My Care Bridge Education User Guide Version 1

MyCareBridge

provide.mycarebridge@nhs.net — 9:14 PM (43 minutes ago)
to me

Dear Test School,

This email is to inform you that your educational setting account has been added to MyCareBridge – a digital platform to manage referrals on to our ASD and ADHD assessment pathway for the child/young person.

These referrals are managed on the MyCareBridge online portal, where parents, schools and other professionals who are involved with the child/young person can submit supporting information about the child/young person and their needs. This information will allow our clinical team to make a decision on the best pathway for the child/young person.

This message is to give you access details for the MyCareBridge portal, as we need you to submit additional information to progress this referral.

Click the button below to activate your account:

Activate Account

This link is valid for 7 days only.

If you already have an account on MyCareBridge platform, you can login to your portal by using the link below:

Login Here

Please be aware that if we do not receive this information within 3 weeks (during school term time), the referral will not be progressed further. If you are unable to access or complete the questionnaire online, please contact the children & young people's community health services team at Provide Digital on 9999999999 or ellie.williams19@nhs.net as soon as possible.

Many Thanks

MyCareBridge Platform

Activating your account

You will receive an email from the MyCareBridge (MCB) admin with instructions to create your account.

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Set New Password

Email

armanquddusnhs@gmail.com

Password

••••••••••   👁

Password must contain the following:

- Minimum 8 characters
- At least one uppercase
- At least one lowercase
- At least one special character
- At least one number
- Password and Confirm password must be the same

Confirm Password

Enter Confirm Password   ⋯ 🚫

SUBMIT

Registering your account

Create a secure password for your account.
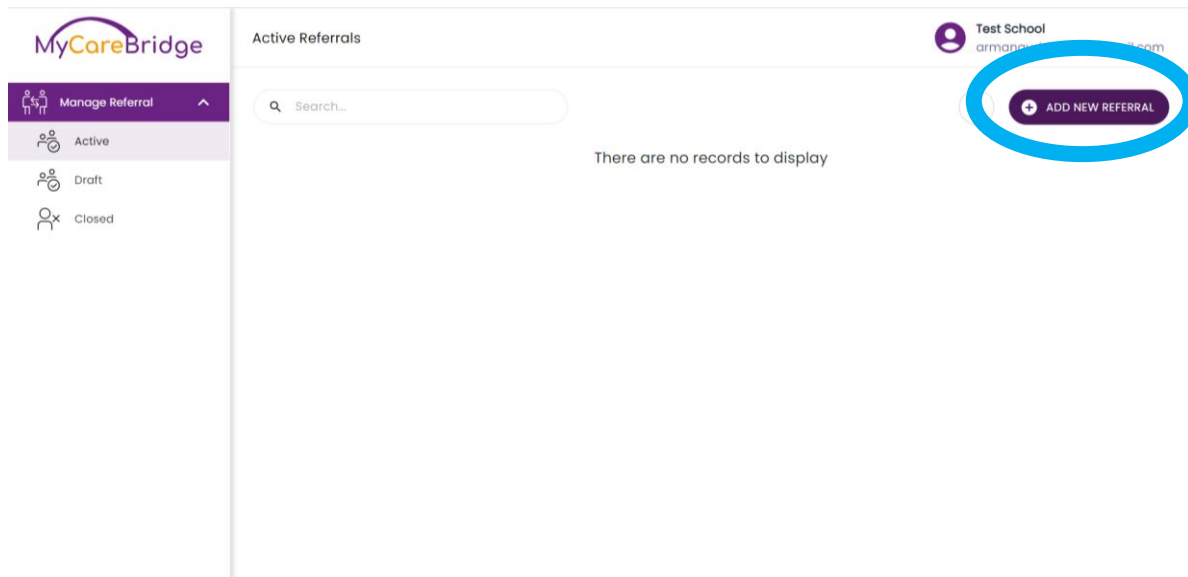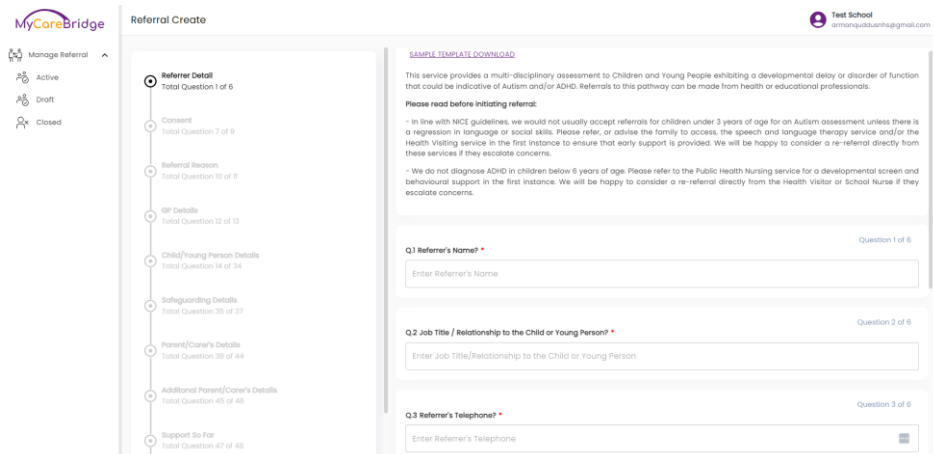
Landing page/Active Referrals

Once you've created your account, you will be directed to this page. You may or may not see any active referrals displayed here initially.

