



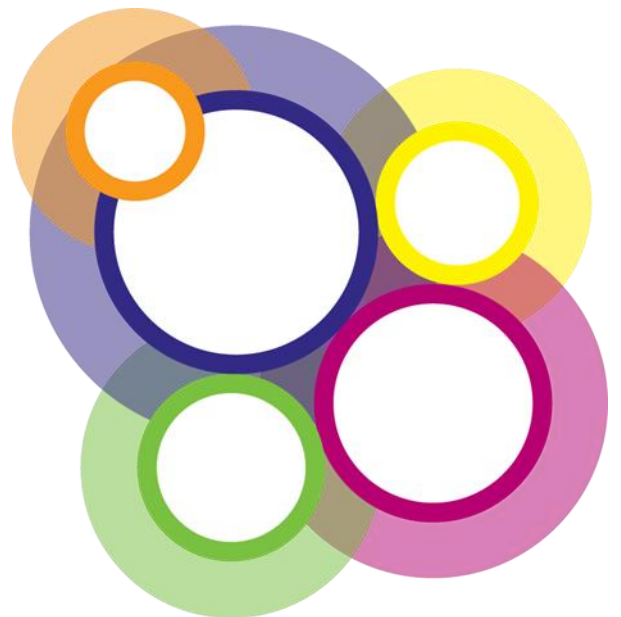
North of England
Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team

EMIS - Adding Data to the Patient Record Guide

Author: NECS Clinical Systems Specialists Team





Partners in improving local health



North of England
Commissioning Support

Table of Contents

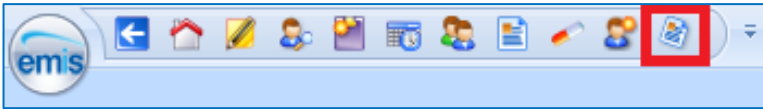
Contents

Adding Coded Data into a Patient's Record.....	3
Adding Numeric Data.....	4
Adding a Diary Entry.....	5
Adding a Patient Warning.....	6
Adding a Sensitivity or Allergy.....	7
Adding a Vaccination.....	8

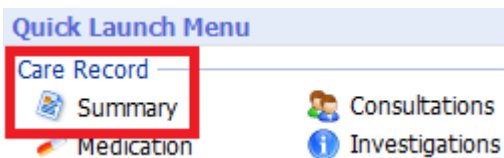
Partners in improving local health

Adding Coded Data into a Patient's Record

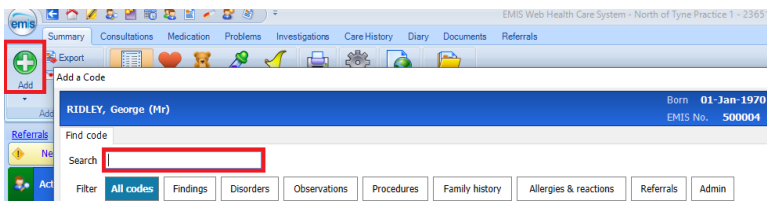
1. Search for your patient and click **Summary** on the toolbar



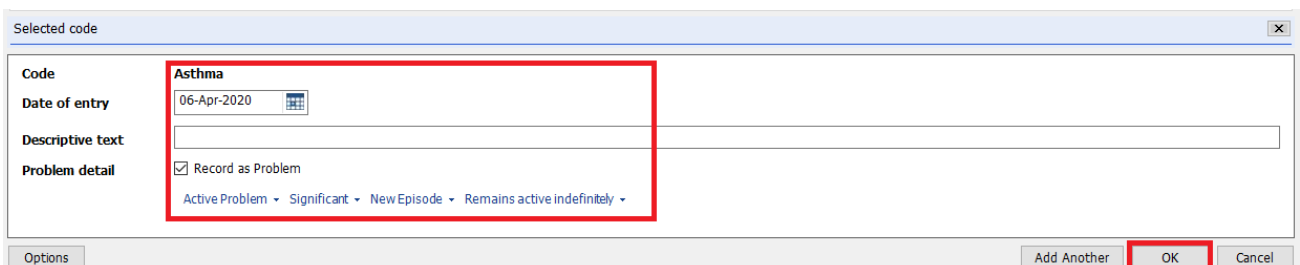
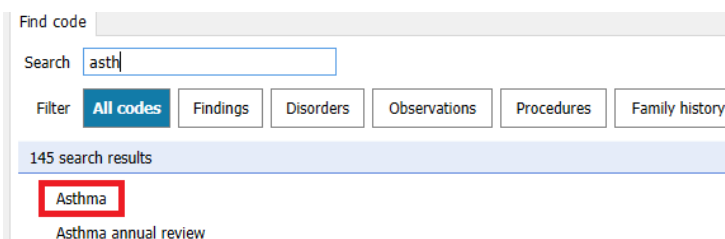
Or, from the Quick Launch Menu



