

# CAS User Guide

## SPEG Network

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## Introduction

This guide explains how to record data for SPEG patients in the Clinical Audit System (CAS).

## Patient Consent

We have a legal basis to capture patient data for the purposes of audit and quality improvement which means there is no requirement to gather patient consent.

## Why Collect Data?

Collecting data on SPEG patients is crucial for the network and to support its goals. The SPEG network uses the data regularly for reporting to get a better understanding of:

1. Who are our patients?
2. Where are our patients?
3. What conditions do our patients have?
4. When did we last see our patients?
5. What provisions are in place with patients with Adrenal Insufficiency?
6. What information do we have on patients with Turner's Syndrome?

## Access to CAS

To access CAS, open the IMS website ([www.ims.scot.nhs.uk](http://www.ims.scot.nhs.uk)) in Internet Explorer\* then:



(\*CAS is not fully configured to work in other internet browsers so best to use Internet Explorer.)

When you select '**Clinical Audit System**' from the drop-down menu, a new window will appear. Scroll to the bottom and you will see a list of the available CAS systems. Click '**Scottish Paediatric Endocrinology Network (SPEG)**' and a new web page will open.

**Please select your network below**

- [Children with Exceptional Healthcare Needs \(CEN\)](#)
- [Cleft Care Scotland \(CCS\)](#)
- [Care of Burns in Scotland \(COBiS\)](#)
- [Children and Young People's Allergy Network Scotland \(CYANS\)](#)
- [National Inherited Cardiac Conditions Scotland \(NICCS\)](#)
- [Scottish Paediatric & Adolescent Infection & Immunology National Managed Clinical Network \(HIV\)](#)
- [Scottish Paediatric & Adolescent Infection & Immunology National Managed Clinical Network \(PID\)](#)
- [Perinatal Mental Health Network Scotland \(PMHN\)](#)
- [Scottish Inherited Bleeding Disorder Network \(SIBDN\)](#)
- [Scottish Muscle Network \(SMN\)](#)
- [Scottish Obstetric Cardiology Network \(SOCN\)](#)
- [Scottish Paediatric & Adult Haemoglobinopathies Network \(SPAH\)](#)
- [Scottish Paediatric and Adolescent Rheumatology Network \(SPARN\)](#)
- [Scottish Paediatric Endocrinology Network \(SPEG\)](#)**
- [Scottish Paediatric Epilepsy Network \(SPEN\)](#)
- [Visual Impairment Network for Children and Young People \(VINCYP\)](#)

## Login and New Accounts

### Existing Users

If you are an existing user, enter your **'User Name'** and **'Password'** and hit **'Log In'**. If you have forgotten your password, click **'Forgotten password?'** to receive a new password via e-mail.

**NMCN Clinical Audit System**  
Version: 3.5 MCN Endocrine

**NHS**  
SCOTLAND

Log In

User Name:

Password:

[New User?](#)

[Forgotten password?](#)

**Warning**

The National Managed Clinical Networks (NMCN) Audit System gives access to confidential patient data. Users of the NMCN Audit System are authorised to access information on patients for whom they are providing clinical or administrative services. Access to information is subject to continuous audit. Misuse of the system may constitute a breach of codes of confidentiality and/or a criminal offence that may lead to disciplinary actions and/or to criminal prosecution.

**Support Contact Details**

NISG Service desk: 0141 282 2100  
MCN Email: [NSS.NISGServiceDesk@nhs.net](mailto:NSS.NISGServiceDesk@nhs.net)  
MCN Website: <http://www.mcn-cas.scot.nhs.uk/>

### New User

If you are a new user, click **'New User?'** (see above image) and complete the registration form. Please use our standard naming convention for usernames: *firstinitialsurname* (i.e. John Smith would register with username *jsmith*).

**Important:** To activate your account after completing the registration please e-mail: [NSS.imsrequests@nhs.scot](mailto:NSS.imsrequests@nhs.scot)

## Finding a Patient

### Option 1: Via CHI Search (preferred)

Enter the patient’s CHI number into ‘**CHI: Search**’ at the top right-hand corner.

