

# cybermedia

## EMIS User Guide

Version: 1.1

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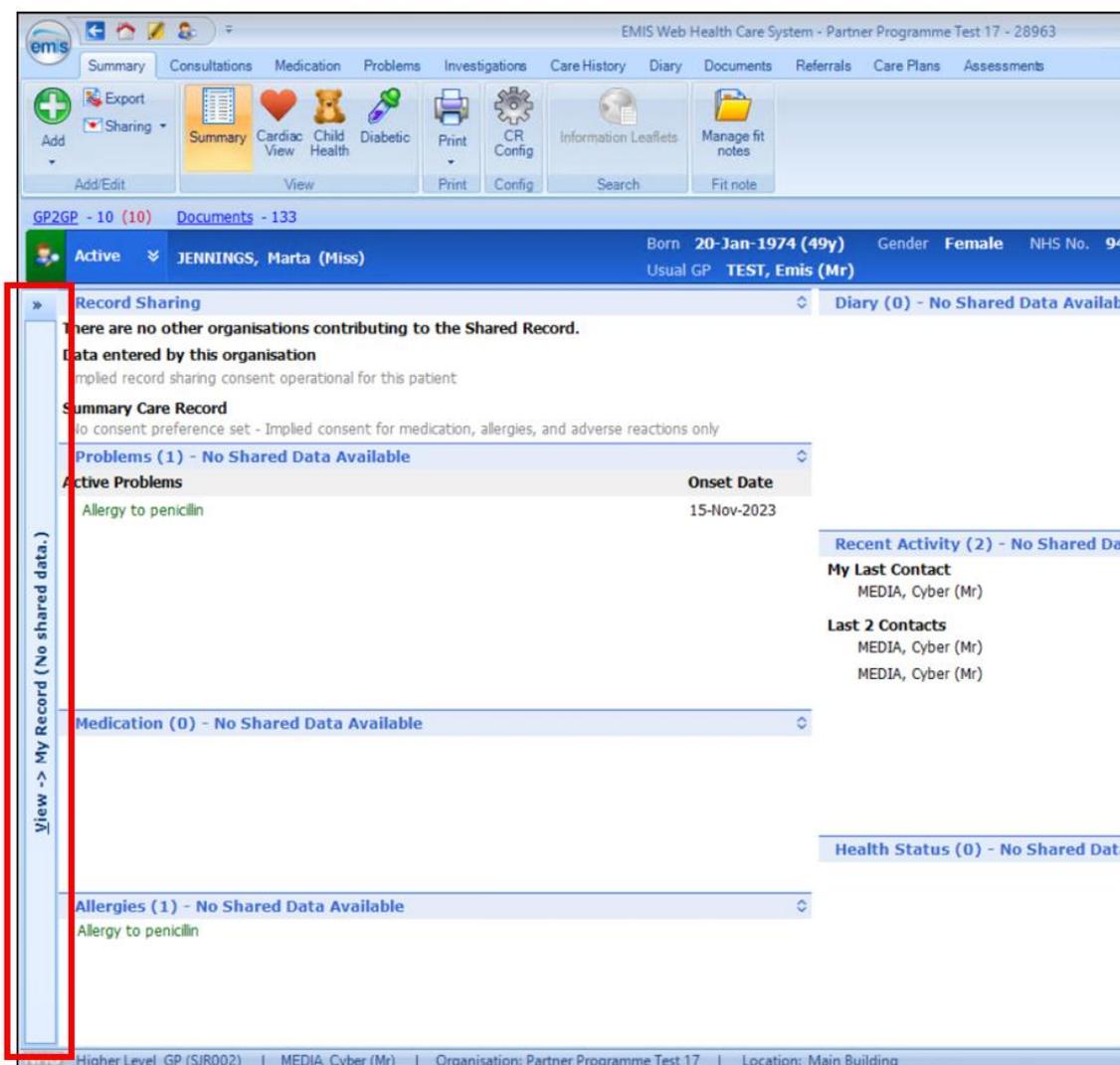
FS 643660 EMS 643659

# 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:

The screenshot displays the EMIS Web Health Care System interface for a patient named JENNINGS, Marta (Miss). The interface is divided into several sections:

