NECS Clinical Systems Specialist Team

EMIS - Adding Data to the Patient Record Guide

Author: NECS Clinical Systems Specialists Team
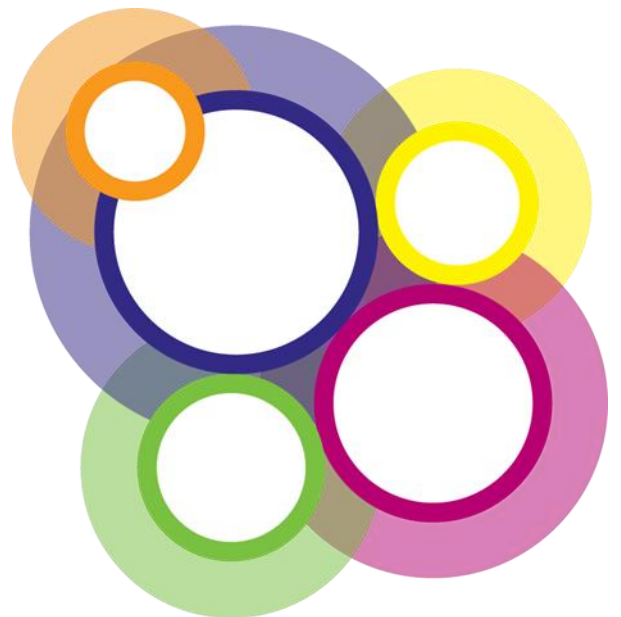
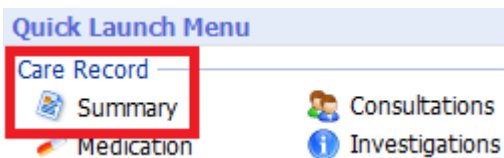Revision date: 14/05/2020

Table of Contents

Contents
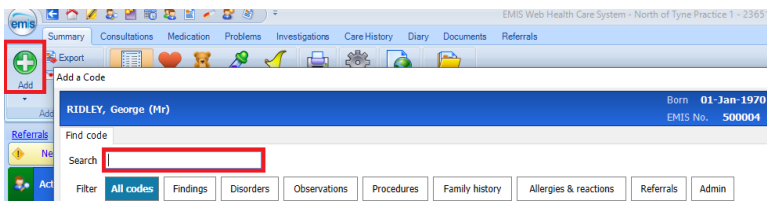
Adding Coded Data into a Patient's Record

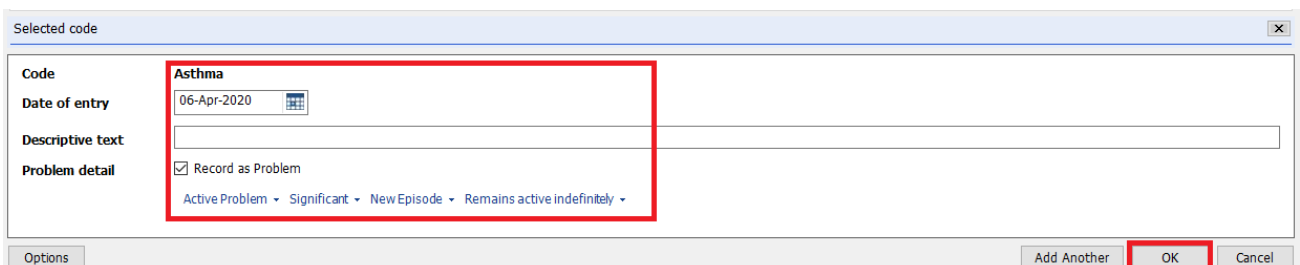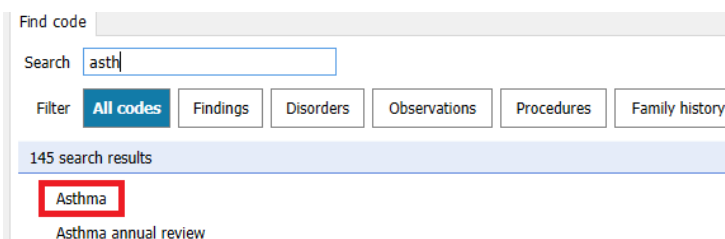1. Search for your patient and click **Summary** on the toolbar
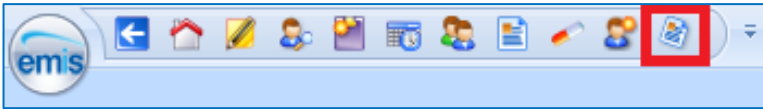
Or, from the Quick Launch Menu