**NMCN Clinical Audit System** | Welcome admin - Base Treatment Centre: RHSC Glasgow | [Change Base](#) | NHS SCOTLAND

Version: 3.5 MCN Endocrine | Last login: 27 July 2021 - 12:18 | [Logout](#)

Patient | Admin | Reports | Help | **CHI : 1111111111** | Search

**RUTHERFORD, THOMAS** | Born 11-Nov-1911 (109y) Gender Male CHI No. 1111111111

Patient demographic update available .....

24 BREAD STREET, EDINBURGH, EH3 9AF | Contact | No known allergies / alerts

Patient Treatment Centre: RHSC Edinburgh | Update | Patient Status: Not current | 12/06/2018 | Update

Demographics | Referrals | Conditions | Comorbidities | Encounters | Results | Medications | Interventions | Family History | Core Dataset | Audit

**Patient Consent**

Consent given?  ?

Date of consent: 01/08/2018 ?

**Patient Details**

CHI: 1111111111 [Update](#) ?

Surname: RUTHERFORD ?

Forename: THOMAS ?

Date of birth: 11/11/1911 ?

Gender: Male ?

Hospital Number: ?

Ethnicity: ?

Registered GP: HEPBURN, THOMAS [Details...](#) ?

**Address**

Address line 1: 24 BREAD STREET ?

Address line 2: EDINBURGH ?

Address line 3: ? ?

Address line 4: ? ?

Postcode: EH3 9AF ?

Health Board: Lothian ?

**Next of Kin**

Surname: ?

Forename: ?

[Copy Patient Address](#)

Address line 1: ?

Address line 2: ?

Address line 3: ?

Address line 4: ?

Postcode: ?

Telephone: ?

**Contact Details**

Home Phone: ?

Work Phone: ?

Mobile Phone: ?

Email Address: ?

**Allergies**

[Allergies / Alerts](#)

**Notes**

[Save](#) [Cancel](#)

Please note this is a test patient (above).

## Option 2: Via Patient Tab

Hit the 'Patient' Tab. Select 'Find Patient'.

**NMCN Clinical Audit System** | Welcome admin - Base Treatment Centre: RHSC Glasgow [Change Base](#) | NHS SCOTLAND  
 Version: 3.5 MCN Endocrine | Last login: 28 July 2021 - 12:48 [Logout](#)

Navigation: Patient (selected), Admin, Reports, Help | CHI :  Search

Find Patient (highlighted)

Add Patient

Gender:    All  
 Base Treatment Centre  
 Selected Treatment Centre

Forename:  Postcode:

Date of Birth:  Hospital Number:

In order to find a patient, you must fill in at least two search parameters, in this instance 'Surname' and 'Forename'.

**NMCN Clinical Audit System** | Welcome admin - Base Treatment Centre: RHSC Glasgow [Change Base](#) | NHS SCOTLAND  
 Version: 3.5 MCN Endocrine | Last login: 28 July 2021 - 12:48 [Logout](#)

Navigation: Patient (selected), Admin, Reports, Help | CHI :  Search

Search Parameters

Surname:  Gender:    All  
 Base Treatment Centre  
 Selected Treatment Centre

Forename:  Postcode:

Date of Birth:  Hospital Number:

CHI	Hospital Number	Forename	Surname	Address	Postcode	Date of Birth	Gender	Treatment Centre
111111111		THOMAS	RUTHERFORD	24 BREAD STREET EDINBURGH	EH3 9AF	11/11/1911	Male	RHSC Edinburgh

*Please note this is a test patient (above).*

## Adding a Patient

### Step 1: Enter CHI Number

Enter the patient’s CHI number into ‘**CHI: Search**’ at the top right-hand corner.

**Note:** Regardless of whether or not the patient has been entered into the system, searching for a patient’s CHI number will take you to the ‘Patients Details’ page. Therefore, this is a good way of also amending your existing patient details and adding more information to their file. This is the quickest method of finding one of your patients on CAS.