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**

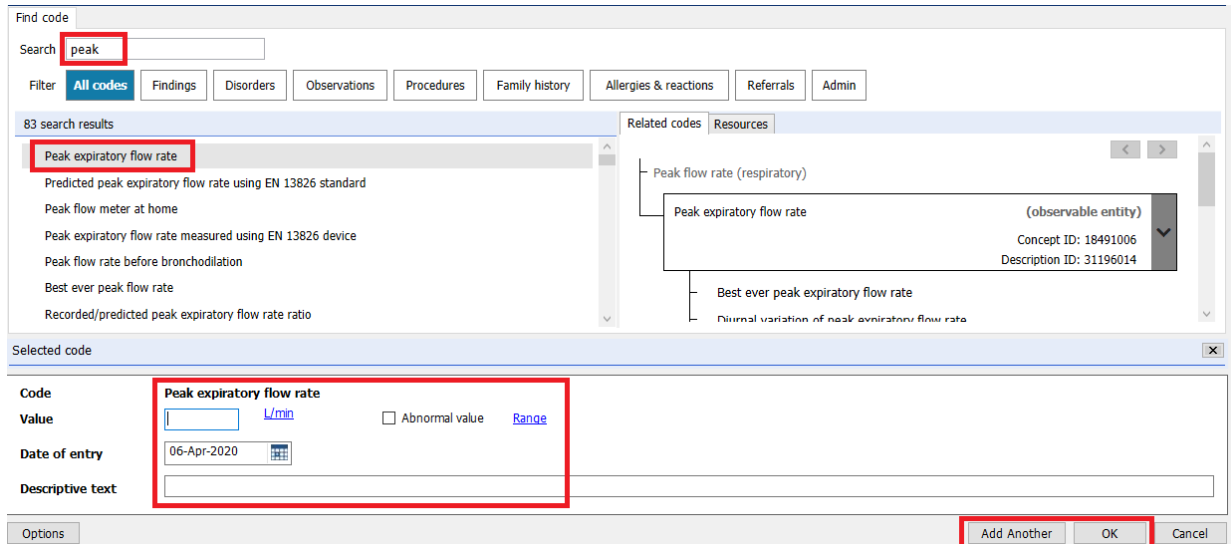


4. Click **OK**

Partners in improving local health

Adding Numeric Data

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



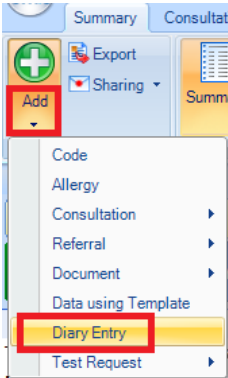
The screenshot shows a 'Find code' window with a search box containing 'peak'. The search results list 'Peak expiratory flow rate' as the first item. Below the results, the 'Selected code' section shows the code 'Peak expiratory flow rate' with a 'Value' field containing 'l/min', a 'Date of entry' field containing '06-Apr-2020', and a 'Descriptive text' field. The 'Add Another' and 'OK' buttons are also visible at the bottom right.

