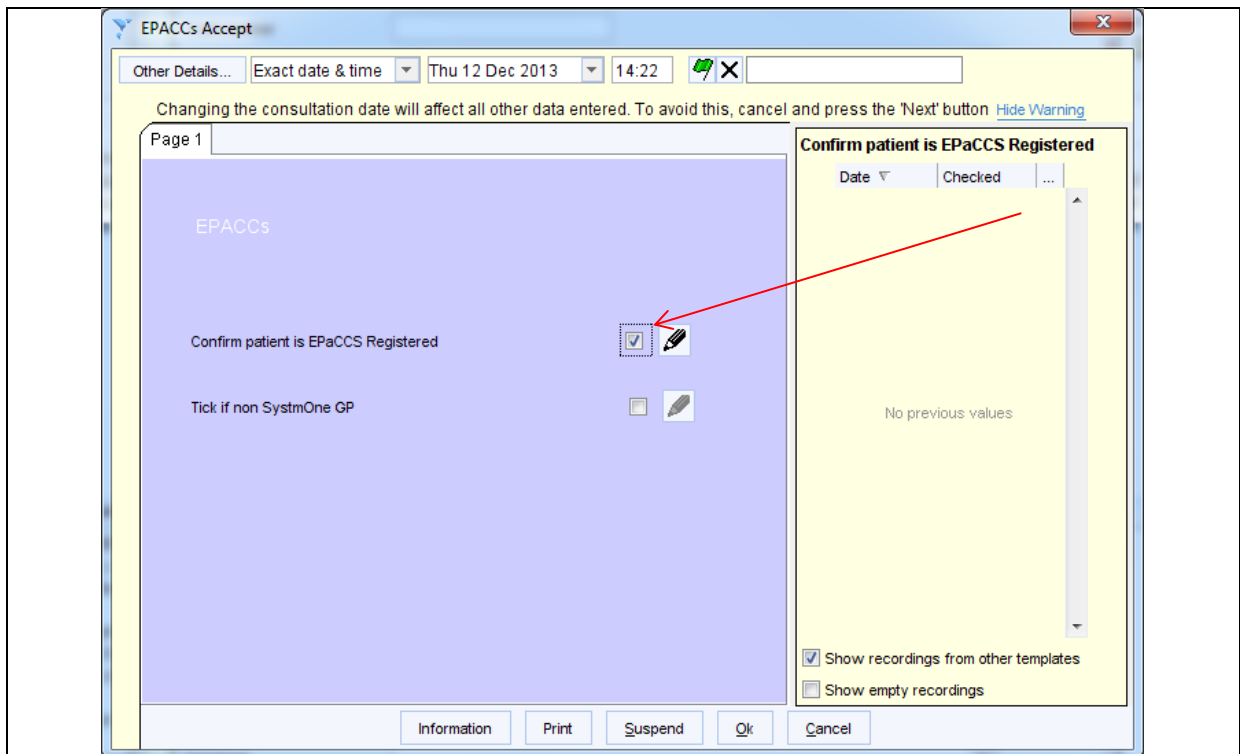
After clicking Ok click on Yes to the following question (this is always Yes)