2. Click **Add** and type the required data into the **Search** box

3. Double click the relevant code. Amend as required the **Date of entry**, **Descriptive text** and **Problem detail**
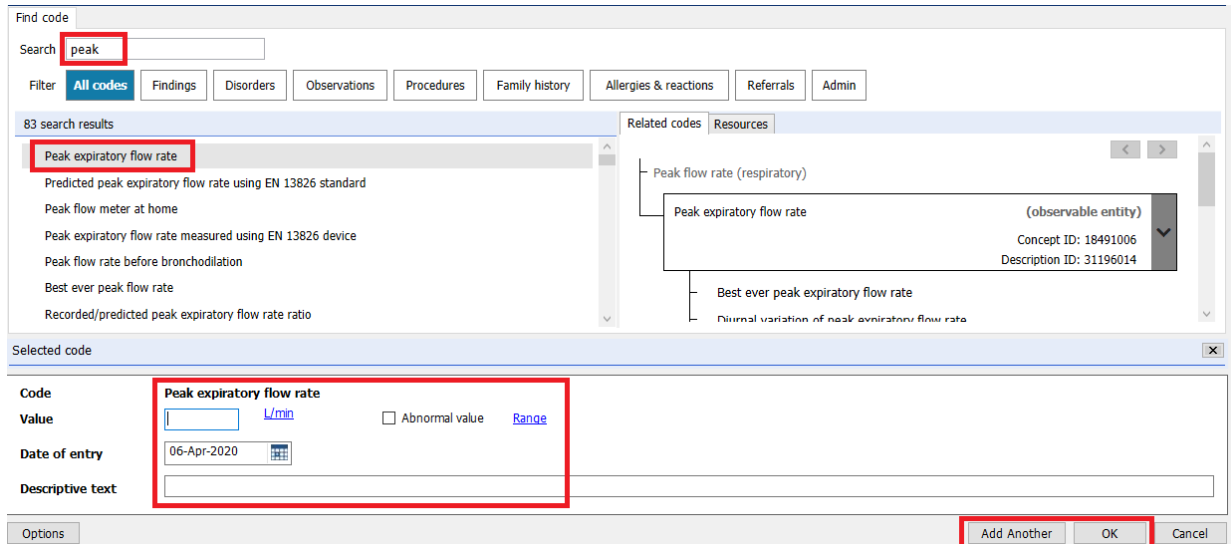

4. Click **OK**

Adding Numeric Data

1. Click **Add** and type the required data into the **Search** box

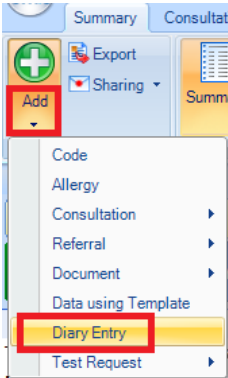2. Type in the search box e.g. Peak flow, double click on the required numeric code and enter the **Value**, **Date** and any required **Descriptive text**
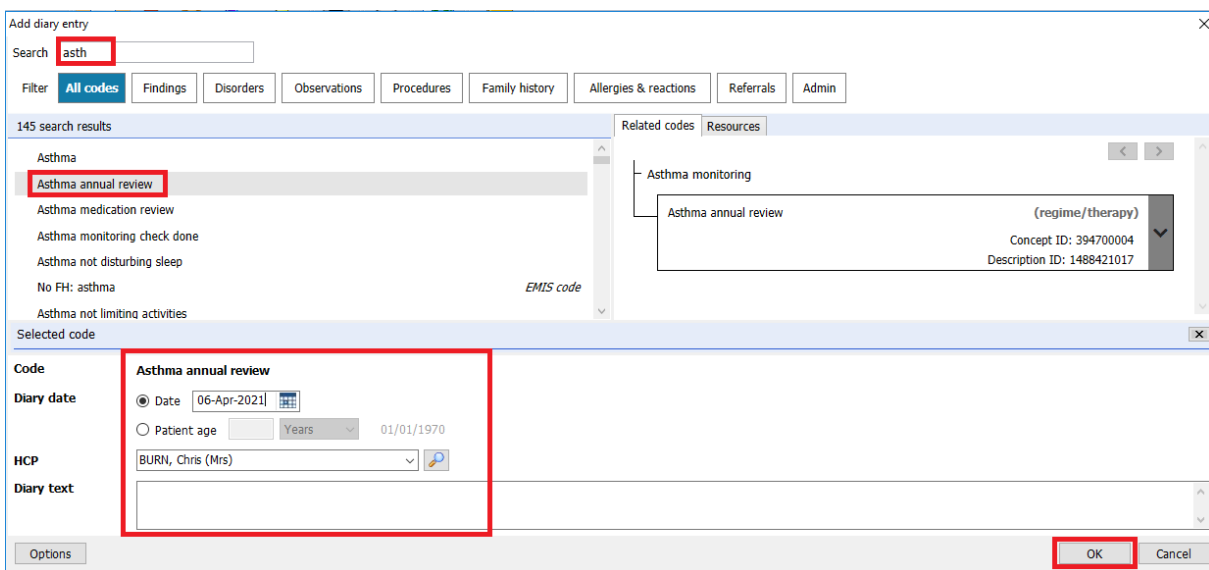
3. Click **OK** or **Add Another**