The screenshot shows the NMCN Clinical Audit System interface. At the top, there is a navigation bar with 'Patient', 'Admin', 'Reports', and 'Help' tabs. A search bar on the right contains 'CHI : 111111112' and a 'Search' button. Below the navigation bar, a red message states 'No patient matches this CHI Number'. The main form is divided into several sections: 'Patient Consent' (with fields for 'Consent given?' and 'Date of consent'), 'Patient Details' (with fields for 'Treatment Centre', 'CHI', 'Surname', 'Forename', 'Date of birth', 'Gender', 'Hospital Number', 'Ethnicity', and 'Registered GP'), 'Contact Details' (with fields for 'Home Phone', 'Work Phone', 'Mobile Phone', and 'Email Address'), 'Address' (with fields for 'Address line 1-4', 'Postcode', and 'Health Board'), 'Next of Kin' (with fields for 'Surname', 'Forename', 'Address line 1-4', 'Postcode', and 'Telephone'), and 'Allergies' (with a button for 'Allergies / Alerts'). A 'Notes' section is at the bottom. The 'CHI' field in the 'Patient Details' section is highlighted in yellow and has an 'Import' link next to it. The 'Save' and 'Cancel' buttons are at the bottom right.

## Step 2: Import details from SCI Store

Hit the 'Import' button. A new window will appear (see image below). This is the SCI store import function. Click 'Add'.

**NMCN Clinical Audit System**  
Version: 3.5 MCN Endocrine

Welcome admin - Base Treatment Centre: RHSC Glasgow [Change Base](#)  
Last login: 27 July 2021 - 12:18 [Logout](#)

**NHS SCOTLAND**

Patient Admin Reports Help CHI : 111111112 Search

No patient matches this CHI Number

**Patient Consent**  
 Consent given?  ?  
 Date of consent  ?

**Patient Details**  
 Treatment Centre: RHSC Glasgow ?  
 CHI: 111111112 **Import** ?  
 Surname  ?  
 Forename  ?  
 Date of birth  ?  
 Gender  ?  
 Hospital Number  ?  
 Ethnicity  ?  
 Registered GP  ?

**Contact Details**  
 Home Phone  ?  
 Work Phone  ?  
 Mobile Phone  ?  
 Email Address  ?

**Address**  
 Address line 1  ?  
 Address line 2  ?  
 Address line 3  ?  
 Address line 4  ?  
 Postcode  ?  
 Health Board  ?

**Next of Kin**  
 Surname  ?  
 Forename  ?  
  
 Address line 1  ?  
 Address line 2  ?  
 Address line 3  ?  
 Address line 4  ?  
 Postcode  ?  
 Telephone  ?

**Allergies**

**Notes**

**Search results:**

**Thisisa Test Patient**

CHI: 111111111  
 Gender: M  
 Date Of Birth: 11/11/1911  
 Address: 59 Testpatients Street Unknown  
 Postcode: NK01 0AA



### Step 3: Saving patient details

Clicking ‘Add’ in the previous step will import the patient details. Now hit ‘Save’ to add the patient to the database.

**NMCN Clinical Audit System**  
Version: 3.5 MCN Endocrine
Welcome admin - Base Treatment Centre: RHSC Glasgow [Change Base](#)  
Last login: 27 July 2021 - 12:18 [Logout](#)

NHS SCOTLAND

Patient
Admin
Reports
Help
CHI : 111111112
Search

No patient matches this CHI Number

**Patient Consent**

Consent given?  ?

Date of consent  ?

**Address**

Address line 1  ?

Address line 2  ?

Address line 3  ?

Address line 4  ?

Postcode  ?

Health Board  ?

**Patient Details**

Treatment Centre  ?

CHI  [Import](#) ?

Surname  ?

Forename  ?

Date of birth  ?

Gender  ?

Hospital Number  ?

Ethnicity  ?

Registered GP  ?

**Next of Kin**

Surname  ?

Forename  ?

Address line 1  ?

Address line 2  ?

Address line 3  ?

Address line 4  ?

Postcode  ?

Telephone  ?

**Contact Details**

Home Phone  ?

Work Phone  ?

Mobile Phone  ?

Email Address  ?

