

## Recording date of death on the Summary Care Record Application (SCRa)

The SCRa is a web-based application which allows health and care professionals to view clinical and demographic information using:

Personal Demographics Service (PDS), Shielded patient flag (SPL), Summary Care Record (SCR), Child Protection - Information Sharing project (CP-IS), Female Genital Mutilation - Information Sharing (FGM IS) and Overseas Visitors and Migrants (OVM).

Generally, SCRa users have access to the following RBAC roles;

R8000: Clinical Practitioner Access Role (which also includes B0264 – Access SCRa and patient trace)

R8003: Health Professional Access Role

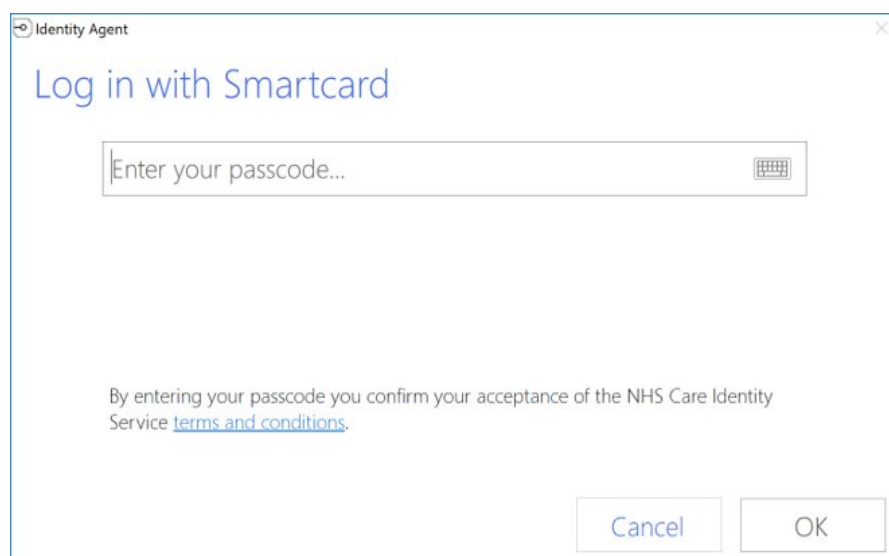
R8008: Admin/Clinical Support Access Role

The required RBAC codes required to record informal<sup>1</sup> deaths are:

**B0835** – Manage Patient Demographics and **B0837** – Decease Patient.

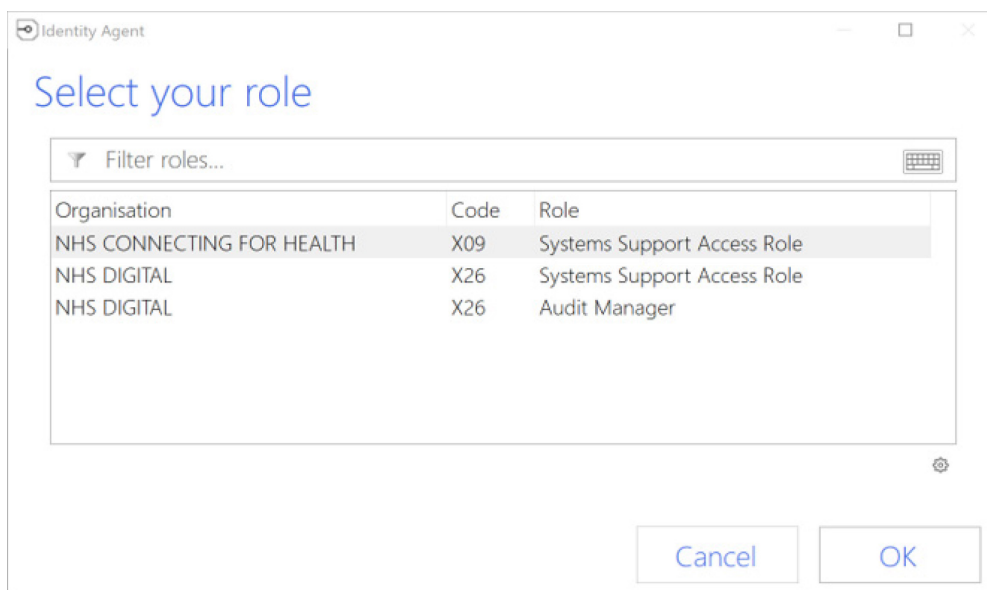
Both activities must be included in the same User Role Profile to provide this function to the user.

To access the SCRa you are required to use your Smartcard. Insert your smartcard and enter your passcode and select your role.



<sup>1</sup> **Informal Death** - Any death updated to PDS by a healthcare organisation via spine compliant system will be marked with an Informal death status. These are usually updated by a hospital when a person has died whilst in their care. Updates are in real time. In contrast, **Formal Death** - Following the civil death registration and the issue of a formal death certificate, all death information is sent to PDS, this is updated, and the death status is changed to formal.

Death information is received in batches so may take a few days to reach PDS. There may be a time lag for updates where the GP practice notify the death or where an inquest is required.



This will take you to the Spine Portal menu:

## National Health Service Spine Portal



**NHS Applications**

Welcome to the Spine Portal. The portal now lists all applications. You will only be able to access those relevant to the role you have logged on with.

