



North of England
Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team

EMIS Web - Introduction Guide



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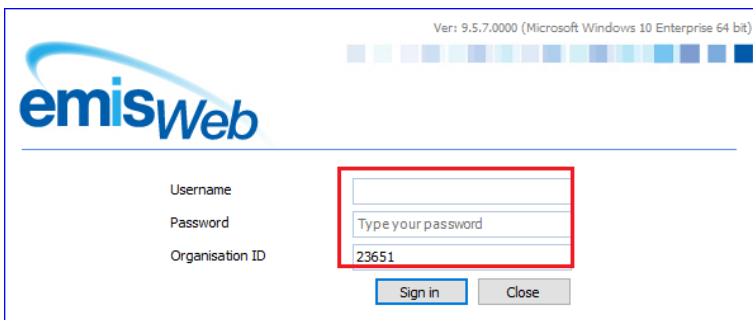
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EMIS Web Introduction

1. Insert **Smart Card** into the card reader and enter your **Pin Number** (if using your card)
2. Double click **EMIS Web** icon on the Desktop



3. If you are not using your smart card, complete **Username**, **Password** and **Organisation ID**, Click **Sign In** when done



Ver: 9.5.7.0000 (Microsoft Windows 10 Enterprise 64 bit)

emisWeb

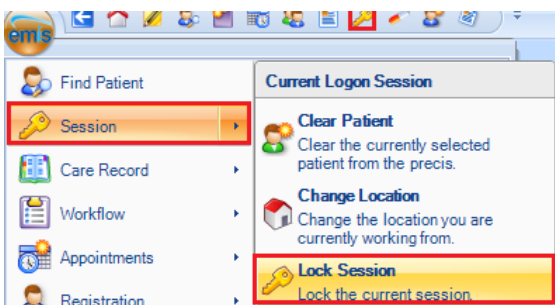
Username:

Password:

Organisation ID:

Locking / Unlocking EMIS Web

4. Click **EMIS button**, select **Session**, and select **Lock Session**. Alternatively this can be done via the quick access toolbar (if configured)



5. To unlock insert smartcard, enter pin and click **unlock**, alternatively enter your password

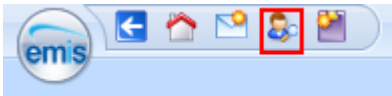
Username: dawnpurdy

Password:

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Open a Patient Record

1. Use the following options to search for a patient:
 - a. Select **F5** function key
 - b. Click **Find Patient** on the Quick Access Toolbar



- c. Click an area of the **Care Record** from the **Quick Launch Menu** from the EMIS home page



2. Enter the **Patient's Name, DOB** or **NHS Number** and click **Search**
3. Highlight the patient and click **OK**

Patient Find

Search for a patient by any or all of the criteria below.

All or part of the name, date of birth, NHS no. or patient no. House name/number, street, postcode or telephone

George Ridley

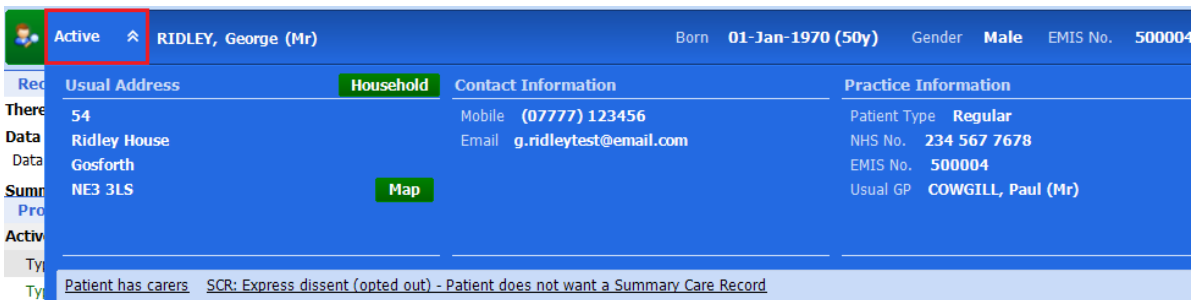
Name/address	Date of birth/NHS No.	Contact details	Status for this organisation	GP/organisation /EMIS no.
RIDLEY, George (Mr) 54, Ridley House, Gosforth, NE3 3LS	01-Jan-1970 234 567 7678	Mobile: (07777) 123456	Active Patient Regular	COWGILL, Paul (Mr) North of Tyne Practice 1 EMIS no. 500004

Note: if you have used point a. or b. use the **Quick Access Toolbar** to access an area of the patient record.

