

EMIS Web – HOW TO... GUIDE v2

An alphabetical list of top tips, hints, template locations and a general how to do stuff. All in-house templates are marked (IGS). To get to Templates, click the 'Run Template' button top of screen. The lightning bolt (⚡) can be found in consultation mode when entering data under the fields on left side of screen, eg Comment, Examination, History

Alerts – designed to improve patient safety and clinical care (⚡ indicates action when lightning bolt in pop-up alert)

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| Admission avoidance (AA) register | Informs if patient on AA register |
| AKI leaflet | Informs if patient requiring AKI leaflet issuing (⚡ code issue of AKI leaflet) |
| Dementia risk | Informs if at risk of dementia and prompts screening (⚡ code worry about memory) |
| Deprescribing | Reminder to consider deprescribing items either before or on medication review date (⚡ code deprescribing done) |
| DMARD monitoring | Informs if DMARD monitoring overdue or all up to date |
| DNACPR in place | Informs if has a current DNACPR in place and date of it |
| Flu jab status | Informs if eligible for flu jab, had flu jab, or declined it in current season (⚡ code refusal or contraindications) |
| Learning disabilities (LD) register | Informs if on LD register |
| Named GP | Pops up to remind patient who their named GP is |
| Palliative care (GSF) register | Informs if on GSF register and current traffic light status (⚡ change traffic light status) |
| QOF diaries | Informs if QOF diaries need updating (⚡ update diary) |
| Safeguarding risk | Informs if any safeguarding codes and also if patient currently at risk |
| Vulnerable patient status | Informs if patient may be vulnerable (according to circumstance) or has been coded vulnerable (⚡ code vulnerability status) |

| Task/Template/Query | How to get there |
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| NOT SURE AT ALL AND NEED HELP? | <u>History</u> > ⚡ > <u>EMIS Web help</u> |
| 24hr BP request | <u>Comment</u> > ⚡ > <u>Other test request</u> |
| 24hr BP results | T > IGS > Cardiovascular > <u>24hr BP Results</u> |
| 6 week check | T > IGS > Child Health > <u>6 week check</u> |
| Acute Kidney Injury | T > IGS > Cardiovascular > <u>Acute Kidney Injury (AKI) leaflet</u> |
| Admission avoidance | T > IGS > Admin > <u>Admission Avoidance – Unplanned – MDT</u> |
| Alcohol | T > IGS > Standard > <u>Quick Alcohol</u> |
| Allergies (drug and non-drug) | <u>Allergy</u> > ⚡ > <u>Drug Allergy (or Non-drug Allergy)</u> |
| Antenatal care | T > IGS > Women's Health > <u>Pregnancy Antenatal Care</u> |
| Anticipatory script printouts | <u>Procedure</u> > ⚡ > <u>Anticipatory Rx</u> |
| Asthma | See <u>Respiratory</u> |
| Asthma care plan | Tick 'Asthma self-management plan agreed' in <u>Quick Respiratory</u> template |
| Bereavement support | T > IGS > Admin > <u>Bereavement Support</u> (for coding relatives of pts who have died) |
| Blood pressure | <u>Examination</u> > ⚡ and select the required item <i>or</i> enter <u>O/E - blood pressure reading</u> as a code <i>or</i> T > IGS > Cardiovascular > <u>Quick Blood Pressure BP</u> |
| Blood results | See <u>Urgent blood results</u> |
| Blood test request | <u>Test request</u> > <u>Online Test Request for ICE</u> <i>or</i> <u>Document</u> > <u>Create Letter</u> > <u>Pathology Blood (Derby) Form</u> |
| Breast screening | T > IGS > Women's Health > <u>Breast Screening</u> |
| Cancer | T > IGS > EOL Care & Cancer > <u>Quick Cancer</u> |
| Cardiovascular monitoring | T > IGS > Cardiovascular > <u>Quick Cardiovascular</u> <i>or</i> <u>History</u> > ⚡ > <u>Quick Cardiovascular</u> |
| Care home reviews | T > IGS > Admin > <u>Care Home Reviews</u> |
| Certificate for non-verifiable illness | <u>Procedure</u> > ⚡ > <u>Other note</u> |
| Certificate of Attendance | <u>Procedure</u> > ⚡ > <u>Other note</u> |
| Cervical smears (results, taking of, colposcopy) | T > IGS > Women's Health > <u>Cervical Smears Results Colposcopy</u> |
| CHADS2 score | T > IGS > Cardiovascular > <u>Quick Cardiovascular</u> |
| Chaperones | T > IGS > Standard > <u>Chaperone refused</u> <i>or</i> T > IGS > Standard > <u>Chaperone offered</u> <i>or</i> <u>Comment</u> > ⚡ > <u>Chaperone offered</u> |
| Child Protection Codes | T > IGS > Child Health > <u>Child Protection Codes</u> |
| Coils | T > IGS > Women's Health > <u>Coils IUD IUCD IUS Mirena Contraception</u> |
| Consent for minor ops | <u>Procedure</u> > ⚡ > <u>Minor surgery</u> <i>or</i> T > IGS > Standard > <u>Minor Operations Ops Consent</u> |
| Contraception | T > IGS > Women's Health > <u>Contraception COCP POP Postcoital Pill</u> |
| COPD | See <u>Respiratory</u> |
| COPD care plan | Tick 'COPD self-management plan agreed' in <u>Quick Respiratory</u> template |
| Death | T > IGS > Admin > <u>Patient Died</u> |
| Delivery and baby details | T > IGS > Women's Health > <u>Delivery Details</u> |
| Dementia | T > IGS > Mental Health & Neurology > <u>Quick Dementia</u> |
| Dementia screening | T > IGS > Mental Health & Neurology > <u>Quick Dementia Screening</u> |
| Demographic data | T > IGS > Admin > <u>Basic Demographics</u> |
| Depression | T > IGS > Mental Health & Neurology > <u>Quick Depression</u> |