*Note that all applications are launched in a child window.*

- > [Launch EPS Prescription Tracker](#)
- > [Launch End Point Registration Service](#)
- > [Launch Digital DS1500 Service](#)
- > [Launch Spine Reporting Service](#)
- > [Launch MESH User Interface](#)
- > [Launch Care Identity Service \(Replaces UIM, Calendra and CMS\)](#)
- > [Launch Alert Viewer](#)
- > [Launch MESH Online Enquiry Service \(MOLES\)](#)
- > [Launch Demographic Spine Application](#)
- > [Launch Summary Care Record \(SCR\)](#)

This will take you into the patient search screen, where you can search for the patient using their NHS number or other criteria.

Once your patient search has found your patient, you will be presented with the demographics screen as seen below.

NHS Summary Care Record - Key demographic information - Profile 1 - Microsoft Edge

https://portal2.national.nhs.uk/summarycarerecord/keydemographicinformation

Find a patient Change role Help Print Exit Summary Care Record NHS

**Mickey MOUSE** DoB 12-Dec-1990 Male NHS 999 010 9397 GP Practice H81062 Address o/o HSCIC TEST DATA MANAGER, Trevelyan Square, Leeds, UNITED KINGDOM, LS1 6AE

Patient Details

Key Demographic Information GP & Care Providers Contacts & Next of Kin Historical Information

⚠ This record may contain incomplete information. Please see items identified below

Effective since 05-Jul-2018

Preferred Name Not recorded

Alias Not recorded

Other Names Not recorded

**Key Details** Edit

Gender **Male**

NHS Number **999 010 9397**

Date of Birth **12-Dec-1990**

Birth Order Not recorded

Place of Birth Not recorded

Language Not recorded

General Practice **H81062 - HASLEMERE HEALTH CENTRE**

Consent to share **Express consent**

**Trevelyan Square**  
Leeds  
UNITED KINGDOM  
LS1 6AE  
Effective since 15-May-2019

Correspondence address Not recorded

Temporary address Not recorded

**Contact Information** View history Edit

Telephone **07778 368734** Mobile

Email **VOSALERTS@INPS.CO.UK** Main Home

Fax Not recorded

Textphone Not recorded

Written communication **Large print**

Contact preferences Not recorded

**Summary Care Record / Consent Preference**

SCR Consent Preference **Permission to view required**

**Covid-19 Risk Indicators**

**This person has been advised to consider shielding.**

This information may support you to manage this patient but should not be used in isolation as an assessment of risk. Patient management decisions should always be made drawing from the widest range of available information sources.

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Click edit in the “Key Details” section

NHS Summary Care Record - Edit Key Details - Profile 1 - Microsoft Edge

https://portal2.national.nhs.uk/summarycarerecord/editkeydetails

Find a patient Change role Help Print Exit Summary Care Record NHS

**Mickey MOUSE** DoB 12-Dec-1990 Male NHS 999 010 9397 GP Practice H81062 Address o/o HSCIC TEST DATA MANAGER, Trevelyan Square, Leeds, UNITED KINGDOM, LS1 6AE

**Editing Key Details**

⚠ Changing a patient's key details is a serious undertaking. It must be carried out with the utmost care and consideration for potential risks

Select OK to confirm changes **OK** Cancel

**Key details** \* Denotes required field

Gender  Female  Male  Not known

NHS Number **999 010 9397**

\* Date of Birth 12-Dec-1990

Time of Birth 00:00

Town of Birth

County/Province

Country of Birth Select from list

Language Select from list Mandatory when interpreter required

Interpreter required  Yes

**Death Notification** \* Denotes required field

Add an informal death notification. Only an informal death status is available on this system.

Add

Select OK to confirm changes **OK** Cancel

**Tips on editing key demographics details**

- The time of birth can be left blank
- If you are adding a place of birth, you can enter any one, two or all three of Town, County/Province and Country of birth.
- If an interpreter is required, a language must also be selected.
- You cannot make any change to a formally notified death.
- Once an informal death notification has been recorded, you can only edit the date of death - you cannot remove it in this application.

Need more help?

[Help with this screen](#)

[Tell me more about editing demographic details](#)

Go to top

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In the Informal Death Notification section click Add and insert the date of death and select OK to confirm the changes.

NHS Summary Care Record - Edit Key Details - Profile 1 - Microsoft Edge  
 https://portal2.national.ncrs.nhs.uk/summarycarerecord/editkeydetails

Summary Care Record NHS

Mickey MOUSE DoB 12-Dec-1990 Male NHS 999 010 9397 GP Practice H81062 Address o/o HSCIC TEST DATA MANAGER, Trevelyan Square, Leeds, UNITED KINGDOM, LS1 6AE

### Editing Key Details

Select OK to confirm changes **Ok** Cancel

#### Key details \* Denotes required field

Gender  Female  Male  Not known

NHS Number 999 010 9397

\* Date of Birth 12-Dec-1990

Time of Birth 00:00

Town of Birth

County/Province

Country of Birth Select from list

Language Select from list *Mandatory when interpreter required*

Interpreter required  Yes

#### Informal Death Notification \* Denotes required field

**!** Once an informal death notification has been recorded, you can only edit the date of death - you cannot remove it in this application

\* Date of Death

Time of Death [hh:mm]

Death registration status Informal

Select OK to confirm changes **Ok** Cancel

[Go to top](#)

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