

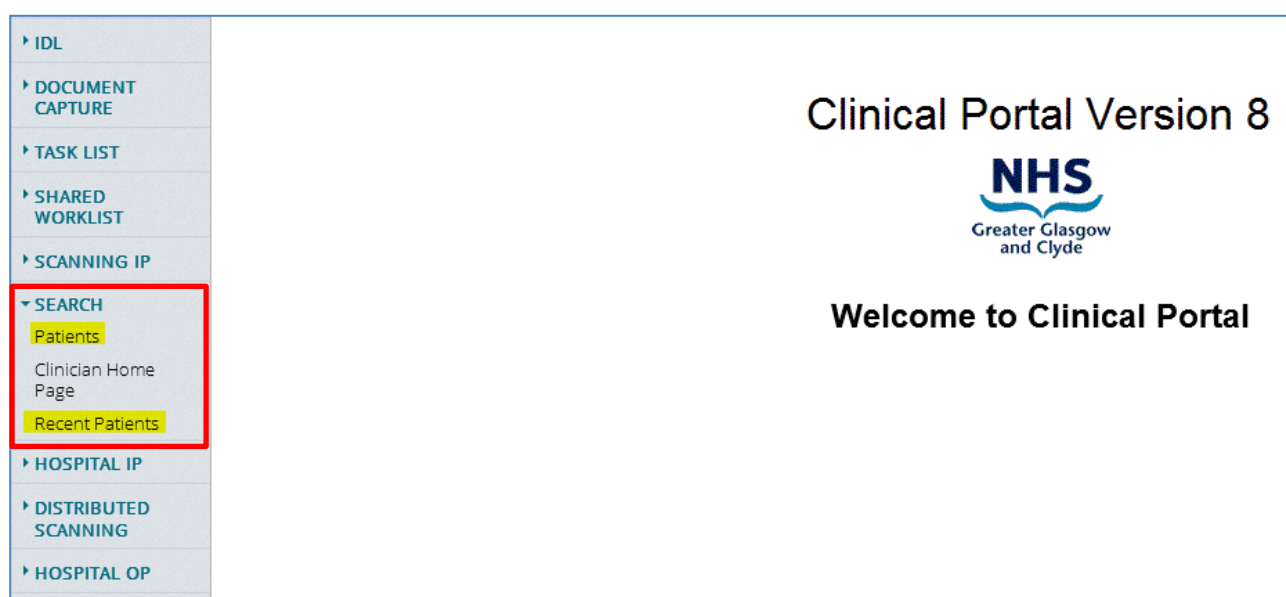
The following user guide provides an overview of the Anticipatory Care Plan (ACP) Summary in the NHSGGC CLINICAL PORTAL.

## ■ Getting Started

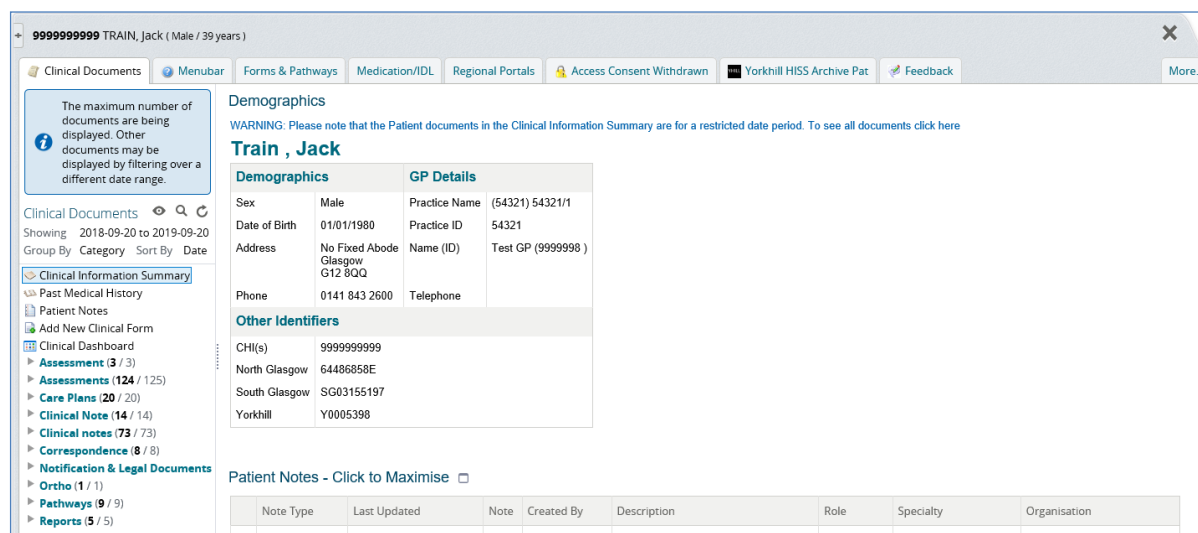
To access the Anticipatory Care Plan (ACP) Summary, you need to have an active CLINICAL PORTAL account. If you need to request a portal account, or update your permissions, you can do this using the MyAccount online process found on StaffNet via: [MyAccount Online Process](#).

