Log In to ECS

1. Type, or copy and paste, the following URL into your Internet Explorer browser bar:

   https://ecsweb.mhs.scot.nhs.uk/ECS/Home/Login.aspx

2. Enter your Username and Password and click Login

**Important: This is the Live ECS System**

To access the ECS Test system click here.

To access the ECS Training system click here.

For any account issues or password resets, please contact your local health board ECS administrator. A list of these administrators can be found here.

For any application issues (not including password resets) - please see below for service desk details:

**Greater Glasgow & Clyde users:**
Please report to the GG&C Servicedesk at itservicedesk.nhss-gpc@atos.net or on 0345 612 5000.

**All other Health Board users:**
Please report to the NHSS Servicedesk at itservicedesk.nhss-ns@atos.net or on 0345 957 2700.

3. The Home page will be displayed

**Notes**
- Desktop Shortcut – Right click on the Login page and select ‘Create shortcut’
- Incorrect Login Attempts – ECS will suspend your account after three consecutive incorrect password attempts. You should contact your Community Pharmacy IM&T Facilitator if this happens.
- Recently Viewed Tab – You will only see patients in this list if you have been assigned this functionality.
Search for a Patient

1. Select the **Find Patient** option from the menu bar in the top left hand corner of the screen.

2. Enter the known details of the patient into the relevant search fields and click **Search**. You can search using any combination of the fields shown.

   ![ECS Emergency Care Summary](image)

   - Use the drop downs to refine your search.
   - **Advanced Search Options** allow you to search by GP or GP Practice.
   - If you have the patient’s CHI, you can use the quick CHI search field in the top right corner, then click **Go**.

3. Matching patients will be returned. Confirm Patient Details and click on the patient name in the list.

<table>
<thead>
<tr>
<th>CHI</th>
<th>Name</th>
<th>DOB</th>
<th>Sex</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>2222222222</td>
<td>Test McHughx</td>
<td>22/12/1922</td>
<td>M</td>
<td>Lothian Test House Elliburn Livingston</td>
<td>EH11 1TR</td>
</tr>
</tbody>
</table>
4. The ECS Consent tab is displayed. Before you view the Medicines & Allergies, you must ensure that you have gained the patient’s consent and ask if they want their GP to know about the access. Check the relevant boxes, as highlighted below, based on the patient’s responses.

Notes

- As soon as you have clicked on the patient record in the search list, this counts as a demographic access.
- The tabs shown for the patient will depend on what information the GP has stored on ECS. In the example above, the patient has Clinical Data, Palliative Data and a KIS record as well as Medicines & Allergies.
View Medicines and Allergies

1. After consent has been confirmed, click **View Clinical Information** or select the Medicines & Allergies tab.

An example of Repeat Medication in the **Medicines & Allergies** tab is shown below:

![Medicines & Allergies example](image)

**Notes**
- As soon as you select one of the tabs or click **View Clinical Information**, this counts as a clinical access on the ECS Access Report.
- Medication information is separated into Acute (within 30 days) and Repeat Medication (including Serial Prescription medication).
- To view Acute Medication prior to the last 30 days, click **Show All Medication Information**.
- You can update the GP consent at any time if the patient changes their mind about the GP knowing about the access - check or uncheck the box at the bottom of the screen.

Logging Out

When leaving the system, select **Log out** from the top right hand corner of the screen.