**How To: Record the outcome for a COVID-19 Medical Exemption Application following clinical assessment**

1. **Launch** the NHS Spine Portal via your Desktop shortcut or through your web browser

[**https://portal.national.ncrs.nhs.uk/portal/**](https://portal.national.ncrs.nhs.uk/portal/)

N.B. Microsoft Internet Explorer is no longer supported

1. Ensure you are logged in with your **Smartcard** – You cannot access the portal without it.

Click on **Launch Summary Care Record (SCR)**

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Your Smartcard must have *Patient trace (B0264)* access rights. If you do not have the correct permissions, you will not be able to proceed further – please speak to IT.

1. **Search** for the patient whose application form you are processing by entering their **NHS number** and clicking on **Find**
2. **Check** the demographic details of the patient displayed in SCRa match those on the application form and your local clinical system
3. Click on the **COVID-19 Exemptions** tab, then click **Record a COVID-19 exemption application outcome**

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1. **Select** the outcome from the list of options, then click **Record a COVID-19 exemption application outcome** to save your entry

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1. A green banner will confirm that the outcome had been **successfully added** and details of the outcome will be displayed below

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1. **Exit** the Shared Care Record

For the latest information, visit

<https://digital.nhs.uk/services/summary-care-record-application/covid-pass-medical-exemption>