



EMIS User Guide

Version: 1.1

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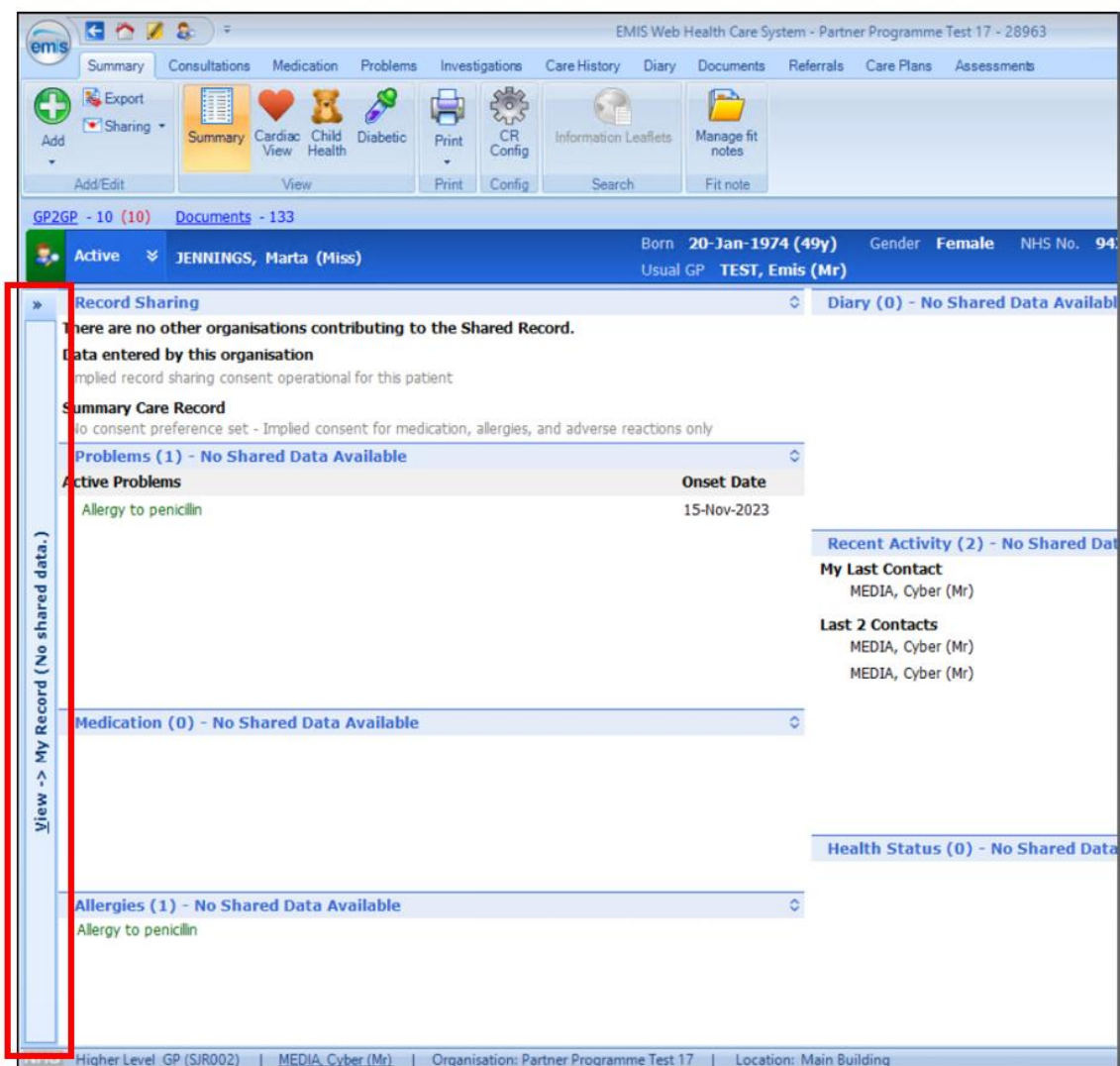
FS 643660 EMS 643659

1. EMIS Theseus Referral Portal

The Theseus Referral Portal within EMIS allows GPs to make and view referrals to local Health and Wellbeing and Social Prescribing services that are using the Theseus Referrals and Case Management system, and there is an arrangement in place between your surgery and the Theseus system owner (typically your local council) to allow referrals to be made.

