

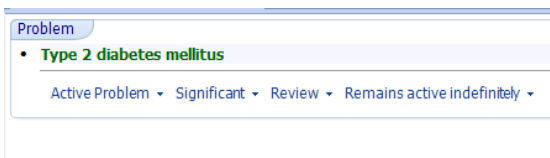
## NECS Clinical Systems Specialist Team

# EMIS WEB – Using Mentor

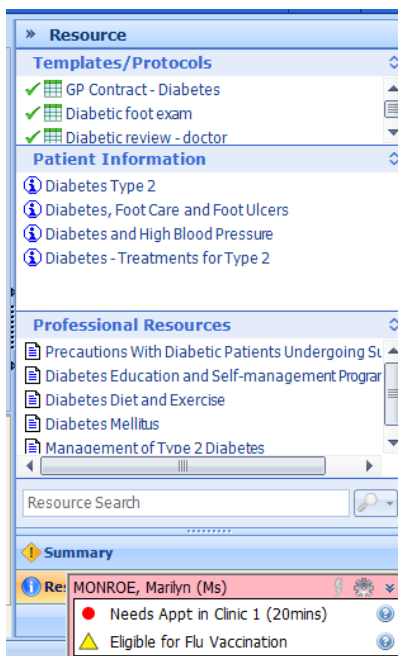
Mentor can be used from within a consultation or from the Summary, Problems, Investigations, Care History or Referrals care record tabs.

### Using Mentor in a consultation

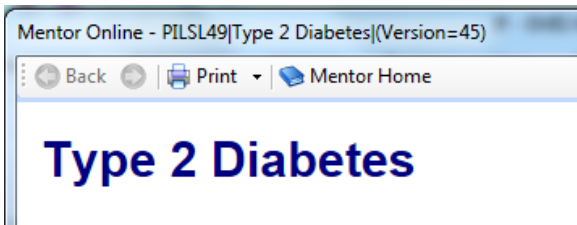
1. Open a consultation as normal
2. Add a condition to the **Problem** field in your consultation



3. The resource panel on the right hand side of the screen should now open with appropriate links for that condition

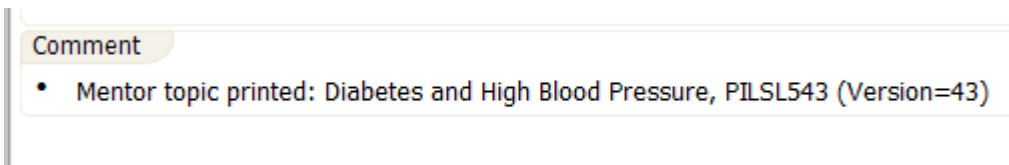


4. The first section is for relevant **Templates/Protocols** used at your practice. Double click any from here to launch and complete as normal
5. The second section is for **Patient Information**, these are accessed via Mentor. Double click on any leaflet from this section to open



- Click on the **Print** menu, or open the **Print** menu and select to **Print Resource** for (patient name) or **Print resource**

The system will return to EMIS Web Consultation and the leaflet printed will be coded and shown in the comment section

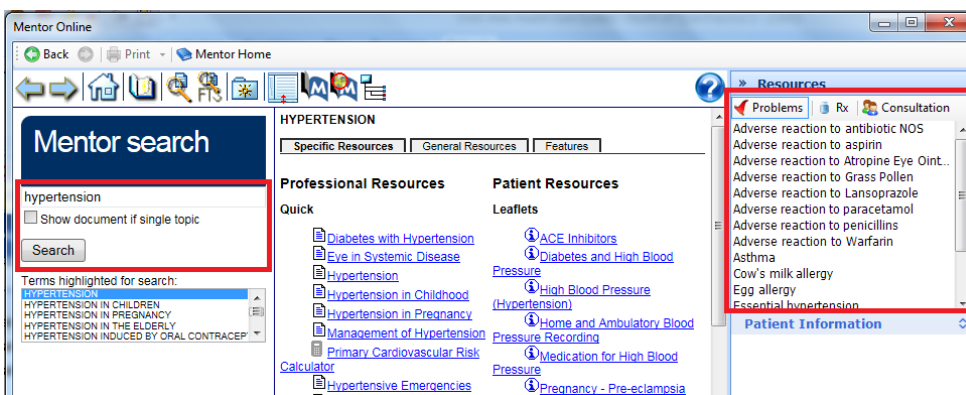


## Using Mentor in the care record

- From one of the care record tabs select the **Search**, then pick **Browse** and **Mentor** to use the search screen



- Type in the condition or area you want to find resources for and click the **Search** button. Alternatively use the list of active problems in the panel on the right to find resources for those items



- Click on the required resource link and then Print if required. It will be saved to the patient's record