

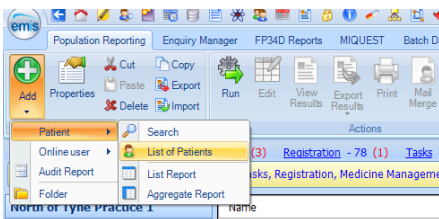
NECS Clinical Systems Specialist Team

EMIS Web – Importing a Patient List into Searches

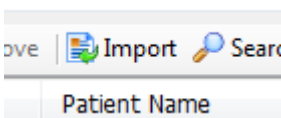
Importing a Patient List

Note: The CSV or Text file should only contain a list of NHS numbers and no other data, not even a column header. This allows for a smooth import with no error messages unless of course the NHS number does not exist in the system.

1. Access the **Population Reporting** module via the **EMIS** button, the **Quick Launch Menu** or the **Quick Access Toolbar**
2. Highlight or create a folder to contain your patient list. Click the **Add** button and select **Patient - List of Patients**

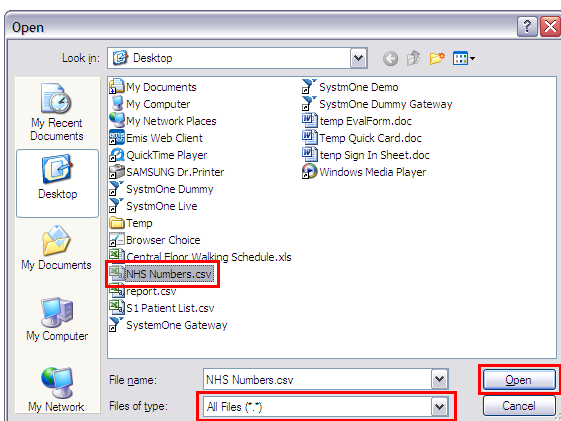


3. Enter a **Name** for the list and a description (not mandatory) and then click **Import**

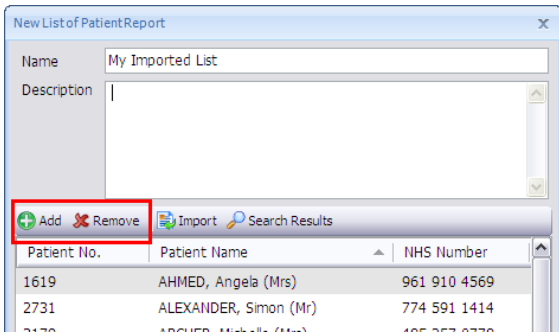


4. Search for your CSV or Text file and open it

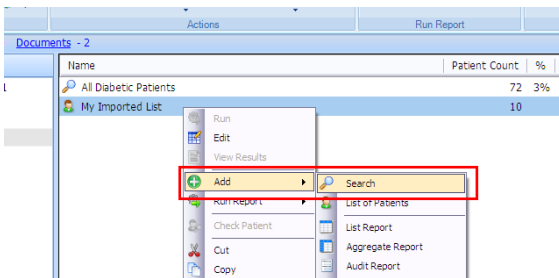
Note: By default, EMIS Web searches for Text files. You need to change the Files of Type drop down to “All Files (*.*)” for the CSV file to display.



- A message is displayed stating the number of successfully imported patients. Click **OK**
- Individual patients can be added or removed from this list by using the **Add** and **Remove** buttons. Once finished, click **OK**



- The imported list is now displayed in the Main Pane. A search can now be created using the patient list as its source
- Right click on the list and select **Add - Search**



- Name your search and select the **Results from** option in the **based on** section. Your list should be pre-selected. Click **OK** and then build your search

