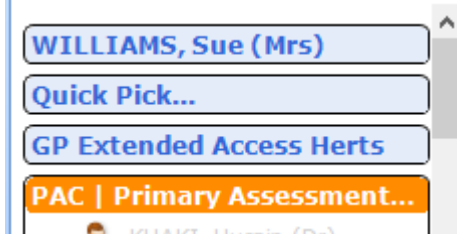


EMIS instructions for remote hub

Log into Herts Health EMIS, user number 136761

The staff will be registering patients you see but as they are busy, sometimes the patients may not be registered, please email them to let them know who you want added

Left hand side at bottom, click on the Herts Health Hub EA tab

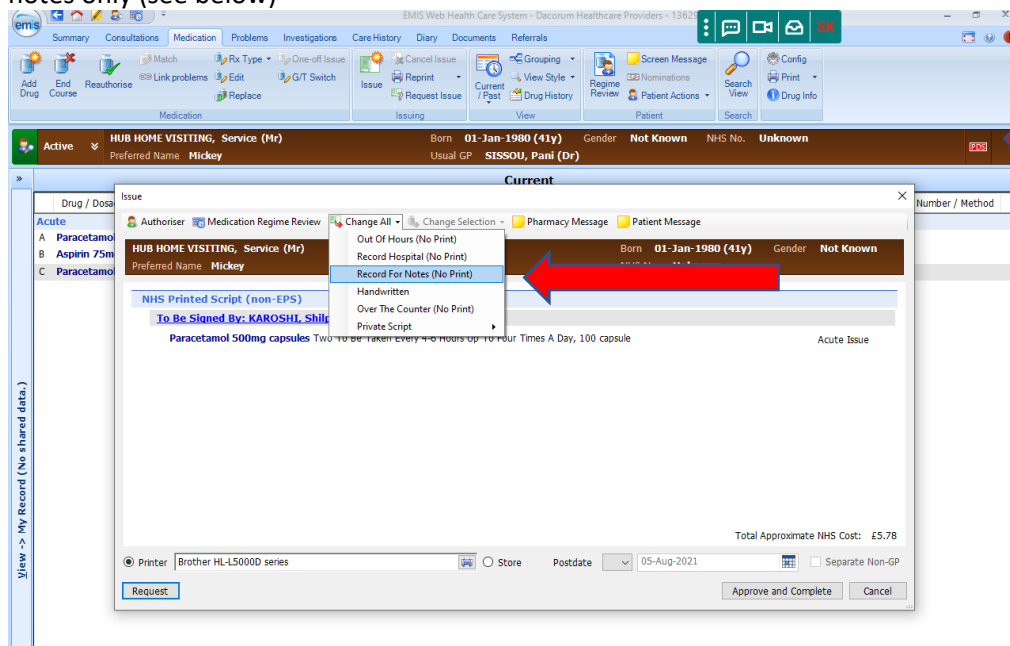


Your list will come up as below but will have patients booked in from the Practices

PAC Cold Hub telephone all remote- Pharmacist 10 to 6pm (10:00-18:00)	
NO UNDER 3 NO MATERNITY unless MINOR ILLNESS NO MENTAL HEALTH	
Time	Description / Patient Name
10:00	Cold Hub Telephone Allum Embargoed (lifts at 14:00 on 08-May-2022)
10:15	Cold Hub Telephone Allum Embargoed (lifts at 14:00 on 08-May-2022)
10:30	Cold Hub Telephone Allum Embargoed (lifts at 14:00 on 08-May-2022)
10:45	Cold Hub Telephone Allum Embargoed (lifts at 14:00 on 08-May-2022)
11:00	Cold Hub Telephone Allum Embargoed (lifts at 14:00 on 08-May-2022)

Right click on the patient and click on 'view medical record'

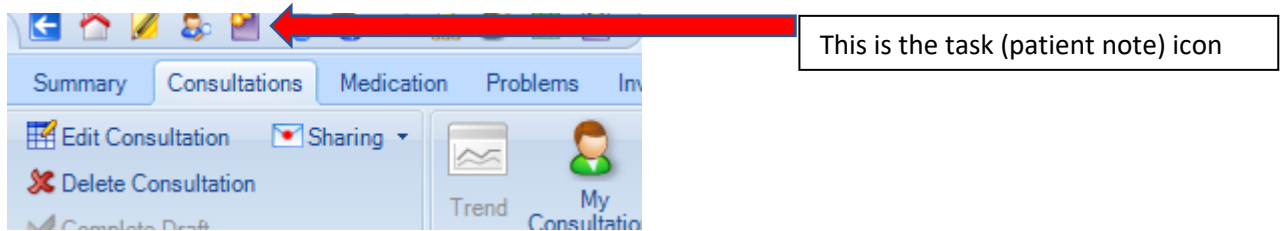
This takes you into the patient's records at the Practice. All consultation notes are entered on the patient's records, as previously including adding the medication. Please record the medication as for notes only (see below)