1.1. Expand the left-hand menu to show External Views

Within the EMIS patient record, if the External Views menu in the bottom left-hand side of EMIS is not visible, please click on the collapsed left-hand menu bar to expand the menu:



When expanded, you should see the External Views in the bottom left:

EMIS Web Health Care System - Partner Programme Test 17 - 28963

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals Care Plans Assessments

Add Export Add/Edit Add Sharing View View View Print Print Config Search Fit note

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Active JENNINGS, Marta (Miss) Born 20-Jan-1974 (49y) Gender Female NHS No. 943 Usual GP TEST, Emis (Mr)

View -> My Record Record Sharing Diary (0) - No Shared Data

My Record

All Records

There are no other organisations contributing to the Shared Record.

Data entered by this organisation

Implied record sharing consent operational for this patient

Summary Care Record

No consent preference set - Implied consent for medication, allergies, and adverse reactions onl

Problems (1) - No Shared Data Available

Active Problems **Onset Date**

Allergy to penicillin 15-Nov-2023

Recent Activity (2) - No Shared Data Available

My Last Contact

MEDIA, Cyber (Mr)

Last 2 Contacts

MEDIA, Cyber (Mr)

MEDIA, Cyber (Mr)

Medication (0) - No Shared Data Available

Allergies (1) - No Shared Data Available

Allergy to penicillin

Health Status (0) - No Shared Data Available

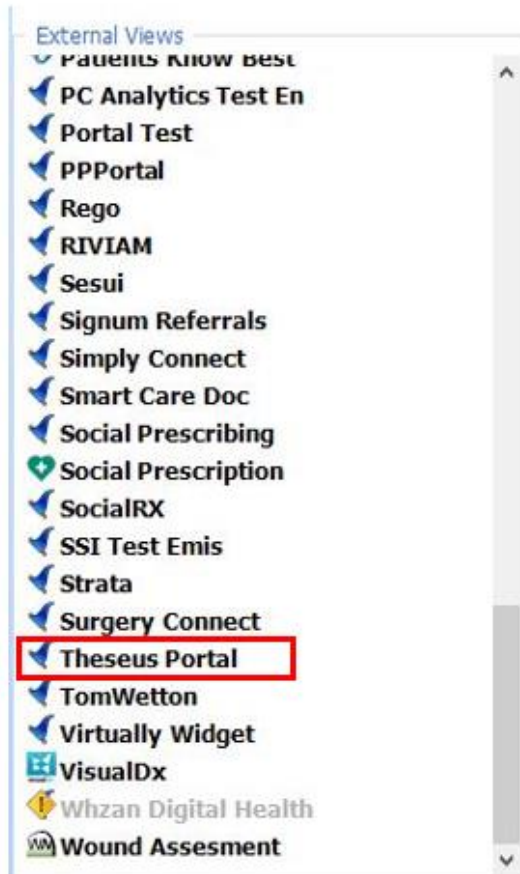
External Views

- AppScript
- Arc
- Ask Virtually
- Bentest
- Better
- BetterPlatform
- Black Pear 1
- C the Signs
- Care Planning Heal...
- Carista
- Cerner HIE Dev
- Cerner HIE Test1
- Chameleon EPR
- Cherub
- CUE INT

MEDIA, Cyber (Mr) | Organisation: Partner Programme Test 17 | Location: Main Building

1.2. Launch the Theseus Referral Portal

You may have a long list of External Views within your EMIS system. If this is the case, scroll down the list of External Views and please click on the Theseus Portal item:



This will load Theseus GP portal in context of the patient you were viewing in EMIS, as illustrated below:

The screenshot shows the EMIS Theseus GP portal interface. At the top, there's a navigation bar with tabs: Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, Care Plans, Assessments, and Theseus Portal. Below this, a patient header bar displays 'Active' status, patient name 'JENNINGS, Marta (Miss)', birth date '20-Jan-1974 (48y)', gender 'Female', NHS number '943 476 5870', and usual GP 'TEST, Emis (Mr)'. An orange banner indicates 'STAGING ENVIRONMENT'. The main content area is titled 'North Somerset Council Public Health Referrals'. On the left, a patient profile for 'Marta Jennings' is shown with details: DoB: 20 JAN 1974, Sex: Female, NHS number: 943 476 5870, and address '123, A street, Stafford, ST18 0LQ'. Below the profile, there's a section for 'Notes' with a message 'DO NOT LEAVE VOICEMAIL' and a mobile number '0798798778'. The right side of the screen is dedicated to 'Referrals'. It features an 'Add referral' button with a plus icon. Below this is a 'Previous Referrals' section. It lists two referrals: one dated '3 MAR 2022' with status 'IN PROGRESS' and description 'Referral from Emis Test Surgery 2', and another dated '1 MAR 2022' with status 'CLOSED: SUCCESSFUL' and description 'Referral from Emis Test Surgery 2'. An 'Expand all' link is visible next to the referrals list. At the bottom, a footer bar shows 'NHS Higher Level GP (SIR002) | MEDIA_Cyber(Mr) | Organisation: Partner Programme Test 17 | Location: Main Building'.

Please note, if your surgery has not been authorised to make referrals to a local Theseus system, then a message indicating this will be shown instead of the patient details. If you believe your surgery should be able to make referrals, please contact the owner of the Theseus system to authorise your access.

1.3. Make a Referral

In order to make a new referral for the selected patient, click on 'Add referral':

The screenshot displays the EMIS Web Health Care System interface for a patient named Marta Jennings. The patient's details, including date of birth (20 Jan 1974), gender (Female), and NHS number (943 476 5870), are visible at the top. The main section is titled 'Referrals' and features a prominent '+ Add referral' button, which is highlighted with a red rectangular box. Below this, there is a 'Previous Referrals' section showing two entries: one dated 3 MAR 2022 with status 'IN PROGRESS' and another dated 1 MAR 2022 with status 'CLOSED: SUCCESSFUL'. The interface also includes a sidebar with patient information and a top navigation bar with various menu options like Summary, Consultations, Medication, etc.

A referral form will then open. Some fields will be pre-populated with details from EMIS, but others may require your input.

Review the details pre-populated from the EMIS patient record and check that they are correct:

The screenshot displays the EMIS Web Health Care System interface. At the top, a navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, Care Plans, Assessments, and Theseus Portal. Below this, a patient summary bar for 'JENNINGS, Marta (Miss)' shows her birth date (20-Jan-1974, 48y), gender (Female), NHS number (943 476 5870), and usual GP (TEST, Emis (Mr)). An orange banner indicates the system is in a 'STAGING ENVIRONMENT'.

The main content area is titled 'North Somerset Council Public Health Referrals' and features an 'Add Referral' window. On the left, a patient card for Marta Jennings provides her details: DoB: 20 JAN 1974, Sex: Female, NHS number: 943 476 5870, and a placeholder for her address (123, A street, Stafford, ST18 0LQ). Below this, a 'Phone(s)' field and a note 'DO NOT LEAVE VOICEMAIL' with a mobile number (0798798778) are visible.

The 'Add Referral' form on the right, titled 'Emis Base Referral Form', contains the following pre-populated fields:

- Client Title: Miss
- Client Surname: Jennings
- Client Forename: Marta
- Client Date of Birth: 20/01/1974
- Client Gender: Female
- Client NHS Number: 943 476 5870

The bottom of the screen shows a footer with NHS branding, user role (Higher Level GP (SIR002)), media information (MEDIA Cyber (Mr)), organisation (Partner Programme Test 17), and location (Main Building).

And complete any supplementary info as required:

The screenshot displays the EMIS Web Health Care System interface. At the top, there is a navigation bar with tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, Care Plans, Assessments, and Theseus Portal. Below this, a patient header bar shows the patient's name, JENNINGS, Marta (Miss), and various details including Born date (20-Jan-1974 (48y)), Gender (Female), NHS No. (943 476 5870), Usual GP (TEST, Emis (Mr)), and a status bar indicating Active and JENNINGS, Marta (Miss). The main area contains a referral form with the following fields: Client Email (ben@cyber-media.co.uk), Referrer Title (Mr), Referrer Surname (Media), Referrer Forename (Cyber), Referrer Role (Higher Level GP (SIR002)), Referrer Organisation (Partner Programme Test 17), Referrer Phone, Referrer Email, and Other details (Enter Other details). A blue Submit button is located at the bottom right of the form. The footer of the interface shows the NHS logo and details: Higher Level GP (SIR002), MEDIA, Cyber (Mr), Organisation: Partner Programme Test 17, and Location: Main Building.