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| Diabetes | T > IGS > Diabetes > Quick Diabetes or History > ⚡ > Quick Diabetes |
| Diary entries for QOF | T > IGS > QOF > QOF – Diary Entries or T > IGS > Admin > Recall System |
| ECG request | Comment > ⚡ > Other test request or Document > Create Letter > ECG (Ripley)Form |
| ECG results | T > IGS > Cardiovascular > ECG Results |
| Echocardiogram results | T > IGS > Cardiovascular > Echocardiogram Results |
| End of life (EOL) care | Procedure > ⚡ > EOL care or T > IGS > EOL Care & Cancer > Quick EOL Palliative Terminal Care Cancer |
| Epilepsy | T > IGS > Mental Health & Neurology > Quick Epilepsy |
| Excuses letter | Procedure > ⚡ > Standard Letter |
| Exemption codes for QOF | T > IGS > QOF > QOF – Exemption Codes or Comment > ⚡ > QOF exemptions |
| Exercise tolerance test request | Comment > ⚡ > Other test request |
| Family History (eg, IHD, DM) | Common entries can be found under Family History > ⚡ |
| Fitness letter | Procedure > ⚡ > Standard Letter |
| Flu jab protocol | Procedure > ⚡ > Flu jab |
| General examination findings | Examination > ⚡ > Exam findings or T > IGS > Standard > Patient Examination |
| HAS-BLED | T > IGS > Other Conditions > HAS-BLED (calculates bleeding risk) |
| Health Care Assistant (HCA) Activity | T > IGS > Practice Nurse > Health Care Assistant (HCA) Activity |
| Housing letter | Procedure > ⚡ > Standard Letter |
| Implants | T > IGS > Women's Health > Implants Nexplanon Contraception |
| Injections (steroids, LA etc) | T > IGS > Standard > Injections Given |
| Joint injections | T > IGS > Standard > Joint Injections (detailed template specifically for joints & leaflet) |
| LCSF monitoring | T > IGS > Admin > LCSF Monitoring (for adding codes related to LCSF work) |
| Learning Disabilities exam | T > IGS > Mental Health & Neurology > Learning Disabilities |
| Major alert message | Click on green down arrow on Precis bar (name/address/details) and click Manage patient warnings |
| Mail merge templates | Variety of mail merge templates, letters, referral forms, under Document > Create Letter > navigate to Mail Merge Templates |
| Mammography | T > IGS > Women's Health > Breast Screening |
| MED3s | Click the Add Fit Note button |
| Mental health | T > IGS > Mental Health & Neurology > Quick Mental Health |
| Microbiology test request | Document > Create Letter > Pathology Microbiology (Derby) Form |
| Minor ops coding and scripts | Procedure > ⚡ > Minor surgery |
| Miscellaneous codes | T > IGS > Admin > Miscellaneous Codes |
| Mobile EMIS | T > IGS > Standard > Mobile EMIS |
| MRI lumbar spine request | Comment > ⚡ > Other test request |
| Notes summarised | T > IGS > Admin > Notes summarised |
| Nursing procedures | T > IGS > Practice Nurse > Nursing Procedures or Procedure > ⚡ > Nursing procedures |
| Obs – pulse, BP, O2 sats, temp, PEFR etc | Examination > ⚡ and select the required item or T > IGS > Standard > Quick Observations Obs |
| Occupations | T > IGS > Standard > Occupations |
| Ophthalmology (incl retinopathy screening) | T > IGS > Diabetes > Ophthalmology |
| Osteoporosis DEXA Fragility Fracture | T > IGS > Other Conditions > Osteoporosis DEXA Fragility Fracture |
| Palliative care | See End of life (EOL) care |
| Podiatry | T > IGS > Diabetes > Podiatry |
| Pop-ups (to add missing data) | Click on ⚡ in the pink Pop-up box in bottom right of screen |
| Postnatal check | T > IGS > Practice Nurse > Postnatal 6 Week Check Post Delivery |
| Pre-conception advice | T > IGS > Women's Health > Pregnancy Antenatal Care |
| Pregnancy and TOP | T > IGS > Women's Health > Pregnancy Antenatal Care |
| Primary prevention | T > IGS > Cardiovascular > Primary Prevention |
| Private prescription | Procedure > ⚡ > Private Rx |
| Private sick note | Procedure > ⚡ > Private Sicknote |
| QOF conditions | T > IGS > QOF and select QOF condition or search for condition in template browser |
| QOF exemptions | See Exemption codes for QOF |
| QRISK2 | T > IGS > Cardiovascular > Quick QRISK2 |
| Recall system | T > IGS > Admin > Recall System (for entering any recall code) |
| Respiratory (asthma or COPD) | T > IGS > Respiratory > Quick Respiratory COPD Asthma or History > ⚡ > Quick Respiratory |
| Rheumatoid arthritis | T > IGS > Other Conditions > Quick Rheumatoid |
| RightCare Plan | Document tab > Add > Create Letter > RightCare Plan |
| Safeguarding (adults & children) | T > IGS > Child Health > Safeguarding Adult and Child Protection |
| Scan results (viability/dating etc) | T > IGS > Women's Health > Scan Results Dating Viability |
| Smoking | T > IGS > Standard > Quick Smoking or History > ⚡ > Smoking Status |
| Social services letter | Procedure > ⚡ > Standard Letter or Social > ⚡ > Standard Letter |
| Spirometry | T > IGS > Practice Nurse > Spirometry or T > IGS > Respiratory > Quick Respiratory |
| Standard letters (excuses, fitness etc) | Procedure > ⚡ > Standard Letter |
| Temperature | Examination > ⚡ and select the required item |