Make sure this box is blue when in HH EMIS or EPS will not

Sending tasks to Surgeries

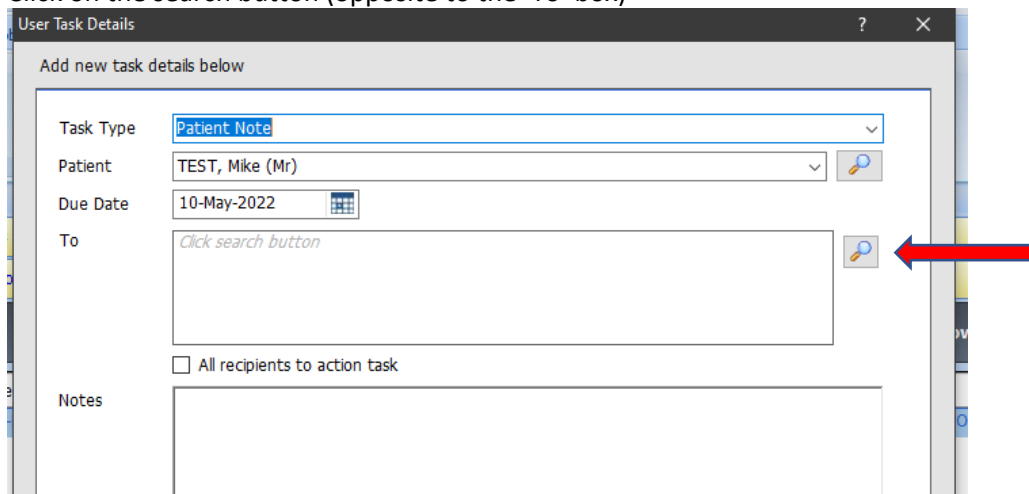
When you have a patient open in their practice records (to enter a consultation) you can do a 'task' from here.



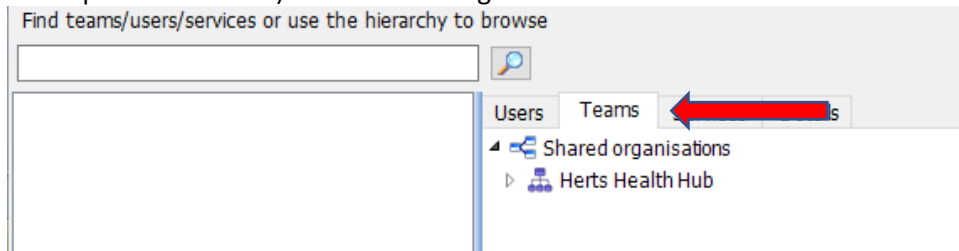
Add a task

You will need to do this once you have typed a referral or completed an offline test request as we are currently unable to send these electronically.

Click on the search button (opposite to the 'To' box)



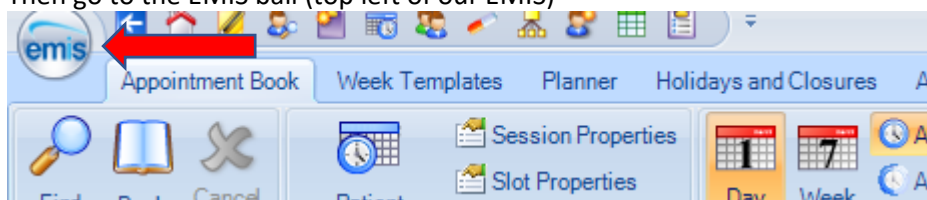
Then click on the 'Teams' button, this will give you each Practice admin group (only available when in the patients records) - You are looking for the 'Extended Access Actions' Group