Referrals can be added to your portal either by the MCB admin team (if a child/young person's referral has been generated by another professional, for example a GP) or by you.

If another professional has made a referral for a child/young person who attends your education setting, it will be visible in your portal and ready for you to complete the education report (see page 5).

If a referral hasn't been created for the child/young person, you can start the referral process by clicking the 'ADD NEW REFERRAL' button (Blue Circle).

Creating a New Referral
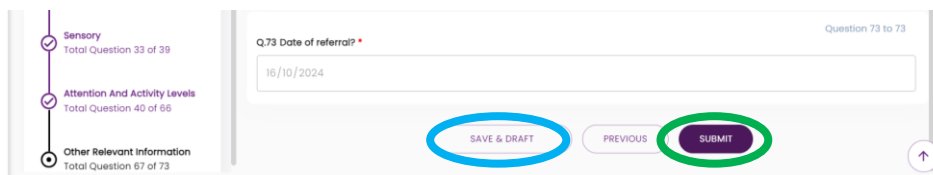
Please answer all questions as displayed.

While completing the referral, you can save your progress and return to it later by clicking the 'SAVE & DRAFT' button (blue circle). To access the saved referral, go to the 'Draft' tab (pink circle) and click the 'Action' button (orange circle) to continue.
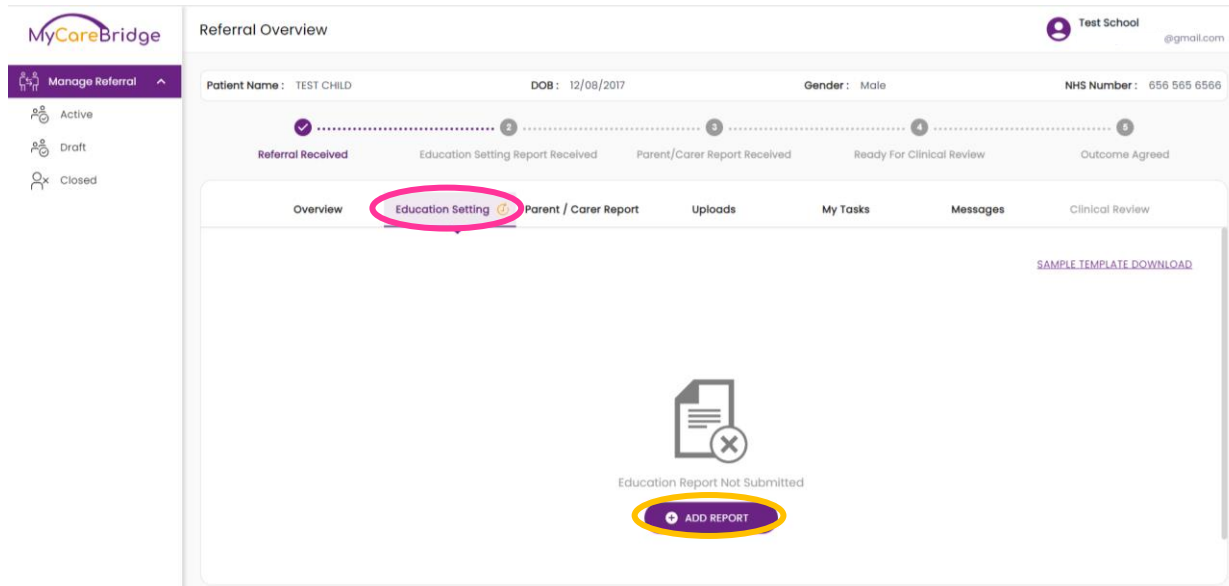
Once you've finished, click the 'SUBMIT' button (green circle) to complete the referral.

Education Report

To proceed with this referral, you must complete the education report. Once the initial referral has been created, either by the MCB admin or yourself, it will appear in the 'Active' tab (green circle). To access the referral, click the 'Action' button (blue circle).

Next, go to the 'Education Setting' tab (pink circle) and click the 'ADD REPORT' button (orange circle) to fill in the education report.

Referral Overview

Once you have completed the education report. You will be able to view your answers on the "Education Setting" tab. If you made a mistake in the report, please contact the MCB admin who will be able to edit the report.

You have the option to download both a template report (green circle) or the report (blue circle) you completed.

You may receive a task from the MCB admin. You will be notified via email and you can see this on the "My Tasks" tab (orange circle). To view the task, click on the "Action" button (pink circle) to view their message. Once done click on the action button and select "Mark as Complete". The status will change from "Pending" to "Done".

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Manage Referral ▲
- Active
- Draft
- Closed

Closed Referrals

Test School
i@gmail.com

Search...

#	Referral ID	Patient Name	Created Date	Patient DOB	NHS Number	Pathway Status	Next Milestone	Outcome	Source	Action
01	CHEU6C4Y QDBJ	TEST CHILD	16/10/2024	12/08/2017	656 565 6566	Referral Closed	-	Accepted	Education	⋯

Closed Referrals

This section displays the overall outcome of each referral, indicating whether it has been accepted or rejected.