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| Ultrasound requests | Document > Create Letter > X-Ray and Ultrasound (Ripley) Form |
| Urgent blood results | Results > ⚡ > Blood Results or T > IGS > Standard > Blood Results |
| Urinalysis results | T > IGS > Standard > Urine Dipstick or Results > ⚡ > Urinalysis or Examination > ⚡ > Urinalysis |
| Vulnerable patients | T > IGS > Admin > Vulnerable Patients |
| Wound management plan | Document > Create Letter > Ivy Grove Wound Management Plan |
| X-ray requests | Document > Create Letter > X-Ray and Ultrasound (Ripley) Form |
| HRT review | T > IGS > Practice Nurse > HRT Review |
| Teenager review | T > IGS > Practice Nurse > Teenager Review |
| Well person check | T > IGS > Practice Nurse > Well Person Check |
| Gold injection | T > IGS > Practice Nurse > Gold Injection |
| Depot injection | T > IGS > Practice Nurse > Depot Injection |
| Antenatal Pertussis Vaccinations | T > IGS > Practice Nurse > Antenatal Pertussis Vaccinations |

Function Keys Shortcuts

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|-------------------------|---------|
| Help in EMIS Web | F1 key |
| Summary of patient | F3 key |
| Swap patients | F5 key |
| Consultations | F6 key |
| File | F8 key |
| Medication | F9 key |
| Appointments quick view | F10 key |
| Investigations values | F11 key |
| Macros | F12 key |

Consultation Mode Shortcuts

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| Switch between consultation fields as below | TAB then press the key below |
| Problem title | P |
| Examination | E |
| Comment | C |
| Allergy | A |
| Result | L |
| Family history | F |
| Social | S |
| Medication | M |
| Procedure | O |
| Follow-up | U |
| Test request | T |
| Referral | R |
| Document | D |