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**

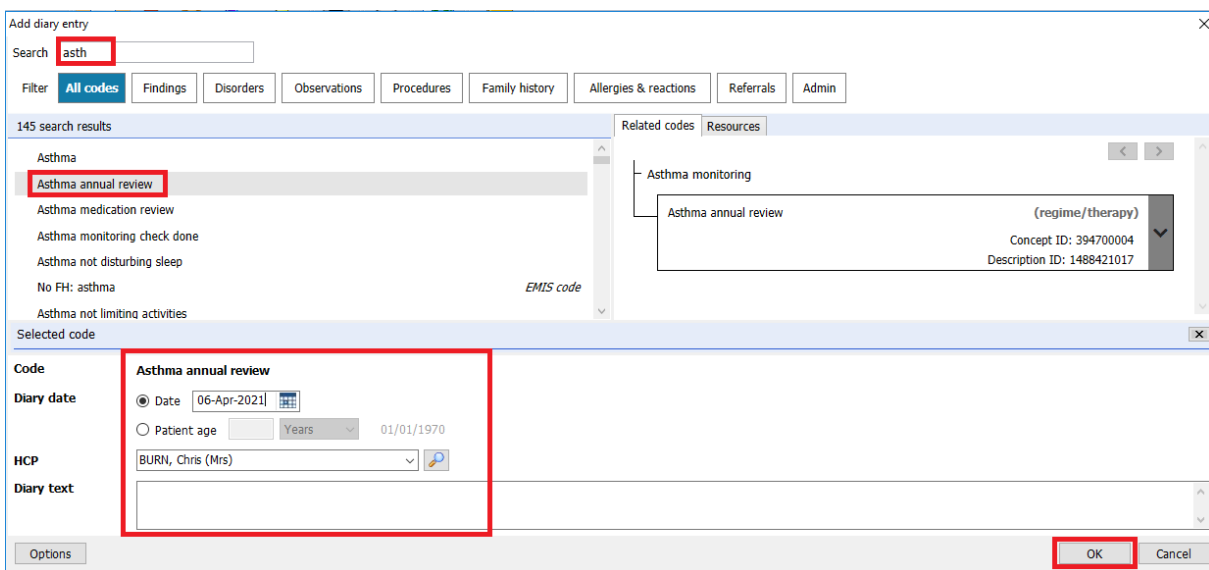
Partners in improving local health

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

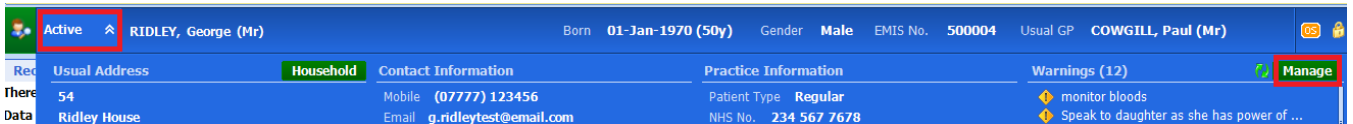


3. Amend **Diary date**, e.g. 12m and add any **Diary text** if required
4. Click **OK**

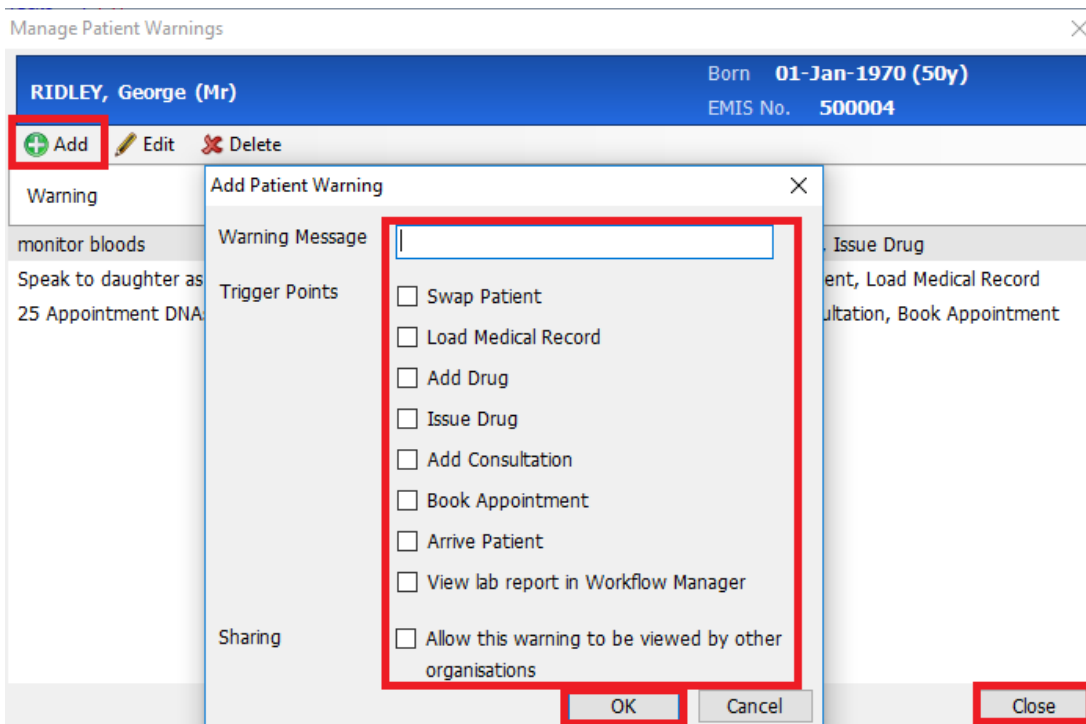
Partners in improving local health

Adding a Patient Warning

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



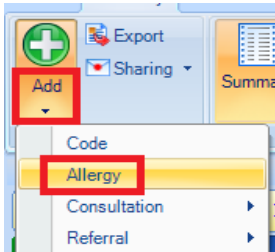
2. Click **Add**, type in your message and check the relevant **Trigger points** for the message to appear e.g. Swap Patient



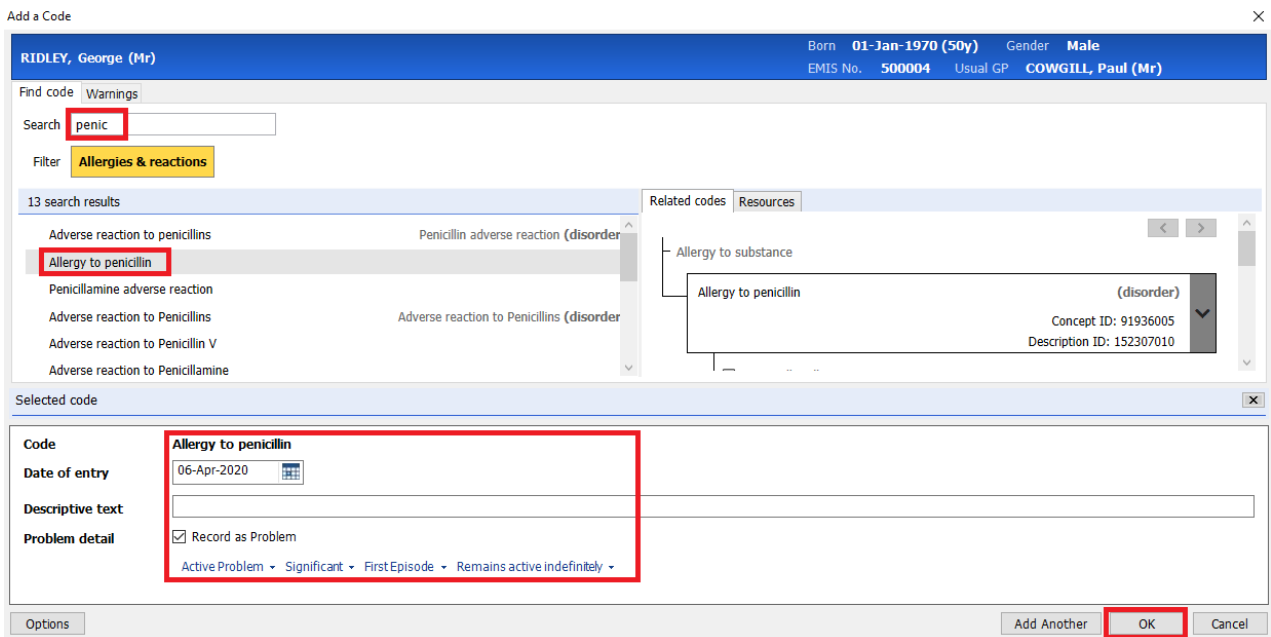
3. Click **OK** and **Close**

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



