

Top tips for an effective carers register

1. **Have a named person responsible for the carers register and its upkeep.**
2. **Code a patient as a carer** using the latest SNOMED codes / [guidance from NHSE](#)
3. **Add as an Active Concern** (System1) Active Problem (EMIS). This means that it will be seen on the patient's summary page and can be referenced easily by clinical and non-clinical staff.
4. **Link the carer record to the person with care needs** ensuring that it is clear on both patient records.
5. **Seek consent** when registering the carer and person with care needs to
 - From the person with care needs to allow the carer to have access to medical records and correspondence.
 - From the carer to generate a referral to Carers Support West Sussex.
6. **Train staff** to 'think carer' and know to check a patient summary when booking appointments, especially if the patient communicates any concern around access or booking.
7. **Have a clear offer for carers** – which makes your carers register purposeful to the surgery and carer patients. This could include annual health checks, flu vaccines, flexible appointments, access to medical information of cared for, early health screening. See ['Define your offer to carers'](#) for more information.
8. **Update records** – when the status of the person with care needs changes, ensure it is reflected in the carer records. For example, moving from 'patient themselves providing care' to 'Is no longer a carer'