**Allergies**

Notes

## Adding a Condition

### Part 1: General Conditions Tab

**NMCM Clinical Audit System**  
Version: 3.5 MCN Endocrine

Welcome admin - Base Treatment Centre: RHSC Glasgow [Change Base](#)  
Last login: 27 July 2021 - 12:18 [Logout](#)

**RUTHERFORD, THOMAS** Born 11-Nov-1911 (109y) Gender Male CHI No. 1111111111

Patient demographic update available ....  
24 BREAD STREET, EDINBURGH, EH3 9AF Contact No known allergies / alerts

Patient Treatment Centre: RHSC Edinburgh Update Patient Status: Not current 12/06/2018 Update

Demographics | **Conditions** | Comorbidities | Encounters | Results | Medications | Interventions | Family History | Core Dataset | Audit

**Add**

Condition	Code	Subcondition	Date Diagnosed
Adrenal insufficiency		11 beta-hydroxylase deficiency	01/03/2019
Euthyroid goitre		Medullary carcinoma of thyroid	12/06/2018
Euthyroid goitre		Nodular goitre	04/08/2019
Short stature			01/10/2020

Page 1 of 1 | Displaying 1 to 4 of 4 items

### Essential Information

When adding a condition, please ensure the following information is entered:

**Condition Details - Enter New Condition**

Condition: ICD10 Search **Adrenal insufficiency** ?

Code: ?

Date Diagnosed: **01/07/2021** ?

Subcondition: **-- Please Select --** ?

P450c 11AS deficiency x

Outcome: ?

Outcome Date: ?

