



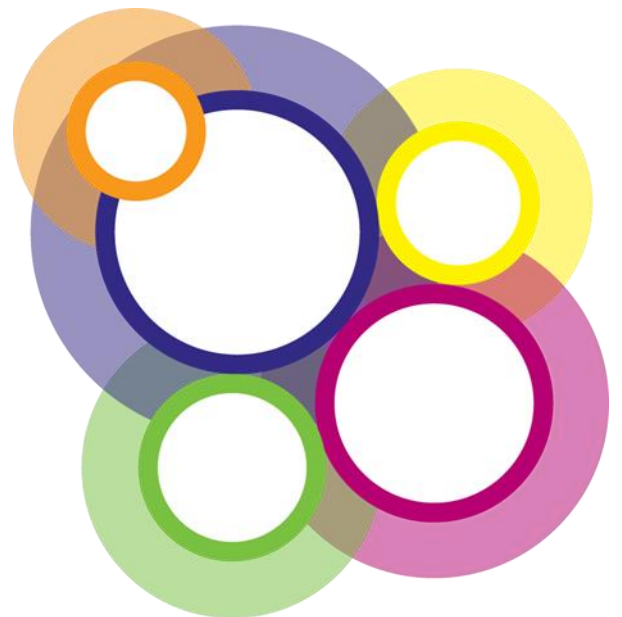
North of England
Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team

EMIS Web - Registration Links Guide

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EMIS Registration Links

Access Registration Links from within the Workflow Menu (Workflow – Registration)

A number will display to the right to show how many patients are contained within that section.

GP Links Inbox

Amendment

Messages sent from the Health Authority to your practice, change of address etc. You can do one of the following:-

Accept – accept the changes and this will update the patient record.

Amend – You do not agree but want to update the patient record. Once the record is updated another transaction will be sent to the health authority.

Reject – you do not agree with the health authority but have no changes to the patient record.

Remove – If for example the change of address will take the patient outside of your boundary area.

Deductions

Message from the health authority deducting the patient from your practice. You can do one of the following:-

Accept – accept the deduction. **The patient will then move to FP22 Reminders** where you will pull the record, print the full electronic record and mark them as being sent to the health authority.

Re-Register – You do not wish to deduct the patient but may want to re-register the patient with a different trading partner e.g. Newcastle to Northumberland. (You must complete a new FP1 for this process).

Rejection

Messages from the health authority listing patients they have rejected for new registration for example cross boundary. You can do one of the following:-

Re-Register – Register the patient (you must check with the health authority).

Cancel Registration – Accept the rejection. This will mark the patient as inactive. **The message will move from Rejection to Removals.**

Uploads

When a reconciliation is completed the health authority will send any differences via uploads. You can do one of the following:-

Accept – Accept the change from the health authority.

Reject – Reject the change.



FP69s

Message from the health authority with a FP69 flag set due to no response to mail etc. Do one of the following:-

Accept – Accept if the patient is no longer registered at your practice. **A deduction request will be generated.**

Reject – Confirm the patient is still registered, may need to update patient registration details.

Patients will automatically be deducted if the FP69 is not actioned within 6 months.

Deduction Request Rejections

Message from health authority rejecting your initial deduction request that you sent. You must accept this rejection. The deduction request will be removed.

Close Quarter Notifications

Message from health authority to close the quarter. You must complete all outstanding transaction to do this.

Unmatched

Message from the health authority containing an unmatched transaction. You will need to contact the health authority to find out further information for example the patient NHS Number etc. You will then need to manually action the transaction via the Action button on the ribbon.

Failed Approval

The health authority must approval all new registrations. If there are problems e.g. duplicate NHS Number etc they may send a failed approval transaction. You must contact the Health Authority for further information.

You may be asked to manually approve the registration – from New Registration – highlight the patient and click Approve. Alternatively you can use the relevant option from within Actions from the ribbon.



GP Links Outbox

New Registration

When a new patient is registered the message is displayed in this section. The messages will remain in this screen until they have been approved.

The message will then move to GP Links Medical Record Box – Awaiting Records.

