

NECS Clinical Systems Specialist Team EMIS Web – Adding a Code

Adding a Code to the Patient Record

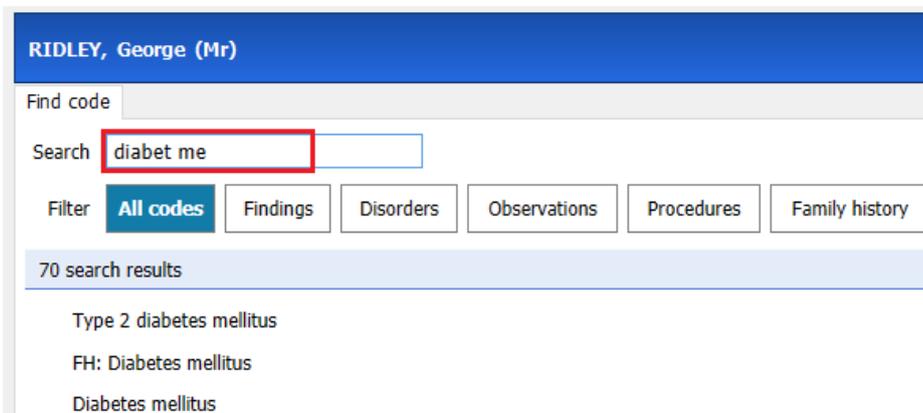
You can add a code from any part of the care record apart from the medication screen. Remember only codes added during a consultation will be visible on the consultation screen – for further information on consultations refer to the separate guide.

1. Search for and select a relevant patient and access their medical record.
2. Click the downward arrow under the **Add** button in one of the care record tabs.



3. Select **Code**.
4. **Search** for the code using text or a specific code if you know it. Use the filter buttons underneath the search if you want to restrict the results to a type e.g. Disorder.

Add a Code

A screenshot of the 'Add a Code' search interface. At the top, the patient's name 'RIDLEY, George (Mr)' is displayed in a blue header. Below this is a 'Find code' search bar containing the text 'diabet me'. Underneath the search bar are several filter buttons: 'All codes' (which is selected and highlighted in blue), 'Findings', 'Disorders', 'Observations', 'Procedures', and 'Family history'. Below the filters, it says '70 search results'. The first three results are listed: 'Type 2 diabetes mellitus', 'FH: Diabetes mellitus', and 'Diabetes mellitus'.

5. Double click to **select the code** from the search results.

Note: If appropriate select a more specific code from the related codes from the right hand side.

If the code has any synonyms they will be displayed when you click the downward arrow in the blue box. Synonyms have the same Concept ID but different description IDs.

68 search results

- A Type 2 diabetes mellitus
- B FH: Diabetes mellitus
- C Diabetes mellitus
- D [RFC] Diabetes mellitus *EMIS code*
- E Type 1 diabetes mellitus**
- F Diabetes mellitus diet education

Related codes Resources

Diabetes mellitus

- Type 1 diabetes mellitus (disorder)
Concept ID: 46635009
Description ID: 197984010
- Blindness due to type 1 diabetes mellitus

6. Details can be added as required for **Date of entry** and **Descriptive text**.

Code	Type 1 diabetes mellitus
Date of entry	06-May-2020
Descriptive text	

7. EMIS will interrogate the patient record and attempt to pre-populate the **Problem detail**.

8. Depending on the code selected **Record as Problem** may be selected, this can be selected or de-selected.

9. If Record as problem is selected the system will pre-populate the code significance as to the severity of the problem, if this is a first / review problem and how long this will remain as a problem. **User's must always review these suggestions and agree or change.**

Problem detail	<input checked="" type="checkbox"/> Record as Problem
	Active Problem ▾ Significant ▾ First Episode ▾ Remains active indefinitely ▾

10. Click **OK** when complete or Click **Add Another** to start the process again to add another coded entry.