When you are ready to send the referral with the details you have entered, click on the 'Submit' button.

1.4. Review Previous Referrals

You can review the details of any referrals you have previously made at any time. After launching the Theseus Referral Portal from within a patient record, any referrals that have been previously made by your surgery will be listed on an overview page:

The screenshot displays the EMIS Web Health Care System interface. The top navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Case History, Diary, Documents, Referrals, Care Plans, Assessments, and Theseus Portal. The patient record for Marta Jennings is open, showing her details: DoB: 20 JAN 1974, Sex: Female, NHS number: 943 476 5870. The 'Referrals' section is highlighted, showing a list of previous referrals. The first referral is dated 3 MAR 2022, labeled 'IN PROGRESS', and is titled 'Referral from Emis Test Surgery 2'. The second referral is dated 1 MAR 2022, labeled 'CLOSED: SUCCESSFUL', and is also titled 'Referral from Emis Test Surgery 2'. A red box highlights the downward arrow next to the second referral, indicating it can be expanded. The interface also includes a 'STAGING ENVIRONMENT' banner and a 'North Somerset Council Public Health Referrals' header.

Click on the arrows to expand the referrals and view the full details of what was sent as part of the referral and any updates the receiving organisation has added.

The screenshot displays the EMIS web interface for a patient named JENNINGS, Marta (Miss). The patient's details include: Born 20-Jan-1974 (48y), Gender Female, NHS No. 943 476 5870, Usual GP TEST, Emis (Mr). The patient's address is 123, A street, Stafford, ST18 0LQ. The interface shows a list of previous referrals, with two entries visible: "Referral from Emis Test Surgery 2" (IN PROGRESS) and "Referral from Emis Test Surgery 2" (CLOSED: SUCCESSFUL). The patient's contact information includes a mobile number 0798798778 and a note "DO NOT LEAVE VOICEMAIL".

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Active JENNINGS, Marta (Miss) Born 20-Jan-1974 (48y) Gender Female NHS No. 943 476 5870 Usual GP TEST, Emis (Mr)

Primary:
123, A street, Stafford, ST18 0LQ

Notes:

Phone(s)

DO NOT LEAVE VOICEMAIL
Mobile: 0798798778
Notes: -- No notes recorded --

Previous Referrals

Expand all

3 MAR 2022 IN PROGRESS Referral from Emis Test Surgery 2

1 MAR 2022 CLOSED: SUCCESSFUL Referral from Emis Test Surgery 2

Client Title Miss
Client Surname Jennings
Client Forename Marta
Client Date of Birth 20/01/1974
Client Gender Female
Client NHS Number 943 476 5870
Client Building 123
Client Primary Street A street

The screenshot displays the EMIS web interface for a patient named JENNINGS, Marta (Miss). The patient's details include: Born 20-Jan-1974 (48y), Gender Female, NHS No. 943 476 5870, Usual GP TEST, Emis (Mr). The patient's address is 123, A street, Stafford, ST18 0LQ. The interface shows a list of previous referrals, with two entries visible: "Referral from Emis Test Surgery 2" (IN PROGRESS) and "Referral from Emis Test Surgery 2" (CLOSED: SUCCESSFUL). The patient's contact information includes a mobile number 0798798778 and a note "DO NOT LEAVE VOICEMAIL".

GP2GP - 10 (10) Documents - 133

Active JENNINGS, Marta (Miss) Born 20-Jan-1974 (48y) Gender Female NHS No. 943 476 5870 Usual GP TEST, Emis (Mr)

Referrer Role Higher Level GP (SJR002)
Referrer Organisation Partner Programme Test 17
Referrer Phone
Referrer Email

Other details

hi

Comments

ok

Ben Vitteau
Outcome: Service supplied - Telephone contact made, Notes: all good

Ben Vitteau
Outcome: Service supplied - Telephone contact made, Notes: all good

Ben Vitteau

MP03: Higher Level GP (SJR002) | MEDIA Cyber (M) | Organisation: Partner Programme Test 17 | Location: Main Building

1.5. Closing the Theseus Referral Portal

Once you have finished using the Theseus Portal to make or review referrals, click on the close button at the top left to return to the EMIS Patient record.