Adding a Diary Entry

1. Click the bottom section of the **Add** button and select **Diary Entry**

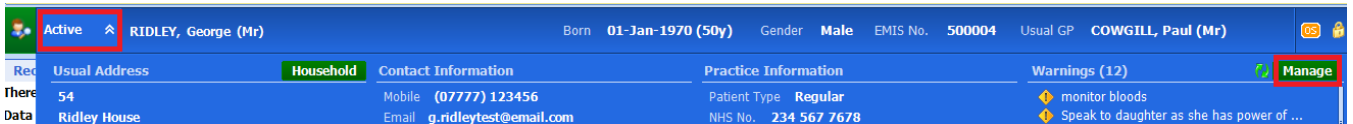2. Type in the **Search** e.g. asthma and double click on the required option

3. Amend **Diary date,** e.g. 12m and add any **Diary text** if required
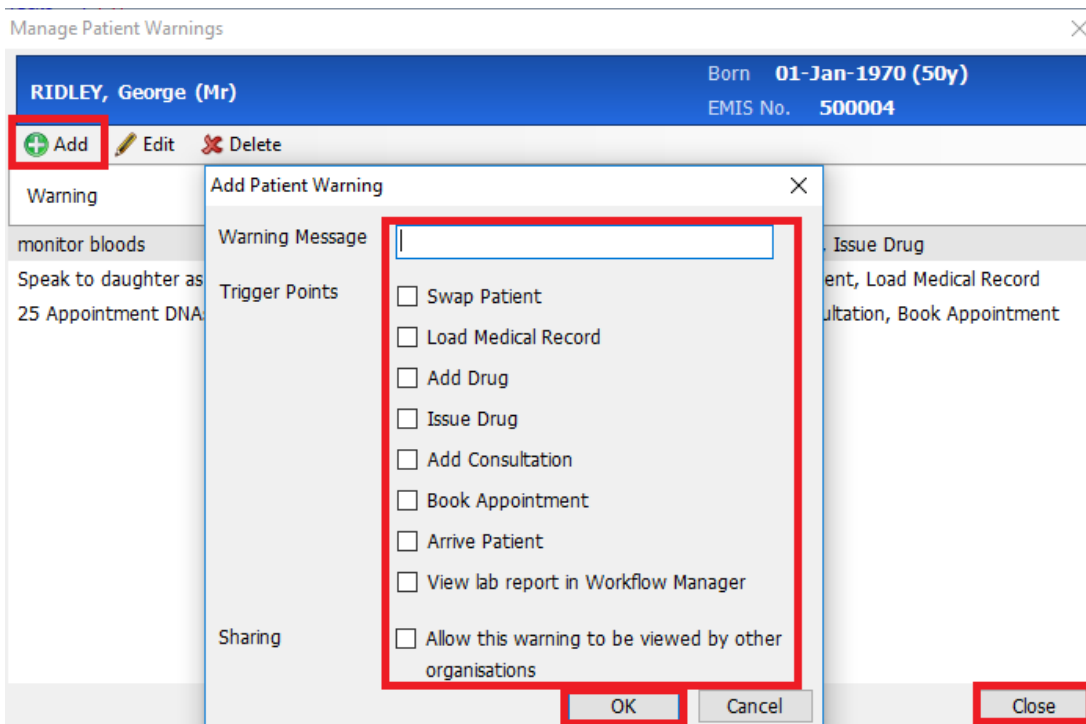
4. Click **OK**