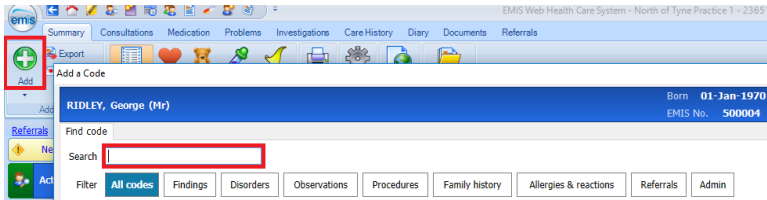
A screenshot of the 'Add a Code' dialog box. The patient information at the top includes 'RIDLEY, George (Mr)', 'Born 01-Jan-1970 (50y)', 'Gender Male', 'EMIS No. 500004', and 'Usual GP COWGILL, Paul (Mr)'. The search field contains 'penic' and the filter is set to 'Allergies & reactions'. The search results list 'Allergy to penicillin' as the selected code. The 'Selected code' section shows the code 'Allergy to penicillin', the date of entry '06-Apr-2020', and the problem detail 'Record as Problem' checked. The 'Problem detail' section has dropdowns for 'Active Problem', 'Significant', 'First Episode', and 'Remains active indefinitely'. The 'OK' button is highlighted with a red box.

