**GUIDE TO CORRECTING REGISTERED GP ON THE SPINE**

An issue has been identified with some patients who have attended another Surgery for other services such as Dermatology, Contraception Services or MIU.  These patients remain registered with practices, and, in the case of Dermatology for example, are registered at the other Practice as “Dermatology Other”.  However, in some cases the spine updates to show the other surgery as the registered practice.

These patients still appear on Emis in the correct way with no obvious sign that there is something wrong with their records.  It is often only when the patient attends secondary care and correspondence is sent to the wrong practice that this can come to light.  Obviously this has quite major clinical implications.

To find all patients affected in this way you will need to look under the SCR tab in Workflow (as per the instructions below page 2) and will need to correct the patients manually.  Please be aware that until you click on the “Summaries Awaiting Send” section of SCR (see below) there will not be any numbers showing in the brackets, giving the impression at first glance that there are no patients to check.



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**Deduct and re-register the patient on Emis to send a notification to the Health Authority to update both their records and the spine.**

**1 Identify affected patients**

* Emis
* Workflow
* SCR
* Summaries Awaiting Send
* Find all patients with a description of

**“PDS/SCR Core Differences, Registered Practice”**

**2 Log on to NHS Spine Portal**

* Launch Summary Care Record (SCR)
* Close warning message if one appears
* Enter NHS number in Find by NHS Number box
* Find
* Check General Practice details in the Key Details section for each patient above
* This should show as your Practice, but if affected by this problem will show as another Surgery.

**3 Deduct the patient in Emis and Re-register**

 \*\* Note – this will just send a link to the HA to update their records \*\*

* Emis
* Workflow
* Registration
* Actions
* Deduct patient
* Select patient
* Choose reason – Other reason
* Notes – enter “Incorrectly registered on the Spine”
* OK

**4 Re-register patient at your Practice**

* F5 – find patient (will now be showing as inactive)
* Registration
* Select Re-register on ribbon
* Find
* Couple to selected patient
* OK

***Any differences will appear in a yellow banner at the top of the screen and will need to be updated. These are most likely to be the Presentation Type, Country of Birth and Place of Birth. The patient should immediately show as registered with your Practice on the spine and approval will be sent through from the Health Authority.***