



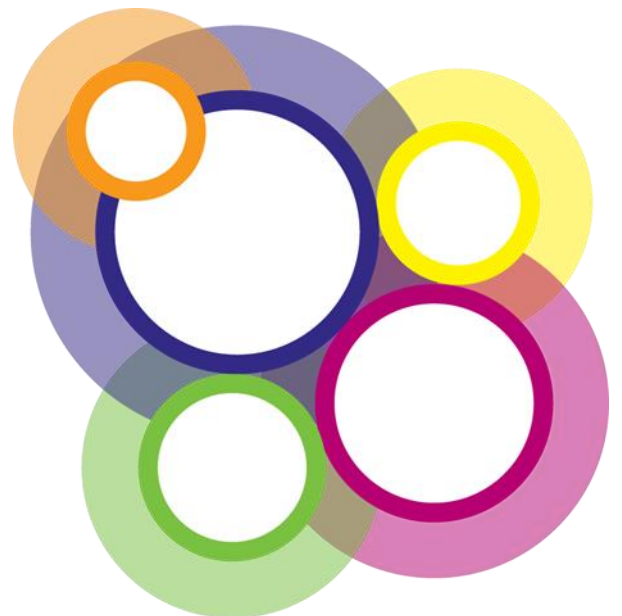
North of England
Commissioning Support

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NECS Clinical Systems Specialist Team

EMIS – Video Consult Mini Guide

Author: NECS Clinical Systems Specialists Team





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Table of Contents

Contents

| | |
|---|---|
| Configuration – Creating Video Slots | 3 |
| Configuration – Enabling Online Registrations..... | 3 |
| Using Patient Access to book a Video Consultation | 4 |
| Performing a Video Consultation | 5 |

Configuration – Creating Video Slots

First you need to create and add video slots to your rotas.

To create the video slots:

1. Open **Appointment Config** from the Appointment Book screen
2. Select **Slot Types** from the Organisation options
3. Click the **Add** button
4. Name the slot, leave it ticked as a bookable slot, select a status type of **Video Conference**
5. Complete the rest of the screen as appropriate. Click **OK** to save

Add these new video slots to existing or new appointment sessions as required.

Note: The session name is visible online. Separate sessions for video or telephone slots should be used to differentiate between different types of appointments.

Configuration – Enabling Online Registrations

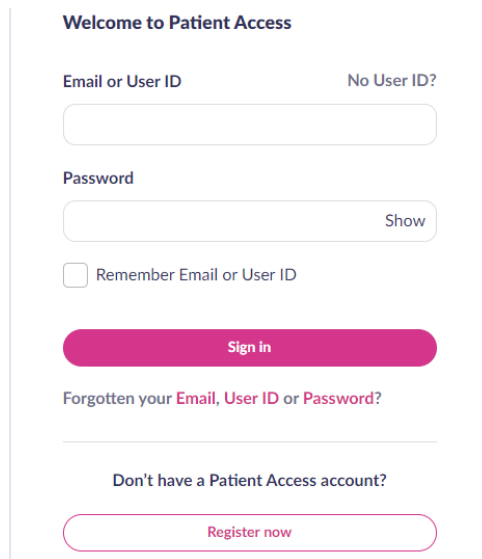
Patients can register online however this will only allow them to book one appointment, then they will have to come into the practice for verification.

1. Open the **System Tools** menu – and open **EMAS Manager**
2. Select **Patient Facing Services** – use the scroll bar to find the tick boxes for services and find **Online registration**
3. Tick the box for **Online registration** and click **Save** settings

| Emis | Emis - Patient Facing Services |
|---|--|
| <input checked="" type="checkbox"/> Document Sharing | <input checked="" type="checkbox"/> Appointments |
| <input checked="" type="checkbox"/> Patient Facing Services | <input checked="" type="checkbox"/> Repeat prescriptions |
| <input checked="" type="checkbox"/> EPMS | Other services |
| <input checked="" type="checkbox"/> Managed Referrals | <input checked="" type="checkbox"/> Messaging |
| | <input checked="" type="checkbox"/> Demographics |
| | <input checked="" type="checkbox"/> Pre-registration |
| | <input checked="" type="checkbox"/> Online registration |

Using Patient Access to book a Video Consultation

If the patient already has a Patient Access account they can proceed to book the appointment as normal. If not they can use the **Register Now** button, on the Patient Access website to book one appointment online without having to come into the practice.



The screenshot shows the Patient Access login interface. At the top, it says "Welcome to Patient Access". Below this, there are two input fields: "Email or User ID" and "Password". The "Email or User ID" field has a "No User ID?" link next to it. The "Password" field has a "Show" button. Below the password field is a checkbox labeled "Remember Email or User ID". A prominent pink "Sign in" button is centered below the form. Underneath the button, there is a link: "Forgotten your Email, User ID or Password?". At the bottom of the form, there is a link: "Don't have a Patient Access account?" and a pink "Register now" button.

If they are registering online they will have to complete some details, create a username and password etc.

They will need to link to the GP practice, by searching for the practice by name or postcode. If the patient is asked for a registration letter, they can say no, to proceed to booking the appointment.

Performing a Video Consultation

Note: Clinicians performing video consultations will need a webcam and microphone.

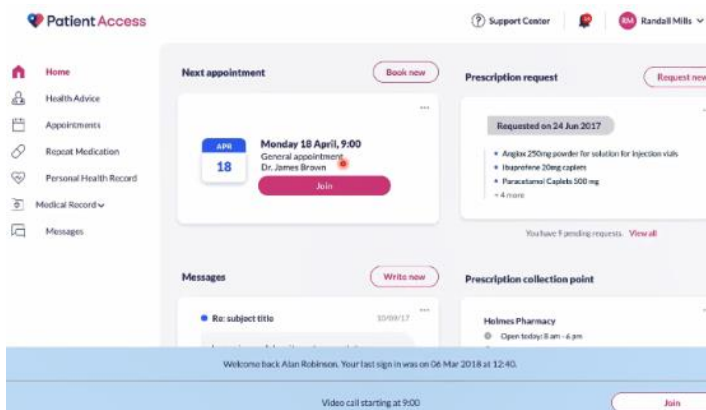
Book an appointment in EMIS or via Patient Access as normal.

Note: **Find Slot** button allows you to filter available appointments by slot type

1. Right click the booked appointment, and select **Start Video Consultation**. At the moment users will only be able to start or join a video consultation up to 15 minutes before or after the start time
2. The consultation starts, and opens the care record with consultation type already selected in the properties window as Video Conference. Click **OK**

Then it will load into patient access to the video consult window. EMIS can be used alongside the video consultation, on separate screens if the clinician has 2 screens.

The patient will see a Join button on the patient access dashboard. If they have also added it to their device's calendar they will see a notification.



3. Once the consultation has finished, currently only the clinician can select an **End call** button. This will return the clinician to EMIS
4. Complete and **Save** the consultation in the care record as normal. The clinician will be returned to the appointment book
5. There will be a pop up asking if the video consultation was successful. Click **Video Consultation has been completed** or **Started but there was no answer**

In the appointment book the video consultation will either have a red or green computer screen icon depending on the outcome.