**PROTOCOL FOR CARERS REGISTRATION**

Surgery receives carer registration form.

**For the patient being cared for:**

* Open the patient’s record in EMIS:
* On the consultations page click ADD
* Click Problem and add: 918F Has a Carer (*select coded entry*)
* Change problem status to SIGNIFICANT
* Click Comment and (as free text) add name of carer and either:
* Type “same address” (if appropriate)
* their patient ID (if patient)
* Type in address if different

**If carer consents –** notify carers GP of the caring status of their patient.

**NB: If the patient has listed a second contact, this should be entered using the same process, adding “Second Contact” in free text**

* In “Patients Cared For” box click ADD
* Find the CARED FOR PERSON (if our patient only) and click OK
* Complete fields as appropriate
* Click SAVE

NO

YES

NO

**If the Carer is our patient:**

* Click dropdown arrow to Add from Existing Patient
* find the patient and click OK
* Complete fields (most will self populate from patient’s record)
* Click OK

**If the Carer is not our patient:**

* Click dropdown arrow to Add New Carer
* Complete fields as appropriate
* Click OK

**Carers’ Register:**

Open REGISTRATION page and click CARERS

**Is the Carer our patient?**

Click SAVE

**For the Carer:**

* Open the patient’s record in EMIS:
* On the consultations page click ADD
* Click Problem and add: 224484003 patient themselves providing care
* Change problem status to SIGNIFICANT
* As free text add name of person cared for and either:
* Type “same address” (if appropriate)
* their patient ID (if patient)
* Type in address if different
* Also add where appropriate: (*select code of condition caring for*)
* Click SAVE consultation
* Click NEXT PROBLEM
* Click Problem and add: 9NdG Consent given to share patient data with specified 3rd party (*select coded entry*)
* Change problem status to SIGNIFICANT

YES

Have they consented to share information with their Carer?