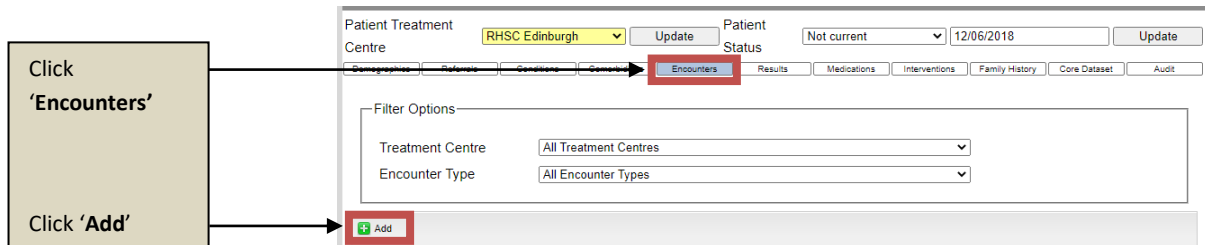
Save Cancel

**1. Condition**  
**2. Date Diagnosed**  
**3. Subcondition (if applicable)**

## Part 2: Adrenal Insufficiency

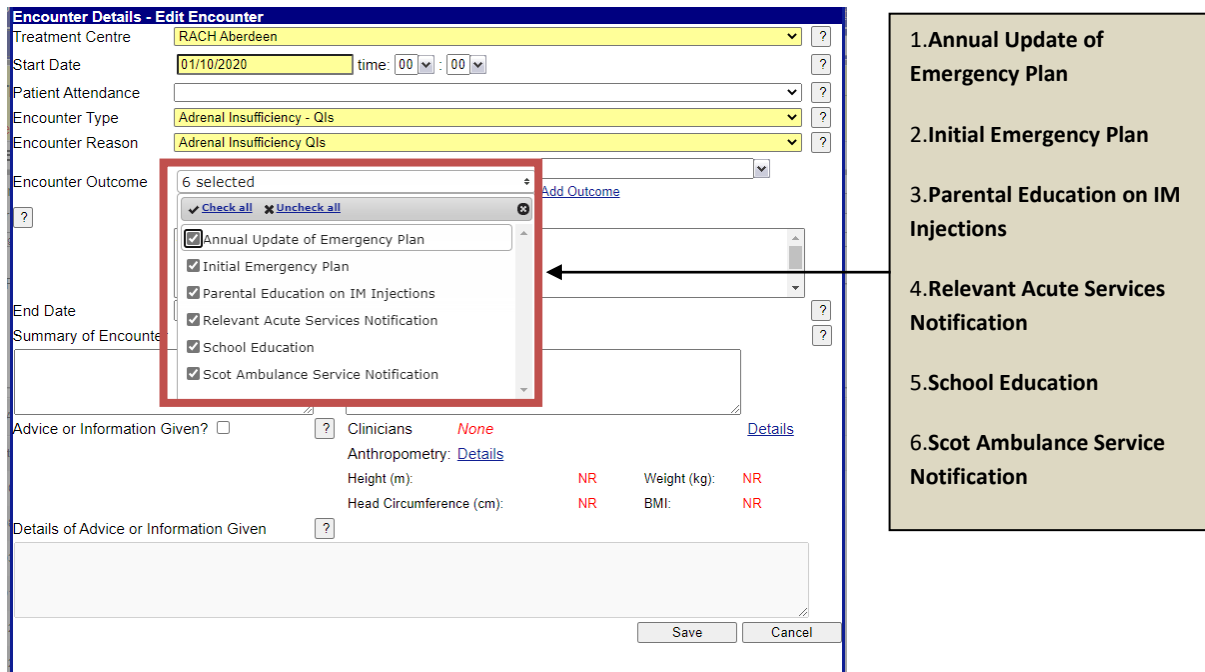
### Encounters Tab

When you add **Adrenal Insufficiency** to the **Conditions**, it is important to add navigate to the **Encounters** tab and fill in the following information (see image below).



### Essential Information

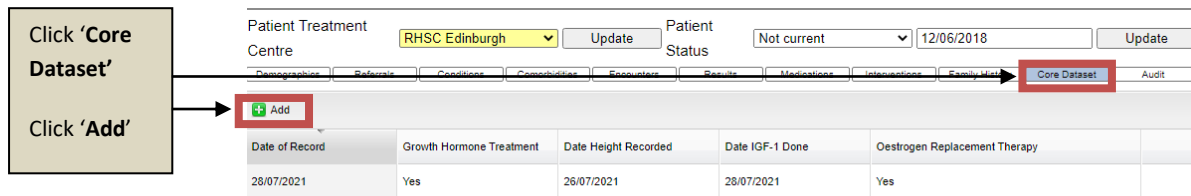
In the **Encounters Details** window, please ensure the following information is entered (including the mandatory yellow fields):



### Part 3: Turner’s Syndrome

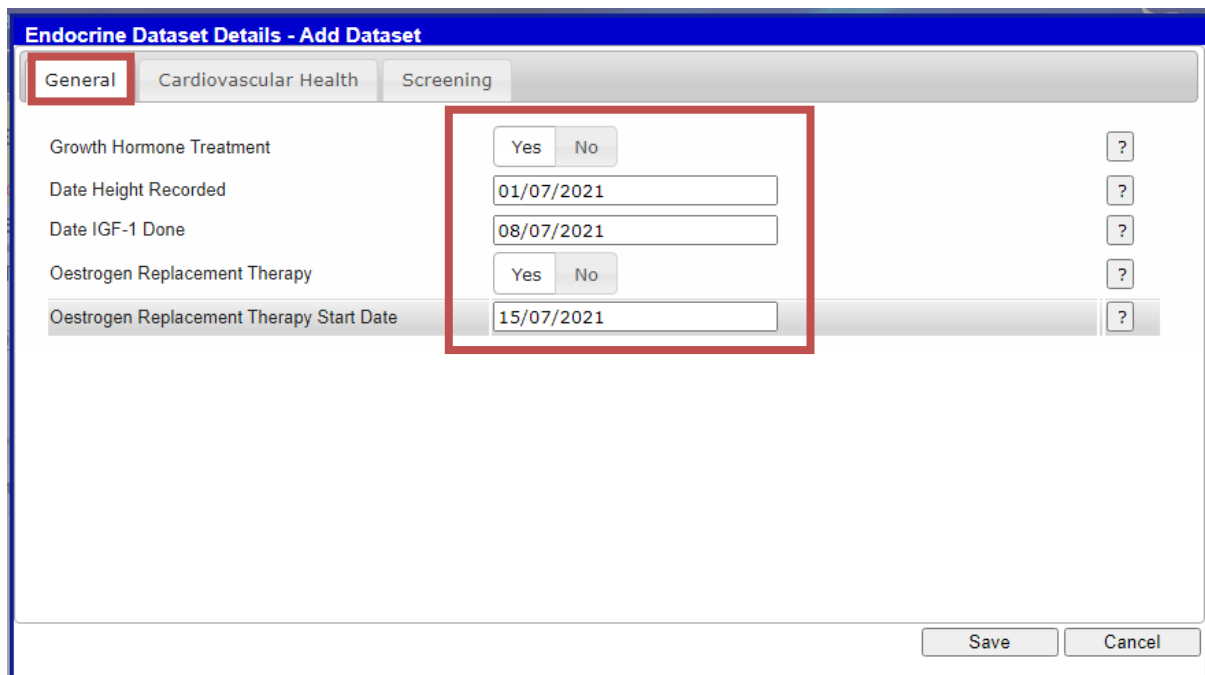
#### Core Dataset

When you add Turner’s Syndrome to the conditions field, an additional set of options will be available, located in the ‘**Core Dataset**’ tab. Click ‘**Add**’ and a new window will appear (see image below).