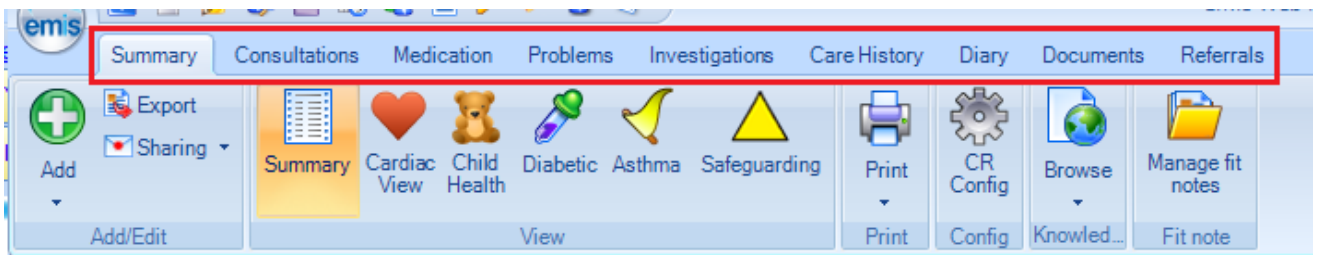
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Display Patient Information

1. The **Patient Précis Bar** will display patient demographic information, click **Active** to view more information, click **Active** to close



2. Click various sections of the patient to view clinical information for the selected patient



Display the Home Screen

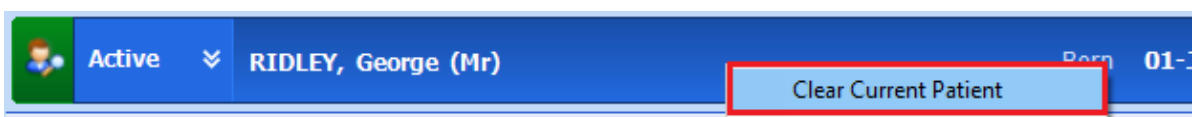
1. Click **Return to Home Page** icon on the **Quick Access Toolbar** to return to the EMIS home page from any screen

Note: Use the **Quick Access Toolbar** to navigate to other areas of the EMIS and the Patient Record



Close a Patient Record

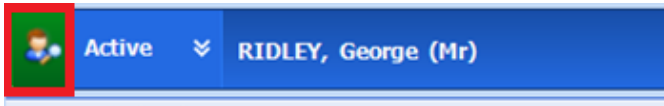
1. Right click on the **Patient Précis Bar** and select **clear current patient**. If you have an open consultation then you will be forced to save this first



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Swap Patient

1. Click **Find Patient** on the **Patient Précis Bar**



2. Enter the **Patient's Name, DOB** or **NHS Number** and click **Search**
3. Highlight the patient and click **OK**

View Recently Selected Patients

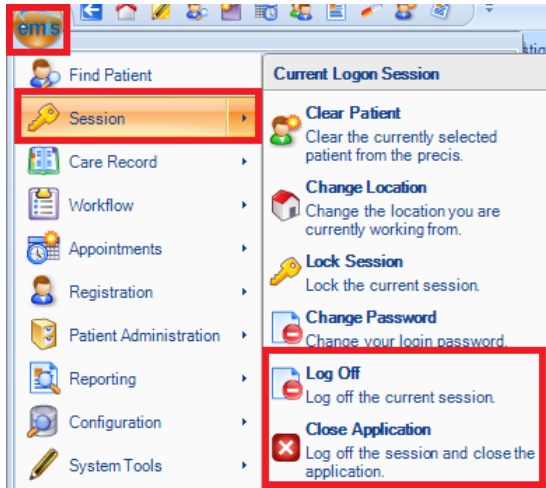
1. Click **EMIS** menu, you will immediately see recently selected patients. Click to open the record.



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Logging off

1. Logout of EMIS using one of the following options:
 - a. Click **EMIS**, select **Session**, and select **Log Off** or **Close Application**



- b. Click **X** in top right hand corner

Panic button

1. Double click **red exclamation mark** at top right of screen to activate the panic button

