

Partners in improving local health

NECS Clinical Systems Specialist Team EMIS WEB – Admin Scan and File

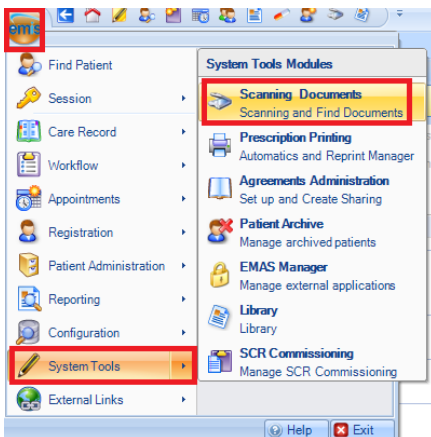
Scanning

Example: Admin will scan and file into the patient record. No Electronic Workflow with the GP.

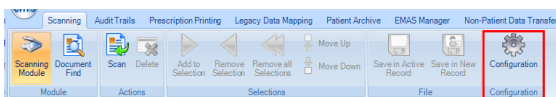
1. To scan, either
 - a. Access **Scanning & Documents** via the homepage or toolbar if configured



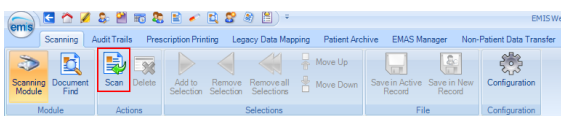
- b. Or select **EMIS Web** button – **System Tools** – **Scanning Documents**



2. The scanning module will display. Click the **Configuration** button to change to Single or Duplex and click **OK**

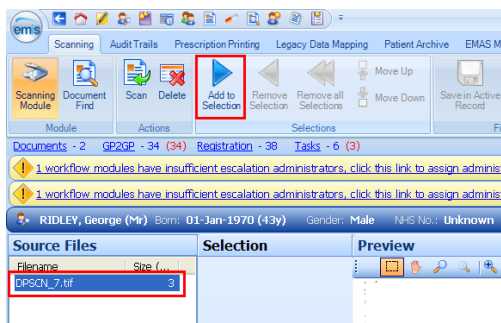


3. Once documents are ready click **Scan**.

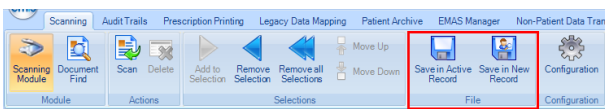


4. All scanned documents will be listed down the left pane

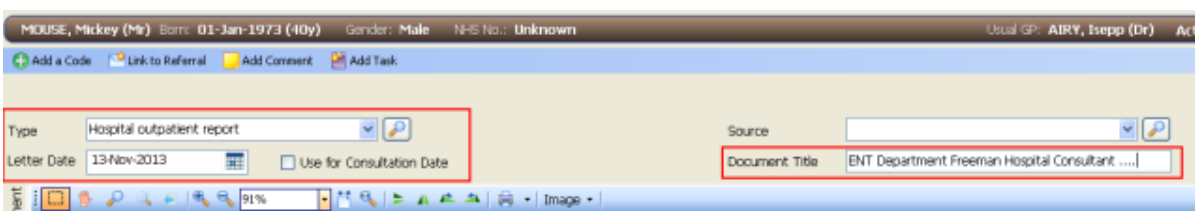
5. Either double click each document(s) or Ctrl and click to highlight and click the **Add to Selection** button. This will move the document(s) to the middle pane



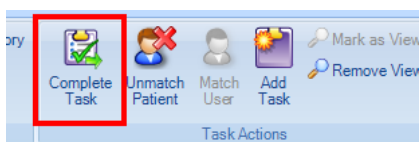
6. If the correct patient is already selected click **Save in Active Record**. Alternatively click **Save in New Record** then Search and select the required patient



7. Complete the **Type** of document (Read Coded), **Letter Date**, tick if this is the same date to be used in consultation, **Source** if required (search from address book), **Document Title** – can be overwritten with Hospital name, Department, etc.



8. Click **Complete Task** from the ribbon when complete



9. The document will now be saved into the patient record