Question

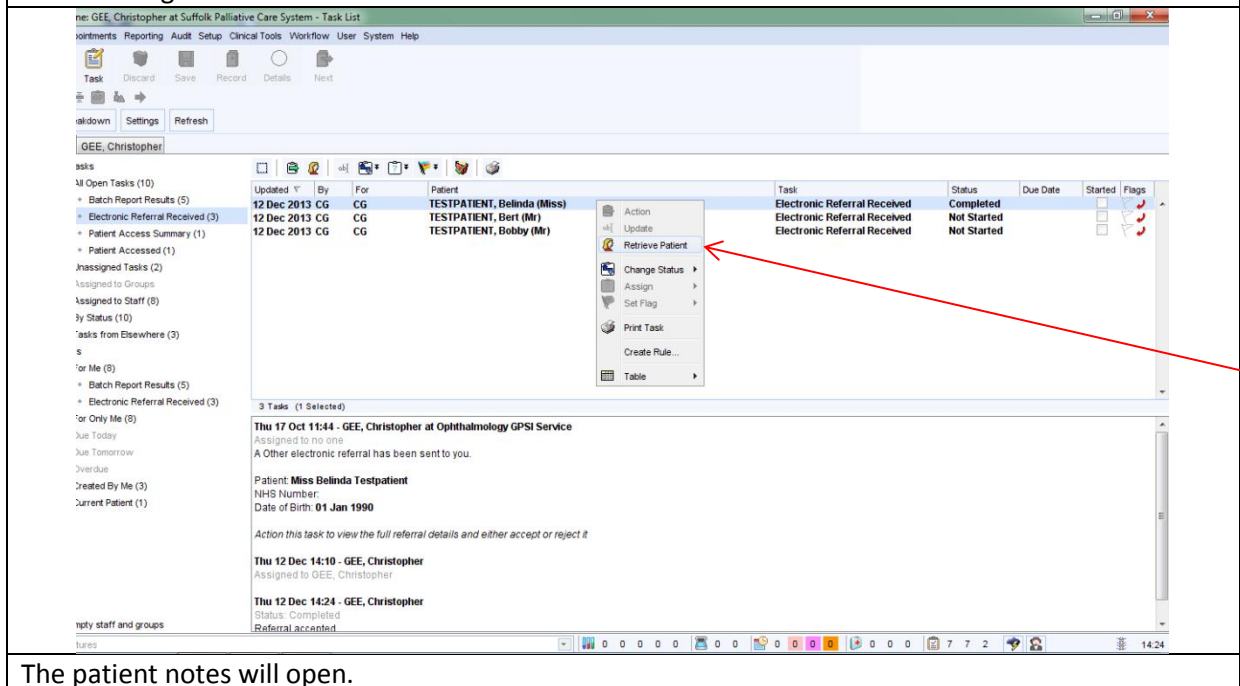
Do you want to complete the EPaCCs Accept template now?

Yes No

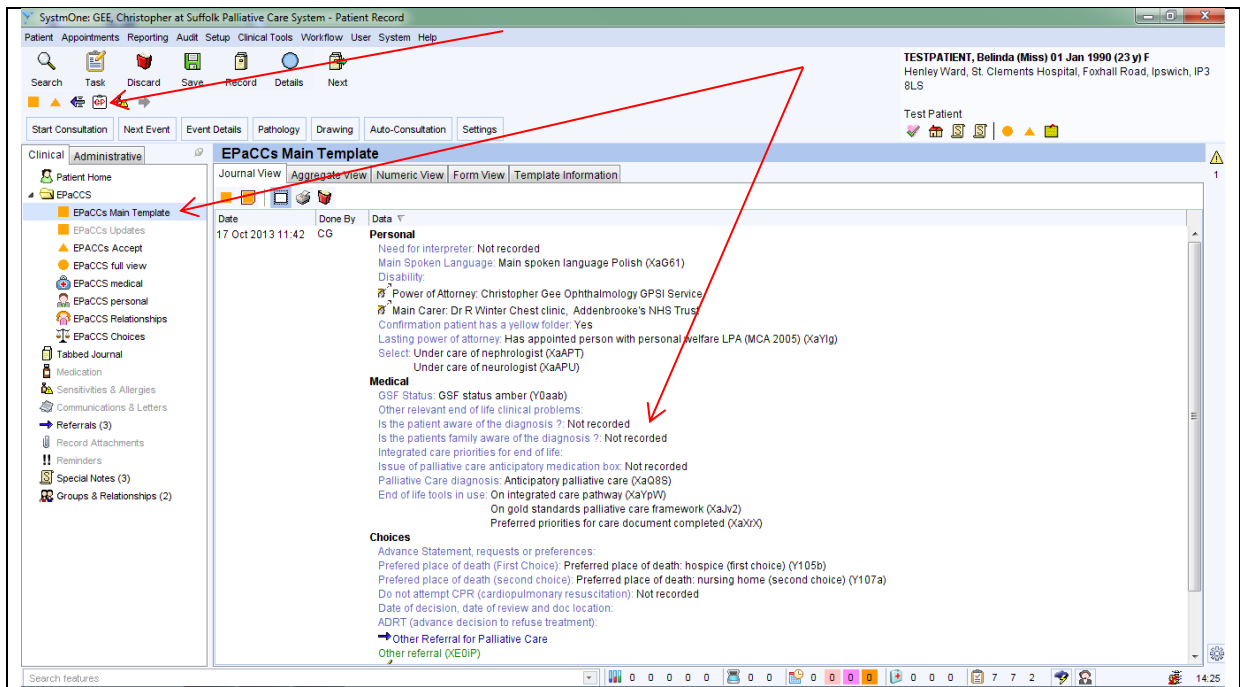
The EPaCCS accept template will appear. Tick the first box to register the patient on the EPaCCS register. (This is an important step as this is what creates the status alert that the whole of Suffolk SystemOne users will see to notify them that the patient is EPaCCS registered.)