Amendments

Amendments sent from your practice to the Health Authority for example change of address. The transactions will remain until the health authority receives the transaction.

Removals

All accepted rejected registrations will be listed for reference only.

Deducted Requests

Your practice can request a deduction via EMIS – Registration. The Health Authority will either:-

Accept the request and send a deduction through.

Reject your request and send a **deduction request rejection**.



GP Links Medical Records Box

FP22 Reminders

Once you have accepted a patient deduction, the patient will move to FP22 Reminder. You will need to pull the patient record, print the full electronic record and then right click on each patient and select Records send back to the FHSA. The patient record will then move to Records Returned, No Receipt.

Awaiting Records

When approved / acknowledged, all new registration will move to Awaiting Records. When you have received the records you will need to right click on each patient and mark then as received.

Records Returned, No Receipt

When you have marked records sent back to the FHSA via FP22 reminders, the patient will move to records returned, no receipt. They will stay here until the Health Authority receive the records and send notification of this.



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PDS

Duplicate Records

Patients display here if for example a new record is created on the spine and the NHS number is already assigned to a patient at the practice. Or if someone at your practice has created a duplicate task via duplicate record as they have realised two patients of the same details exist on the system.

Double click the transaction and select **Resolve**. If the transaction is a duplicate record, click **Duplicate record for the same person** and select the patient record to keep. The duplicate patient will now be attached to the active patient, however you will need to summarise any data necessary.

If the transaction is for two separate patients, click **Resolve** and select distinct records of different people. The NHS Number will be removed for both patients. You will now need to perform a PDS Trace to retrieve the NHS Number (see decoupled Records) (or contact the Health Authority).

Decoupled Records

Patients listed will have outstanding PDS Differences. You will need action these as you cannot use any spine functions for this patient for example choose and book. Double click to open the transaction and select **Synchronize Record**. Action the **PDS Differences**.

Invalid Records

If any patients are listed, you must ring EMIS.

High Security Functions

High Security Functions can be found via Actions from the Registration Workflow ribbon.

Function	Description
Amend NHS No	If you have any unmatched transactions within the GP Links Inbox you will need to contact the Health Authority to gain the patient NHS Number. You will then need to amend the NHS Number to add the number. This will then resolve the issue with the unmatched transaction. You can also use this function to change patients NHS Number, however you must only do this if authorised by the Health Authority.
Deduct Patient	Use this function to manually deduct a patient. This will not send a transaction to the Health Authority.
Manage Deduction Request Flagged Patient	Use this function if you have sent a deduction request to the Health Authority in error. You can only use this if the transaction status ready to send.
Manage freeze flagged patient	Use this function if the patient new registration status is not updated automatically from the Health Authority once accepted. A list of patients with a free flag set will display, tick to remove the flag from the valid record.
Manage FP69 flagged patient	FP69 transactions are managed via GP Links Inbox, however you can remove the FP69 Flag if authorised to do so from the Health Authority.
Manage medical record flagged patient	Use this function to remove a flag from a deducted patient record when you have sent their medical record to the Health Authority. You must only use this function when authorised from the Health Authority for example they have confirmed they have received the records.
Manual Close Quarter	Use this function to close the quarter if you have not received notification to do this via GP Links Inbox.
Bulk transfer upload	Use this function to bulk transfer patients into your organisation for example practice closure and your practice have been allocated patients. This file will be sent to you via the Health Authority. When the upload is complete the details of the upload can be viewed via GP Links Inbox Uploads.
Trading Partner upload	Use this function to perform reconciliation for the practice. The Health Authority will send you the file to upload. Once uploads the information will display in the GP Links Inbox Uploads.
Trading Partner Download	Use this function to perform reconciliation for the practice. You will first send the download to the Health Authority. They will then send back for you to upload as above.



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Archived transaction download	Use this function to find and download archived quarterly registrations.
Search transactions	Use this function to search and find information regarding transactions. The information displayed will contain the type of transaction, transaction number etc.
Manual status modification	Use this function to manually change the registration status for a particular patient. This will not send transactions to the Health Authority.