

Partners in improving local health

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

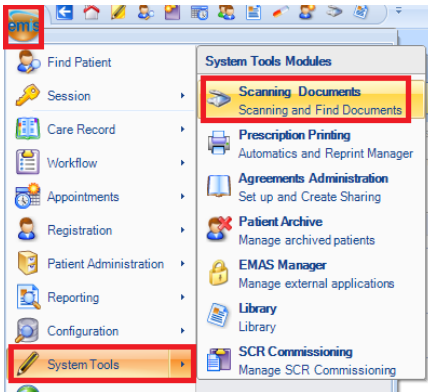
Scanning

Example: Admin scan and send to GP/Pharmacist to check. GP/Pharmacist will forward for coding to be completed.

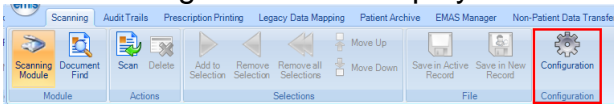
1. To scan, either
 - a. Access **Scanning & Documents** via the homepage or toolbar if configured



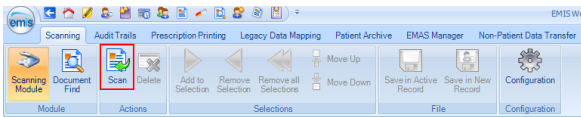
- b. Or select **EMIS Web** button – **System Tools** – **Scanning Documents**



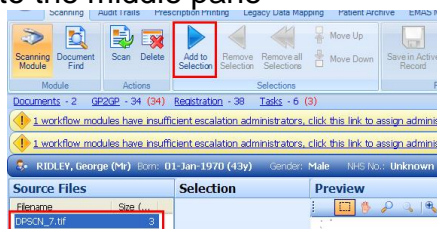
2. The scanning module will display. Click **Configuration** to Single or Duplex and click **OK**



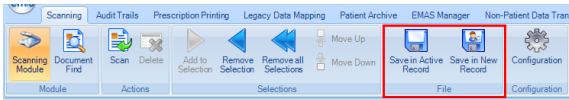
3. Click **Scan**



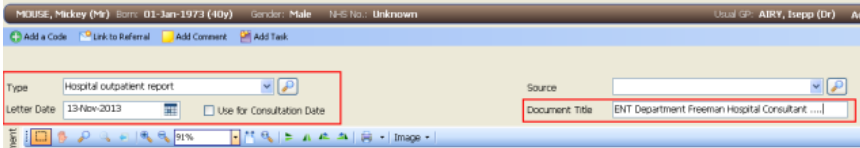
4. All scanned documents will be listed down the left pane. Either double click each document or Ctrl and click to highlight and click the **Add to Selection** button. This will move the documents to the middle pane



- 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



- 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.



Note: A decision will need to be made for the use of annotations or comments to highlight

- At the bottom of the screen, untick **Create Non Urgent Coding Task** but ensure **Create Non Urgent Filing Task** is selected. Click **User/Team** link and select Team or User. Click **Send**



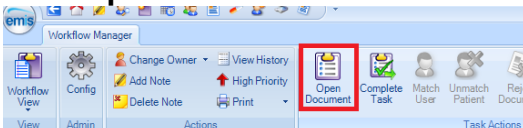
- The document will be forwarded to the relevant User or Team to check for coding etc.

Scanning Coding Task Received

- Access documents via **Documents Link** or via **Workflow Manager – Document Management – Awaiting Coding**



- Click **Open Document** from the ribbon



- The GP may have used annotations to highlight elements of the document to code (practice decision)

- Click **Add a Code** from the ribbon



- Read Code as normal

- Click **Complete Task** from the ribbon when complete