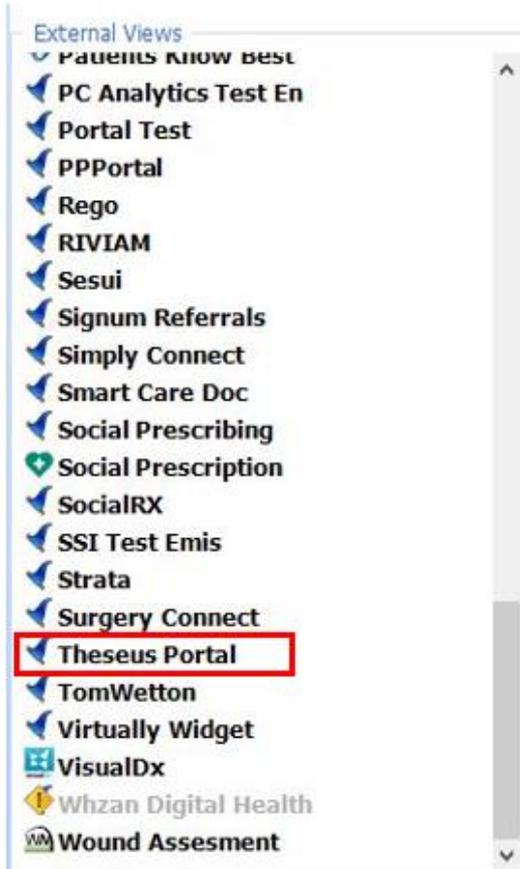
- Top Navigation Bar:** Contains tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, Care Plans, and Assessments.
- Toolbar:** Includes icons for Add, Export, Sharing, Summary, Cardiac View, Child Health, Diabetic, Print, CR Config, Information Leaflets, and Manage fit notes.
- Patient Information:** Shows GP2GP - 10 (10), Documents - 133, Active status, JENNINGS, Marta (Miss), Born 20-Jan-1974 (49y), Gender Female, NHS No. 943, and Usual GP TEST, Emis (Mr).
- Main Content Area:**
  - My Record:** View -> My Record << All Records
  - Record Sharing:** 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
  - Medication (0) - No Shared Data Available:**
  - Allergies (1) - No Shared Data Available:**

Allergy to penicillin
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  - Diary (0) - No Shared Data Available:**
  - Recent Activity (2) - No Shared Data Available:**
    - My Last Contact:** MEDIA, Cyber (Mr)
    - Last 2 Contacts:** MEDIA, Cyber (Mr), MEDIA, Cyber (Mr)
  - Health Status (0) - No Shared Data Available:**
- External Views (Highlighted in Red Box):**
  - 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
  - CHIEF TEST

## 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 displays the EMIS web interface for a patient named Marta Jennings. The top navigation bar includes options like Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, Care Plans, and Assessments. The patient's details are shown as follows:

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

The main content area is titled "STAGING ENVIRONMENT" and "North Somerset Council Public Health Referrals". It features a profile for Marta Jennings with her photo, name, and details: DoB: 20 JAN 1974, Sex: Female, THESEUS ID: 55051, NHS number: 943 476 5870. Her address is listed as 123, A street, Stafford, ST18 0LQ. The "Referrals" section shows two entries:

