

Partners in improving local health

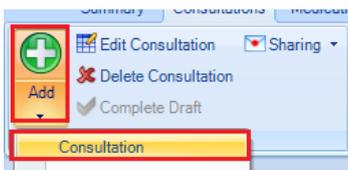
## NECS Clinical Systems Specialist Team EMIS Web - Consultation

### Recording a Consultation

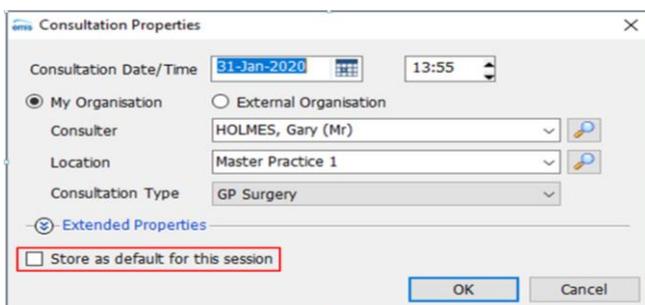
1. Record a Consultation using one of the following methods:
  - a. From the **Appointment Book**, right click the arrived patient, hover the mouse over **Change slot status** and select **Send Patient In**. Alternatively, press **S** on keyboard.



- b. Search for a patient and access **consultations**, click **Add** and Select **Consultation**.



2. The **Consultation Properties** dialogue will display. Check everything is correct, or amend as necessary.
3. Click **Save as default for the session** tick box to use this information for the remainder of your logged in session.
4. The **Consultation Properties** can be changed any time by clicking the **Date/Consulter/Place** button.



5. Enter your consultation information into each section as required. As you type, EMIS will suggest **read codes** that you can select to code an entry. Alternatively you can press **F4** to select an appropriate code from the read code browser.
6. To **enter free text**, simply ignore the read codes that are suggested.

7. There are **zap keys** in some sections to assist with coding information. For example, the **examination zap key** can be used to assist with **recording a blood pressure**.

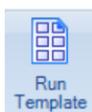


8. **Current active problems** display to the right of the screen. To review a current problem, double click from the active list which will put this in your current consultation as a review.

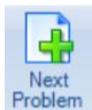


**Note:** The system will attempt to record a significance and duration of a problem. This should always be checked and changed if necessary.

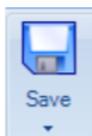
9. **Data entry templates** can be used to record information during a consultation. Click **Run Template** button to search and select the required template.



10. If the patient attends with more than one problem, click **Next Problem** to record each one.



11. Once complete, click **Save** to complete your consultation. This will also flag the patient as left within the appointment book.



## Edit and Delete a Consultation

1. Editing and Deleting consultations are fully audited, and practice protocol should be followed before doing either.
2. To edit, highlight the **required consultation**, click **Edit Consultation**, change as necessary and click **Save**.
3. To delete, highlight the **required consultation**, click **Delete Consultation** to delete your consultation. Select the appropriate reason for deletion. Click **Delete** once complete.

