

# DCCR - Clinical Document Viewer

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## Introduction

This guide covers the overarching use of the Clinical Document Viewer (CDV) and applies to both Portal and Launch in Context users.

## CDV general information

The CDV is where most of the information held for a patient or client can be found.

The actual information held will vary according to the organisations that have a relationship with a patient/client and are submitting information to the DCCR. The following data may be found in this area:

- GP Records (from TPP SystemOne and EMIS)
- Acute hospital discharge summaries
- Echocardiogram reports
- Hospice Records (from TPP SystemOne)
- Livewell community data (from TPP SystemOne)
- Devon Partnership Trust data (from TPP SystemOne)
- Children's Services data (from TPP SystemOne)
- Talkworks/IAPTUS mental health data (IAPTUS via the MIG)
- Care Plans

Additional items will be added over time as more data becomes available.

## Navigation

The data items above are not necessarily labelled as indicated above and by default information is grouped by 'type'. For example, there is no single menu items labelled GP information, but rather elements of the GP record can be found under menu items such as Alerts and Risks, Clinical Notes, Medication etc. (there is also a Summary menu item that summarises the GP information. Note that this does not summarise all the information). This grouping can be customised if required. See Configure the Document Tree below.

To aid navigation the CDV has a cascading menu structure that can be expanded and collapsed via the expand/collapse icons



The title of the item will show the information that is held and the source of the information. If the title is 'clipped' the width of the CDV can be extended by hovering over the vertical separator between the CDV and the summary screen and using the two-headed arrow to drag the divider to the right.

Hovering over the item will display further summary information and clicking on an item will open that item in the main area of the screen.

To return to the Summary screen click on the Summary tab at the top of the window or use the CDV tree to open further items.

Note that some, but not all, information available from the CDV is also shown in a dashboard panel.

## Viewed items

Items that have been opened switch from a Bold font to a Normal font to indicate which documents have previously been viewed.

Hovering over an item to display the summary box provides an option to flag an item that had been previously read as Unread, or flag an unread item as Read.

The screenshot shows a list of clinical documents on the left and a summary box on the right. The list includes categories like 'Alerts & Risks (1)', 'Care Plan (3 / 3)', and 'Clinical Notes (8 / 11)'. Under 'Clinical Notes', there is a sub-category 'Summary record (8 / 11)'. The items in this sub-category are: 12-Oct-2023 CFT MIU Discharge Summa, 12-Oct-2023 CFT MIU Discharge Summ., 17-Aug-2023 RCHT ED Discharge Summ., 03-Aug-2023 RCHT ED Discharge Summa, 19-Jul-2023 RCHT ED Discharge Summa, 07-Jun-2023 RCHT ED Discharge Summ., 24-May-2023 Discharge Summary Repo, 11-May-2023 CFT MIU Discharge Summ., 17-Jul-2017 RCHT ED Discharge Summ., 23-Jun-2017 RCHT ED Discharge Summ., and 19-Jun-2017 RCHT ED Discharge Summ. The summary box for 'CFT MIU Discharge Summary' displays the following details: Source date: 12-Oct-2023, Category: Summary record, Service: Emergency Medicine, Author: Royal Cornwall Hospital, Care Setting: Hospital, Data Source: Royal Cornwall Hospital, Organisation: Royal Cornwall Hospital, and Mark As: Read | Unread.

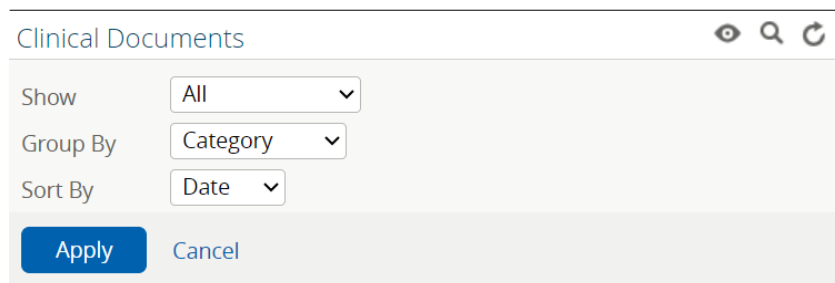
## Configuring the CDV




The current configuration of the CDV is displayed in the header. The eye icon can be used to change the default layout.

The screenshot shows the header configuration bar for the Clinical Document Viewer (CDV). It includes a menu icon, a 'Summary' tab, and a 'Patient Task List' tab. Below the tabs, there are icons for eye, search, and refresh. The text 'Clinical Documents' is displayed, followed by 'Showing All Mark All As Read' and 'Group By Category Sort By Date'.

Items can be restricted to show information by timeframe, grouped by Date, Service, Author,

Organisation, Data Source or Care Setting and then sorted by Date, Title or Author.



Clinical Documents   

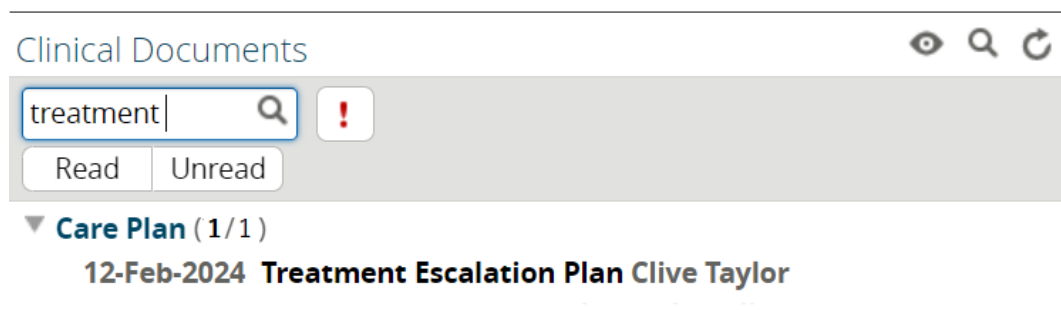
Show  ▾




Group By  ▾



Sort By  ▾

## Searching

The magnifying glass icon can be used to search the CDV. Searches can also be restricted to Read or Unread documents. The exclamation mark can search for documents that have been flagged as Important.



Clinical Documents   

▼ **Care Plan (1/1)**

**12-Feb-2024 Treatment Escalation Plan Clive Taylor**

## Refresh

The semi-circular arrow can be used to re-refresh the document tree and will return the view to the set default view.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=417>