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

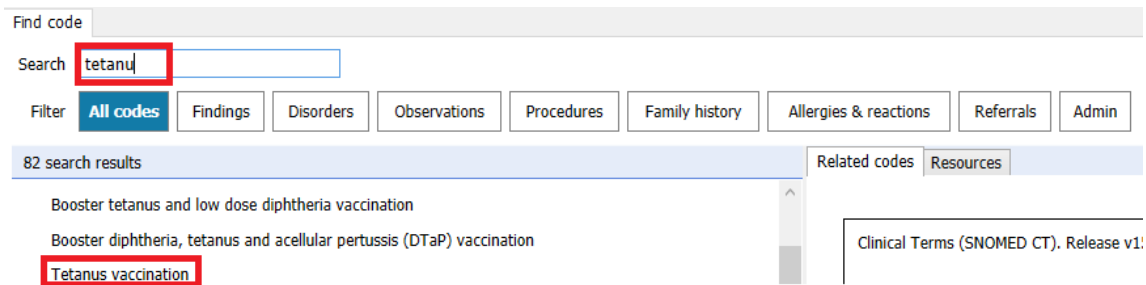
Partners in improving local health

Adding a Vaccination

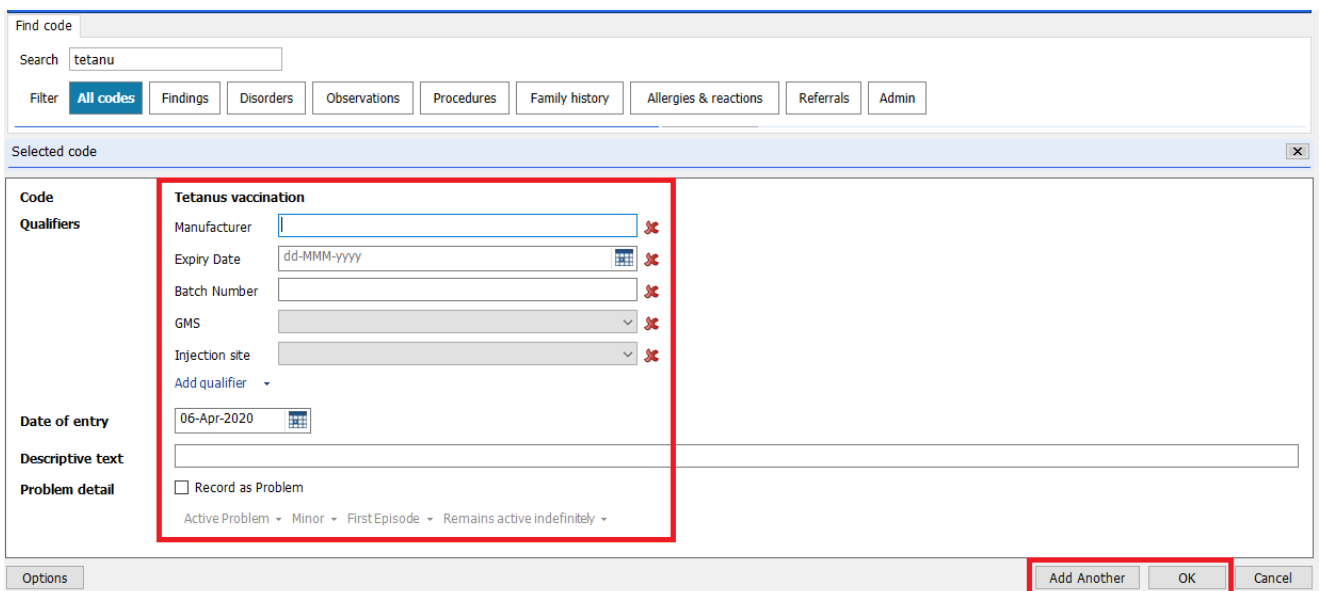
1. Click the bottom section of the **Add** button



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**