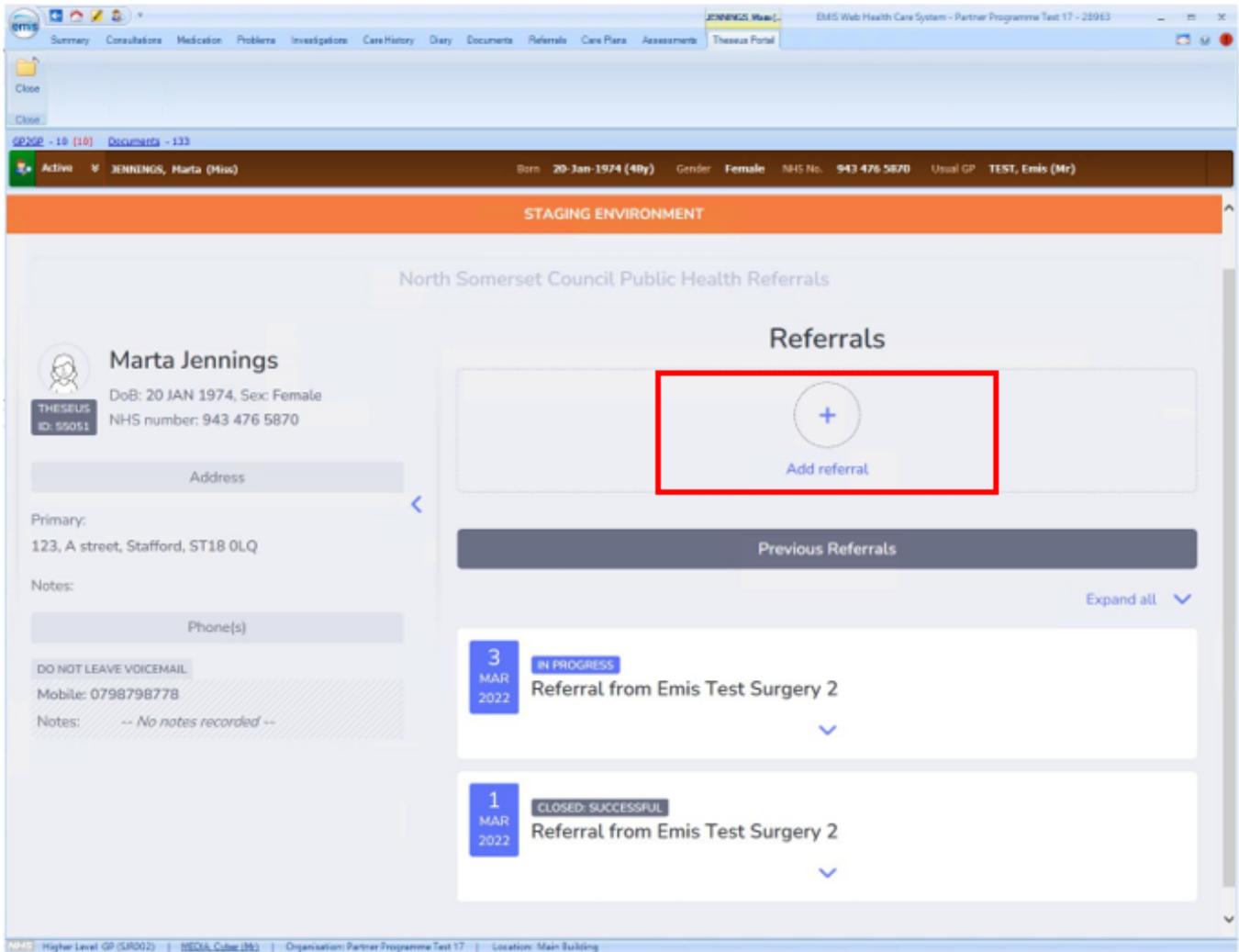
- 3 MAR 2022 IN PROGRESS** Referral from Emis Test Surgery 2
- 1 MAR 2022 CLOSED: SUCCESSFUL** Referral from Emis Test Surgery 2

The interface also includes an "Add referral" button and a "Previous Referrals" section. The footer of the page indicates the user is a Higher Level GP (SJR002) at the 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':



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 interface for a patient named Marta Jennings. The interface is titled 'North Somerset Council Public Health Referrals' and features an 'Add Referral' window. The patient's details are pre-populated in the form, including their name, date of birth, gender, and NHS number. The form also includes fields for client title, surname, forename, and date of birth. The patient's address and phone number are also visible in the patient record section.

**STAGING ENVIRONMENT**

North Somerset Council Public Health Referrals

**Add Referral**

Emis Base Referral Form

**Marta Jennings**  
 DoB: 20 JAN 1974, Sex: Female  
 NHS number: 943 476 5870

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

Notes:  
 Phone(s)

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

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

NHS Higher Level GP (SIR002) | MEDIA Cyber (Mr) | Organisation: Partner Programme Test 17 | Location: Main Building

And complete any supplementary info as required:

The screenshot shows the EMIS Web Health Care System interface. At the top, there is a navigation menu with options: Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, Care Plans, Assessments, and Theseus Portal. Below the navigation menu, there is a patient header for 'JENNINGS, Marta (Miss)' with details: Born 20-Jan-1974 (48y), Gender Female, NHS No. 943 476 5870, Usual GP TEST, Emis (Mr). The main content area displays a referral form with the following fields:

