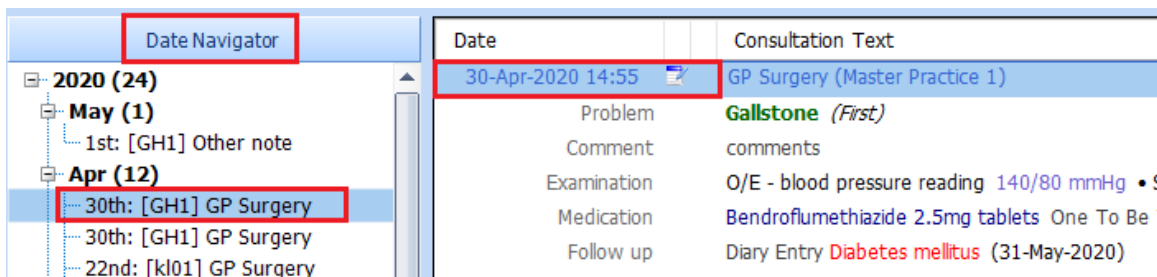


## NECS Clinical Systems Specialist Team


# EMIS Web – Viewing Consultations and Shared Record

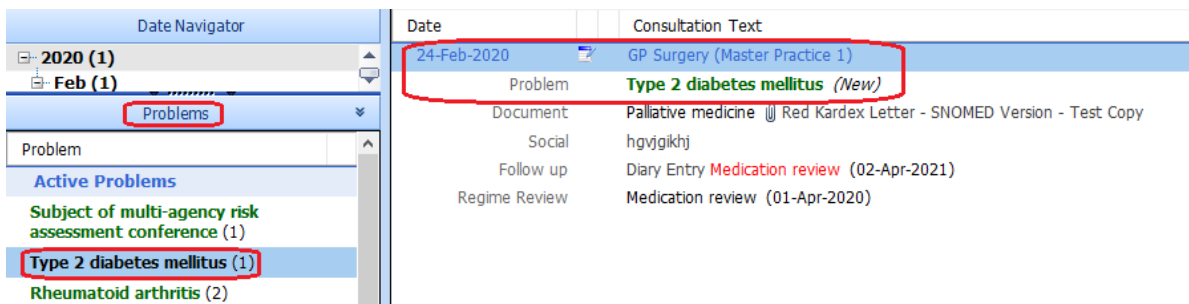
### View and Filter Consultations

1. Click **Consultations**
2. The right hand section will display all consultations added at the Practice in date order (newest at the top)
3. To find a consultation from a certain year or date, click **Date Navigator** and select the relevant year or date. The consultations from that period of time are displayed in the right hand section. Click the top date in **Data Navigator** to return to current date



The screenshot shows the EMIS Web interface. On the left, the 'Date Navigator' is open, showing a tree view for the year 2020. The 'Apr (12)' folder is selected, and the '30th: [GH1] GP Surgery' entry is highlighted. On the right, a list of consultations is displayed. The top entry is dated '30-Apr-2020 14:55' and titled 'GP Surgery (Master Practice 1)'. Below the title, various consultation details are listed, including 'Problem: Gallstone (First)', 'Comment: comments', 'Examination: O/E - blood pressure reading 140/80 mmHg', 'Medication: Bendroflumethiazide 2.5mg tablets One To Be', and 'Follow up: Diary Entry Diabetes mellitus (31-May-2020)'.

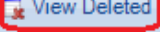
4. Click **Problems** and select a problem if you wish to filter consultations by that problem. Click  to remove the **Problems** filter



The screenshot shows the EMIS Web interface with the 'Problems' filter applied. On the left, the 'Date Navigator' is open, showing the year 2020. The 'Feb (1)' folder is selected, and the 'Problems' dropdown menu is open, showing 'Type 2 diabetes mellitus (1)' selected. On the right, a list of consultations is displayed. The top entry is dated '24-Feb-2020' and titled 'GP Surgery (Master Practice 1)'. Below the title, various consultation details are listed, including 'Problem: Type 2 diabetes mellitus (New)', 'Document: Palliative medicine Red Kardex Letter - SNOMED Version - Test Copy', 'Social: hgvjgikhj', 'Follow up: Diary Entry Medication review (02-Apr-2021)', and 'Regime Review: Medication review (01-Apr-2020)'.


5. Click **My Consultations** to view consultations only added by you. Click **My Consultations** again to view all consultations

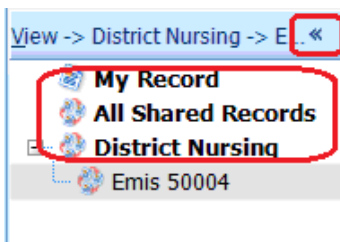


6. Click **View Deleted** button  to view any consultations that have been deleted from the Patient's record. Click **Close** to close the box and view all consultations

## Viewing Shared Record

If Sharing Agreements are in place, then data may be added to the Patient Record by organisations outside of the Practice. This data can be viewed and added to your local record as required.


1. Click **Consultations**. If they have **Shared Record** data available to view, click the right arrow to expand the options and left arrow to minimise it again. Any data added externally to the Practice is highlighted with  icon
  - a. **My Record** – this shows local data that has been added at the Practice
  - b. **All Shared Records** – this shows both local data and data added by the external organisations
  - c. **District Nursing** (in this example) – this shows data only added by this external organisation

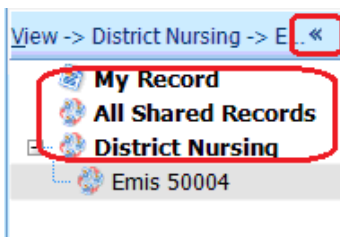


## Copying Shared Data to Local Records

1. Go into **Care History** or **Investigations**. If the sharing agreement allows it, you can copy the following types of shared clinical data from another organisations records to local records
  - a. Allergies
  - b. Codes and Coded Values
  - c. Family History
  - d. Immunisations
  - e. Investigations
  - f. Problems (these are copied as observations but once copied can be changed to problems locally by right clicking it and selecting **Edit**)

**Note:** For safety reasons, only one item can be copied to local record at a time.

2. Select **All Shared Records** to view the data added by external organisations highlighted by  icon



3. Right click on the item you wish to add to the local record, and select **Copy to Local Record**. Click **Ok** if prompted to copy the item