## ■ 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.



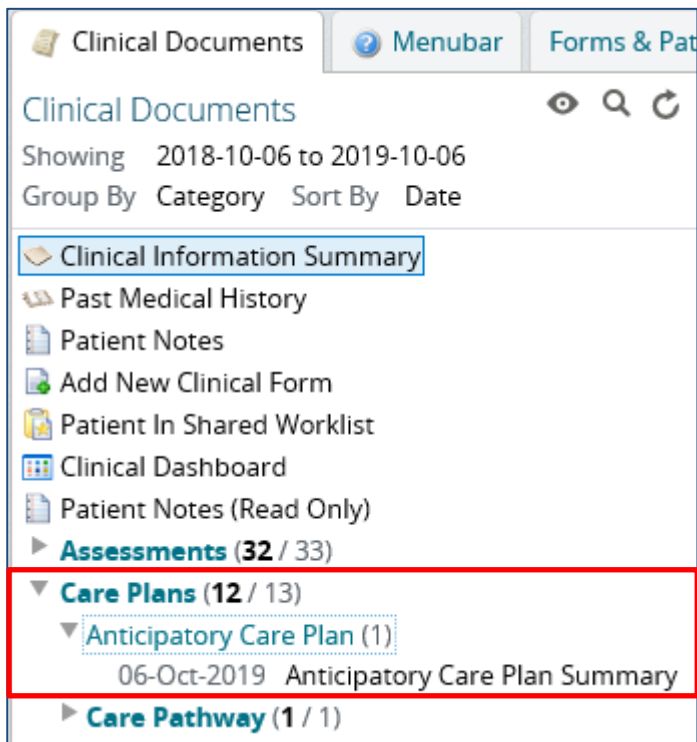
## ■ Viewing the ACP Summary within Clinical Documents

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.

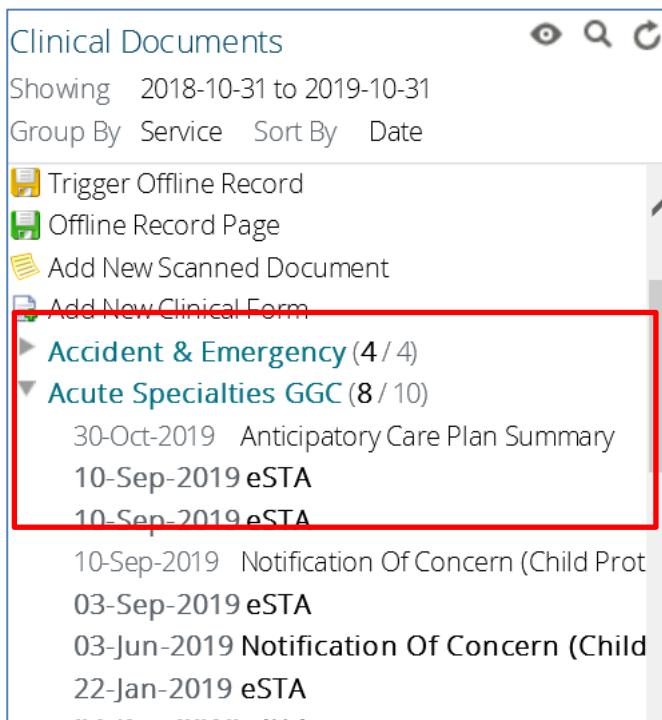
### Document Category View

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



### Service Category View

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



## ■ 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 in the screenshot below.
- Fields marked with a **red star \*** are mandatory fields.
- This will open the Anticipatory Care Plan Summary:
  - 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.**

9999999999 TRAIN, Jack ( Male / 39 years )

[Clinical Documents](#)
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[Clinical Dashboard](#)  
[Specialist Views](#)  
[Add / Update Anticipatory Care Plan Summary](#)  
[Clinical Documents \(Opens in a new window\)](#)

20007

### 4. Resuscitation & Preferred Place of Care

My preferred place of care  
test

My views about hospital admission / ceilings of therapy / family agreement  
test

Has DNACPR been discussed?	—	Comments	—
Refer to GP for further discussion re DNACPR	—	Comments	—

Clinical Frailty Score (Rockwood)

[Information Please click here for Clinical Frailty Scale definitions](#)

Clinical Frailty Score —

Form Closed No

[Amend](#)
[Print](#)

**Document version:** 1.1  
**Date of last revision:** 31/10/2019  
**Owner of document:** NHS GGC eHealth  
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