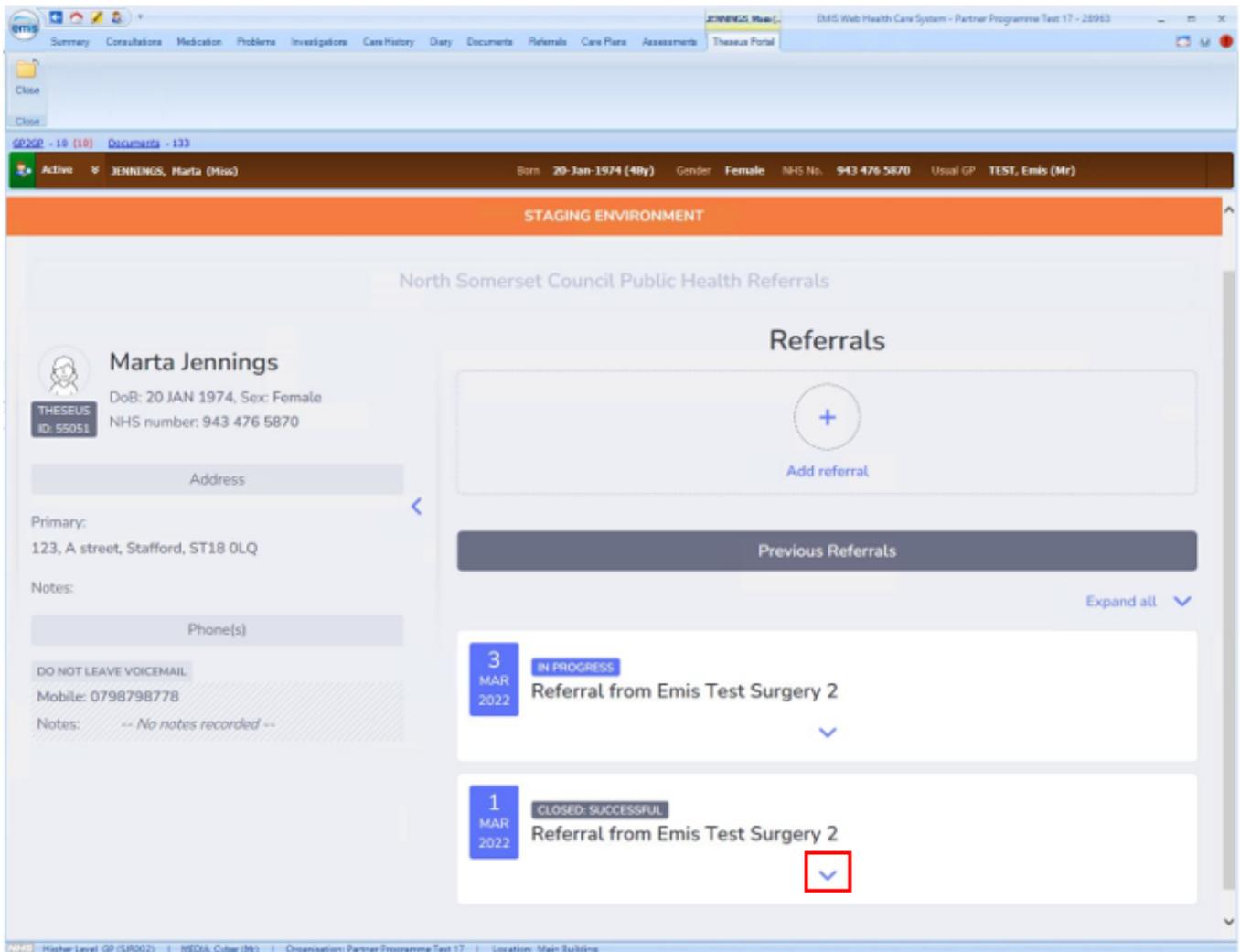
- Client Email: ben@cyber-media.co.uk
- Referrer Title: Mr
- Referrer Surname: Media
- Referrer Forename: Cyber
- Referrer Role: Higher Level GP (SJR002)
- Referrer Organisation: Partner Programme Test 17
- Referrer Phone: (empty field)
- Referrer Email: (empty field)
- Other details: Enter Other details (text area)

A blue 'Submit' button is located at the bottom right of the form. At the bottom of the page, there is a footer with the following information: NHS | Higher Level GP (SJR002) | MEDIA, Cyber (Mr) | Organisation: Partner Programme Test 17 | 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:



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.

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

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)

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

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

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

NHS: 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.