To issue a script via EPS

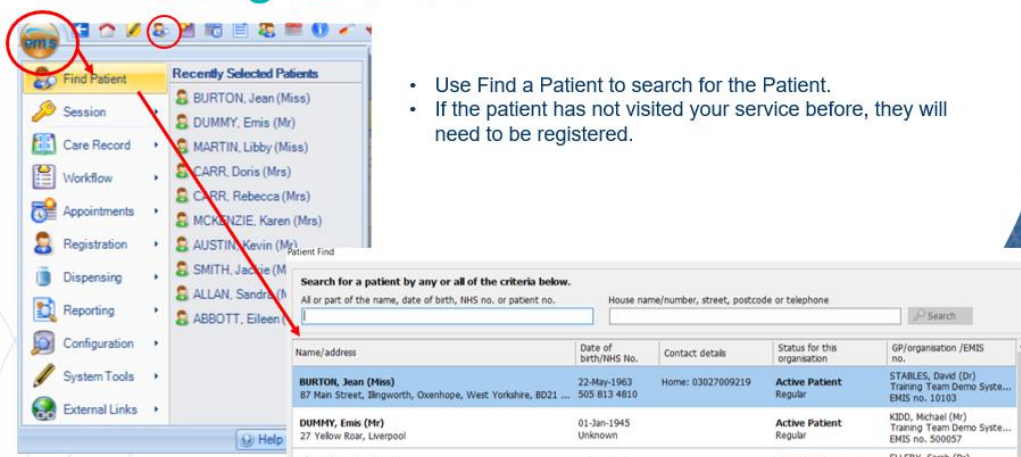
Once you have entered all notes on Practice (patients records) added the medication that you want to prescribe, issue and save to notes (this makes the Practice aware that it has been given)

Then go to the EMIS ball (top left of our EMIS)



Click 'Find patient'

Searching for PT's



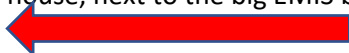
The screenshot shows the EMIS software interface. On the left, a menu is open with 'Find Patient' highlighted. A red circle is drawn around the EMIS logo in the top left corner, and another red circle is around the 'Find Patient' menu item. A red arrow points from the 'Find Patient' menu item to a search results window. The search results window displays a table of patient information.

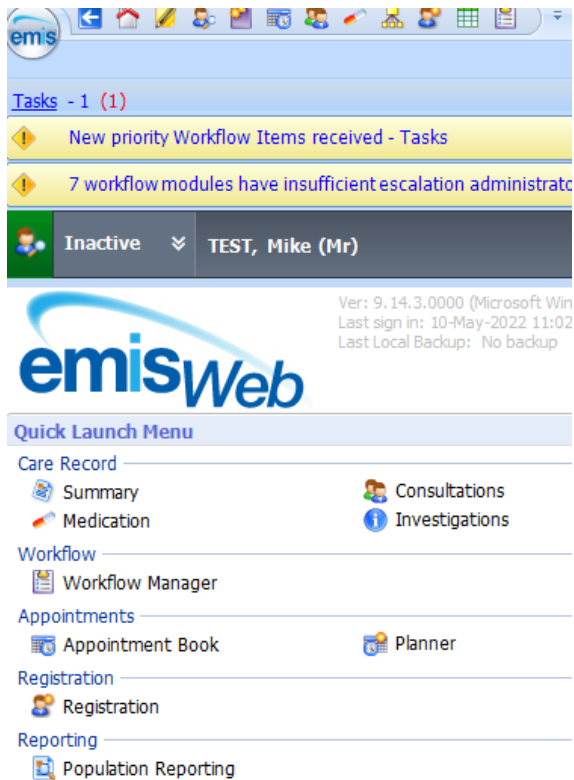
- Use Find a Patient to search for the Patient.
- If the patient has not visited your service before, they will need to be registered.

Name/address	Date of birth/NHS No.	Contact details	Status for this organisation	GP/organisation /EMIS no.
BURTON, Jean (Miss) 87 Man Street, Ilgworth, Osenhope, West Yorkshire, BD21 ...	22-May-1963 505-813 4810	Home: 03027009219	Active Patient Regular	STABLES, David (Dr) Training Team Demo Syste... EMIS no. 10103
DUMMY, Emis (Mr) 27 Yellow Roar, Liverpool	01-Jan-1945 Unknown		Active Patient Regular	KIDD, Michael (Mr) Training Team Demo Syste... EMIS no. 500057

You then log into our EMIS where the patient will have a brown address bar instead of blue as we register them as 'other'

Click on the house, next to the big EMIS ball - Then choose medications from the front of EMIS





You then add the medication to the patient on our system (shows with a brown bar with patient's name and address) This time when you issue the meds you can sign and send the script via EPS to the chemist of patient's choice, this can also be done for all Theobald patients. You will still have to print the consultation notes and send via email just for Theobald patients.

Summary

EMIS patients

- Enter the consultation notes on Patients Practice EMIS (as you have done previously)
- Record the medication for practice notes only
- Issue medication from within Herts Health EMIS – remember it has a brown bar