

Using the Portal on your Desktop.

To get access to the portal follow this link - <https://portal.inhealthcare.thirdparty.nhs.uk/portal/login>

Once you have logged in, you will see the same residents name twice-

The screenshot shows a desktop view of a portal interface. On the left, there is a sidebar with 'Tasks' (80) and 'Patients'. The main area has tabs for 'Unprocessed tasks' and 'Processed tasks'. At the top right, there are buttons for 'Add new filter', 'Download collection form', and 'Sort tasks'. Two task entries are displayed for 'Donald Duck':

- Task 1:** Status: 3 - Normal. Created: 07-Apr-2022 11:51. Description: North Cumbria SBAR Assessment. Buttons: View task, View patient.
- Task 2:** Status: 5 - Information. Created: 07-Apr-2022 11:51. Description: North Cumbria SBAR Offboarding - Terminate service for this patient. Buttons: View task, View patient.

One says Assessment
One says Off boarding.

Off boarding is the same on the tablet app, only use this if you wish to no longer make referral for your resident. - it is like removing a friend on Facebook. It does not notify anyone of death, it simply takes them off the service.

Select 'View task' on the assessment box

This screenshot is identical to the one above, but with a red circle highlighting the 'View task' button for the first task entry (the '3 - Normal' assessment).

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This will now open a second box – select ‘Process Task’

North Cumbria SBAR Assessment

Patient name [REDACTED] Created date 07-Apr-2022 11:51
Date of birth [REDACTED] Task status Task scheduled
Severity 3 - Normal Assigned to Unassigned
Service North Cumbria SBAR
Description Assessment

Notes
There are no notes for you to view.

Exit Process task View patient

North Cumbria SBAR Care home SBAR assessment

Donald Duck

All fields are required unless otherwise indicated.

Who is the referral for? District Nursing (Out of hours only)
 CHoC (Out of hours only)

This service is for out of hours use only. (Weekdays 18:30 to 08:00 and throughout the weekend)

Use this service for minor health issues only

Are you able to complete the observations? Yes
 No

Exit Next

It will then become to look more familiar and ask you the questions it asks on the Tablet Application.

Continue to complete the form and Submit.

Once your form is complete the Assessment for that chosen resident will disappear.

Once control at CHoC have processed the referral, the name will reappear at the bottom of your residents list. You will need to select that resident and confirm that CHoC have received and replied. Once you have done this, in future that resident will appear at the bottom of the list (It does not move back up to where it first was)

Hope this helps 😊

Any further questions, please do not hesitate to ask 😊