#### Essential Information

In the **General Tab**, please ensure the following information is entered:



In the **Cardiovascular Tab**, please ensure the following information is entered:

**Endocrine Dataset Details - Add Dataset**

General **Cardiovascular Health** Screening

Date Offered TTE	01/07/2021	?
Date of Last TTE/MR	08/07/2021	?
Date of BP	15/07/2021	?

Save Cancel

In the **Screening Tab**, please ensure the following information is entered:

**Endocrine Dataset Details - Add Dataset**

General Cardiovascular Health **Screening**

Date of Audiology Assessment	01/07/2021	?
Date of Annual TFT Screening	02/07/2021	?
Date of Annual HbA1c Screening	03/07/2021	?
Date of Ophthalmology Assessment	04/07/2021	?
Date of Clinical Exam for Scoliosis	05/07/2021	?
Date of Vitamin D Screening	06/07/2021	?
Date of Coeliac Screening	07/07/2021	?
Date of Liver Function Test	08/07/2021	?
Date of Renal USS at Diagnosis	09/07/2021	?
Date of Development and Behavioural Screening	10/07/2021	?

Save Cancel

## Adding Patient Encounters

### Encounters Tab

**NMCN Clinical Audit System** | Welcome admin - Base Treatment Centre: RHSC Glasgow | [Change Base](#) | NHS SCOTLAND

Version: 3.5 MCN Endocrine | Last login: 27 July 2021 - 15:08 | [Logout](#)

Patient: RUTHERFORD, THOMAS | Born 11-Nov-1911 (109y) | Gender Male | CHI No. 1111111111

24 BREAD STREET, EDINBURGH, EH3 9AF | Contact | No known allergies / alerts

Patient Treatment Centre: RHSC Edinburgh | Update | Patient Status: Not current | 12/06/2018 | Update

Filter Options:

- Treatment Centre: All Treatment Centres
- Encounter Type: All Encounter Types

**+ Add**

Start Date	Treatment Centre	Encounter Type	Patient Attendance	Summary of Encounter
01/10/2020	RACH Aberdeen	Adrenal Insufficiency - QIs		
04/08/2019	RHSC Edinburgh	Clinical Visit - Doctor	Attended	Free text
01/03/2019	Ninewells	Adrenal Insufficiency - QIs		
01/01/2019	RHSC Glasgow	Adrenal Insufficiency - QIs		
01/12/2018	RHSC Glasgow	Adrenal Insufficiency - QIs		
01/12/2018	RHSC Glasgow	Adrenal Insufficiency - QIs		
01/10/2018	RHSC Glasgow	Adrenal Insufficiency - QIs	Attended	
01/09/2018	RHSC Glasgow	Adrenal Insufficiency - QIs	Attended	
01/08/2018	RHSC Glasgow	Tests	Attended	

Page 1 of 1 | Displaying 1 to 10 of 10 items

### Essential Information

When adding a patient encounter, please ensure the following information is entered:

**Encounter Details - Enter New Encounter**

- Treatment Centre: RHSC Glasgow
- Start Date: 06/07/2021 | time: 00 : 00
- Patient Attendance: Attended
- Encounter Type: Tests
- Encounter Reason: Bone Age

Encounter Outcome: Select options | [Add Outcome](#)

End Date: [ ]

Summary of Encounter: [ ] | Tests Requested: [ ]

Advice or Information Given?  Clinicians: None Recorded | [Details](#)

Anthropometry: [Details](#)

Height (m): NR | Weight (kg): NR

Head Circumference (cm): NR | BMI: NR

Details of Advice or Information Given: [ ]

Buttons: Save, Cancel

1. Treatment Centre
2. Start Date
3. Patient Attendance
4. Encounter Type
5. Encounter Reason