Adding a Patient Warning

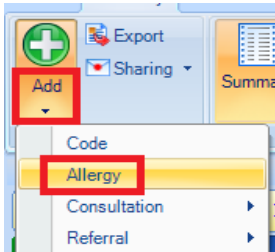1. Click **Active** on the patient précis bar and select **Manage**

2. Click **Add**, type in your message and check the relevant **Trigger points** for the message to appear e.g. Swap Patient
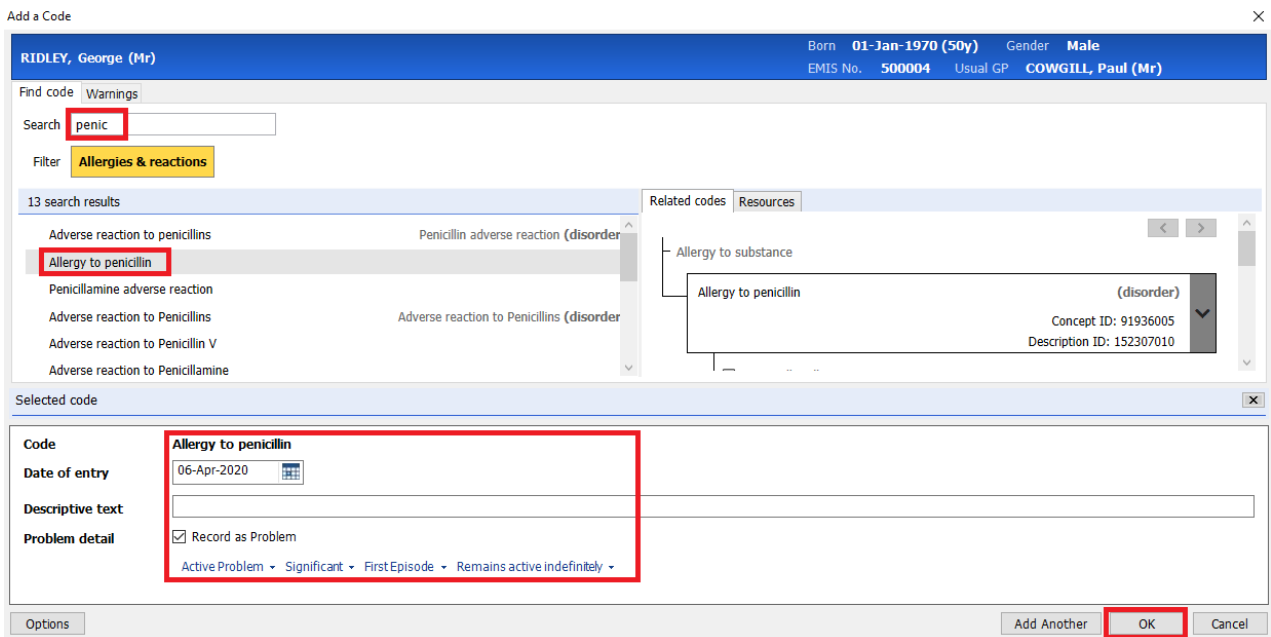

3. Click **OK** and **Close**

Adding a Sensitivity or Allergy

1. Click the bottom section of the **Add** button and select **Allergy**

2. Type the required allergy or medication into **Search** e.g. penicillin and double click on the required option
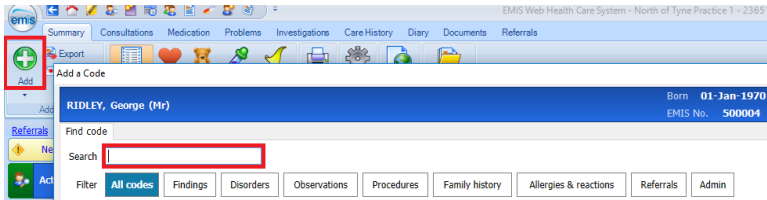

