

Portal and Post-Cataract Guide Overview

To access the portal go to the following address: <https://system.communityhealthservices.co.uk>

Your username for the portal is the email that this communication has been sent to (i.e. your email address).

Your temporary password is **Password123**

THE PASSWORD IS CASE SENSITIVE – THIS OFTEN CATCHES PEOPLE OUT!

Once you have clicked on this you can save it in your favourites within your browser for easier access in the future. Usually 'favourites' are added by clicking on a 'star' on the top right of your internet page (see below):



Once you are logged in to the portal you can easily change your Account Details and Password by clicking in the top right-hand corner on your email address. See below:

Community Eyecare
Ophthalmology Administration System

 as: [david.c@chec.uk](#) (Admin) [Logout](#)
Last login: 10:13am 3rd December 2020
[Manage System Choice](#)



My Account

Title*	<input type="text" value="Mr"/>	Only enter a password if you wish to change it.	
Firstname*	<input type="text" value="David"/>	New Password	<input type="text" value="New password..."/>
Lastname*	<input type="text" value="Coleman"/>	Confirm New Password	<input type="text" value="Confirm new password..."/>
Email Address*	<input type="text" value="david.c@chec.uk"/>		<input type="button" value="Save"/>

Once changed ensure you click the blue 'Save' button at the bottom of the page.

Your portal has been set up for you to have access secure online referring and the post cataract form.

When you login you will see the following 2 options:

Select System

 Your user account is associated with multi-role access
Choose the system you wish to use for this session

<input type="radio"/>	Optometry Referral System	<input type="radio"/>	CHEC Administration System
-----------------------	---	-----------------------	--

For referrals select 'Optometry Referral System' then select set system this will take you straight to the referral form where you can upload your patient referral.

To exit this page select manage system choice top right, this will take you back to the 2 options previous.

Logged in as: [david.c@chec.uk \(Guest Optom\)](#) [Logout](#)
Last login: 16:22pm 4th December 2020
 [Manage System Choice](#)

For the post-cataract form select 'Chec Administration System' and click the 'Set System' button.

Select System

 Your user account is associated with multi-role access
Choose the system you wish to use for this session

[Optometry Referral System](#) [CHEC Administration System](#)



[Set System](#)

You will then see 'Optometry' on the task bar top left if you hover over optometry a drop down with post cataract will appear for you to select and complete your post cataract form.

Community Eyecare Ophthalmology Administration System



Once you have completed the form click 'Send'.

You will receive an automated confirmation to your email address.

When you wish to change to the different system this is always done by selecting 'Manage System Choice' on the top right of your screen.