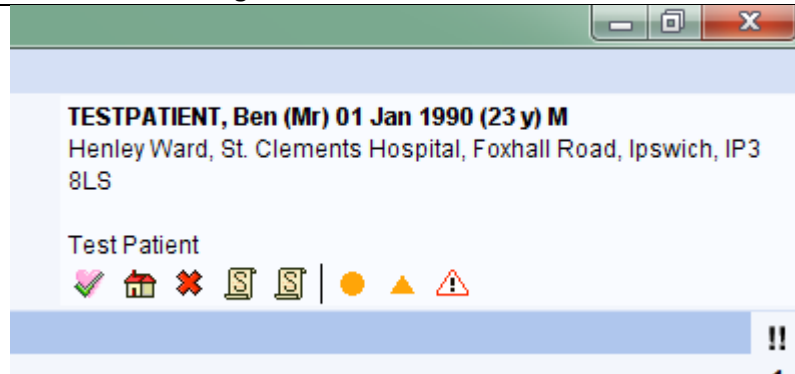
Click OK at the bottom of the template and you will be returned to the Task screen. Right click on the same task again and select "Retrieve Patient"









The patient notes will open.



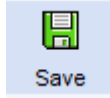
On the left in the Clinical tree select EPaCCS Main Template and all of the details the GP entered will be displayed in the right window. This is how you can check if the GP has supplied all the relevant information. If any information is missing you can click the GP button on the small toolbar to send the GP a task asking for the additional information.



The icons below the demographic patient information should be checked. Below is a description of each icon and any action that needs to be taken.

	Palliative Patient
	Data missing from patient record (usually occurs if the GP has not set up the sharing preferences for the patient, contact and inform the GP surgery)
	Special Note
	EPaCCS Registered (Created when box is ticked on the EPaCCS accept template)
	GSF Status (Green Amber or RED – Triangle colour will match the status)
	Not for CPR

When finished checking the notes it is very important that the large green save button is clicked



SystemOne: GEE, Christopher at Suffolk Palliative Care System - Patient Record

Patient: TESTPATIENT, Ben (Mr) 01 Jan 1990 (23 y) M  
Henley Ward, St. Clements Hospital, Foxhall Road, Ipswich, IP3 8LS

Test Patient

### Special Notes

Type	Notes	Start Date	Provided by	Added at	Flags
Special Note	On gold standards palliative care framework	17 Oct 2013 11:44	Ophthalmology GPSI Service (Cambridgeshire Pct)	Ophthalmology GPSI Service (Cambridgeshire Pct)	
Special Note	Specialist palliative care treatment - daycare	17 Oct 2013 11:44	Ophthalmology GPSI Service (Cambridgeshire Pct)	Ophthalmology GPSI Service (Cambridgeshire Pct)	

You will now be returned to the Task screen where you can process the next referral that has arrived.

SystemOne: GEE, Christopher at Suffolk Palliative Care System - Task List

Task List

Updated	By	For	Task	Status	Due Date	Started	Flags
12 Dec 2013	CG	CG	Electronic Referral Received	Not Started			
12 Dec 2013	CG	CG	Electronic Referral Received	Not Started			
12 Dec 2013	CG	CG	Electronic Referral Received	Not Started			

3 Tasks (1 Selected)

The 17 Oct 11:44 - GEE, Christopher at Ophthalmology GPSI Service  
Assigned to: Miss Delenda Testpatient  
A Other electronic referral has been sent to you.

Patient: Miss Delenda Testpatient  
NHS Number:  
Date of Birth: 01 Jan 1990

Action this task to view the full referral details and either accept or reject it

The 12 Dec 14:10 - GEE, Christopher  
Assigned to: GEE, Christopher