3. Amend the **Date of entry** and enter **Descriptive text** and **Problem detail** as required

4. Click **OK**

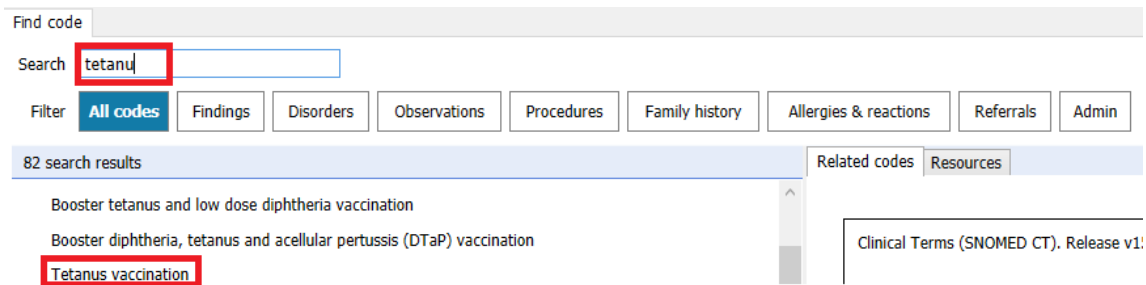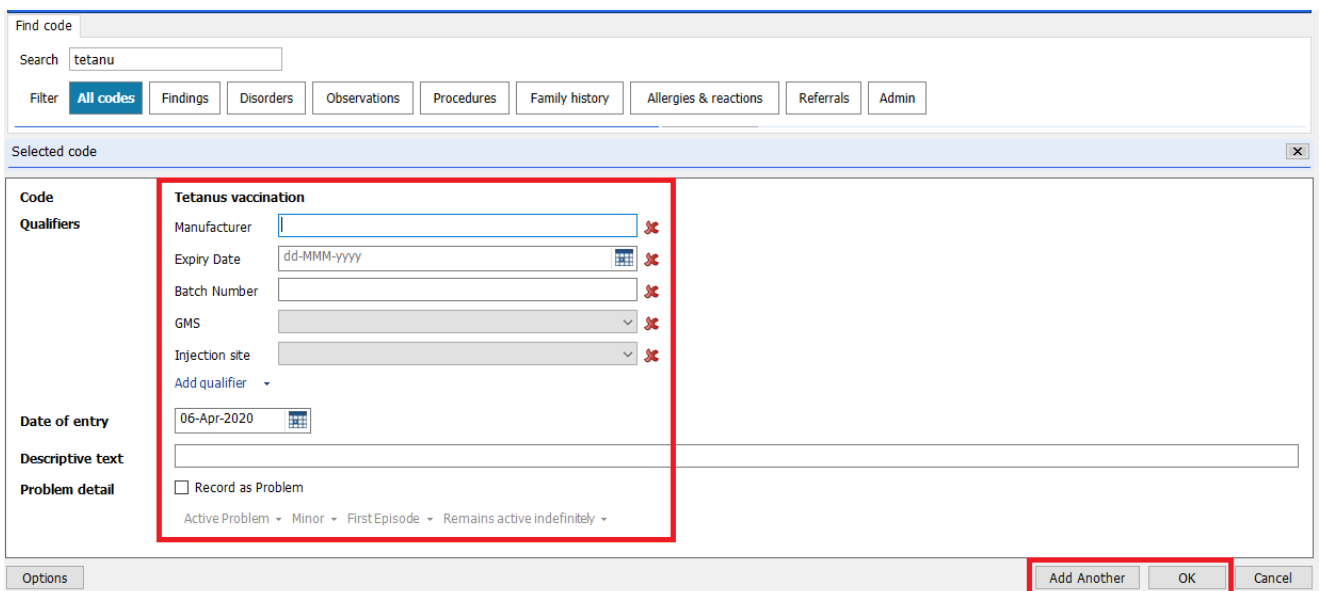## Adding a Vaccination

1. Click the bottom section of the **Add** button

2. Type the vaccination in **Search** e.g. Tetanus and double click on the required vaccine code

3. Amend the **Qualifiers**, **Date of entry**, **Descriptive text** and **Problem detail** as required

5. Click **OK** or **Add Another**