

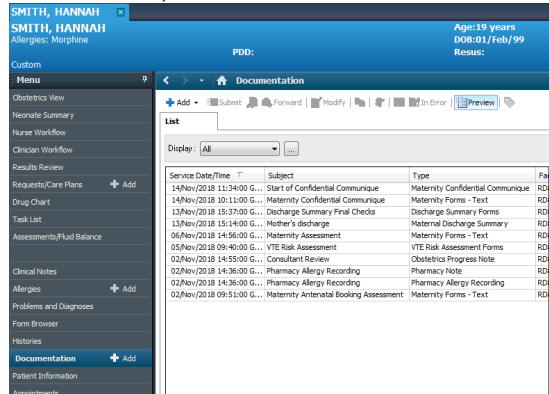
## UPDATING THE CONFIDENTIAL COMMUNIQUE

1.

This guide will show you through the process of updating the Confidential Communique. If you identify a problem and need to start a Confidential Communique rather than modify an existing one, please refer to 'Ref 221 Starting the Confidential Communique'.

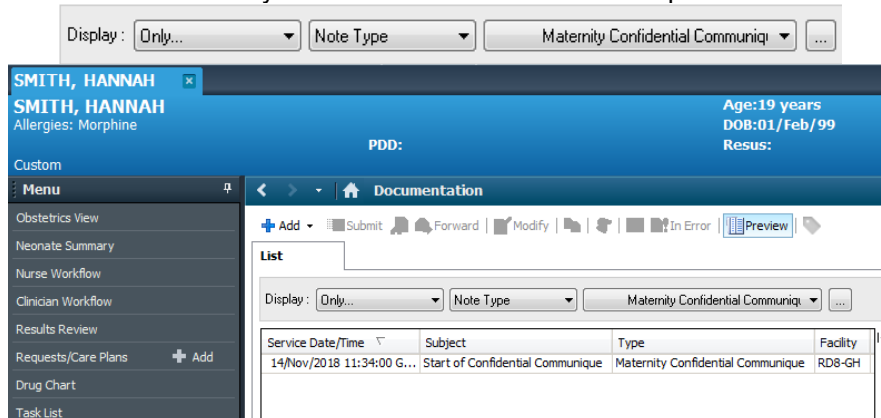
2.

From within the Woman's record, select Documentation from the main left hand menu.



3.

If you cannot see the Maternity Confidential Communique from the list that appears immediately, you can filter the search to only show the Confidential Communique documentation.



4.

Single left click on the document for it to display on the right. Preview the details and select Modify. Insert addendum at the bottom where indicated and then click Sign when finished (bottom right).

Start of Confidential Commu... X

Hide Note Details

\*Type: Maternity Confidential Communique \*Author: Manager, Midwife

\*Date: 14/11/2018 11:34:00 GMT Status: Auth (Verified)

Subjects: Start of Confidential Communique

Associated Clinical Staff:

Patient Level Document:

Unsupported mothers	Yes
Parent/carer 'look after' in past	No
History of Social Care involvement with prospective parents or family	No
Further information	Disclosed domestic abuse during clinic visit.

Client Understands information is to be shared	Yes
Client Understands information shared date	N/A
Health Visitor	
Health Visitor name date	
Adult Safeguarding Referral	
Children and Family Practices referral	
Multi-Agency Referral	
Child Protection (Birth Plan)	
Action / Message date	MARF to be completed alongside adult safeguard referral today.

Action / Message date

Insert Addendum Here:  
Type addendum to document here.

Documentation shows as updated.  
Do not forget to remove filter to see all notes again!

5.

The screenshot shows the eCARE Documentation interface. At the top, there is a navigation bar with options like 'Add', 'Sign', 'Forward', 'Modify', 'In Error', and 'Preview'. Below this is a 'List' section with filters for 'Display' (set to 'Only...'), 'Note Type', and 'Maternity Confidential Communiq'. A table lists notes with columns for 'Service Date/Time', 'Subject', 'Type', and 'Facility'. One note is selected, showing details on the right. The note is a 'Maternity Confidential Communique' dated 14 November 2018 11:34 GMT. It includes the name of the GP, Ayub Kerawalla, and the patient's name, Hannah Smith. The interface also displays a red warning: 'Document Contains Addenda'.

Service Date/Time	Subject	Type	Facility
14/Nov/2018 11:34:00 G...	Start of Confidential Communique	Maternity Confidential Communique	Pending R...

**Result type:** Maternity Confidential Communique  
**Result date:** 14 November 2018 11:34 GMT  
**Result status:** Modified  
**Result title:** Start of Confidential Communique  
**Performed by:** Manager, Midwife on 14 November 2018 11:39 GMT  
**Verified by:** Manager, Midwife on 14 November 2018 11:39 GMT  
**Visit info:** 4243 126, RD8-GH, Inpatient, 02/Nov/18 -

**Document Contains Addenda**

**Maternity Confidential Communique**

GP: AYUB KERAWALLA  
FISHERMEAD BOULEVARD  
FISHERMEAD  
MILTON KEYNES MK6 2LR

Date: 14-NOV-2018

Patient: HANNAH SMITH  
Buckingham Palace  
LONDON SW1A 1AA

NHS No: MRN: 910146

Tel:  
Mob:  
DOB: 01-FEB-1999 (19 Years)