

Importing Word Referral Forms for use in EMIS Web with Integrated Word

Saving the referral forms

To use the forms with your clinical system, you need to download them from the Knowledge Anglia site. www.knowledgeanglia.nhs.uk

NOTE: If you use the www link to the Knowledge Anglia site, you will be asked to log in. Change the first 'w' to 'n' and you will be on the N3 user site which does not require a log in.

Select your CCG using the relevant icon.



After selecting your CCG hover over the 'Forms' section, this brings up a "Pop up" window as shown below.



Select the relevant area e.g. Norfolk & Norwich Hospital.

After selecting you are presented with the various forms that are available for this location.



Elsie Bertram Diabetes Centre (NNUH)

U: 08/02/19 R: 08/02/21

Referral (Word)

Referral (SystmOne)

Referral (EMIS Web)

NOTE: There may alternatively be an option to choose an EMIS LV version. This can be treated exactly the same way as the one for EMIS Web.

Right click on the EMIS Web version, and select to save the file to a temporary location on your practice computer or a shared drive you use.

Google Chrome:

Internet Explorer:

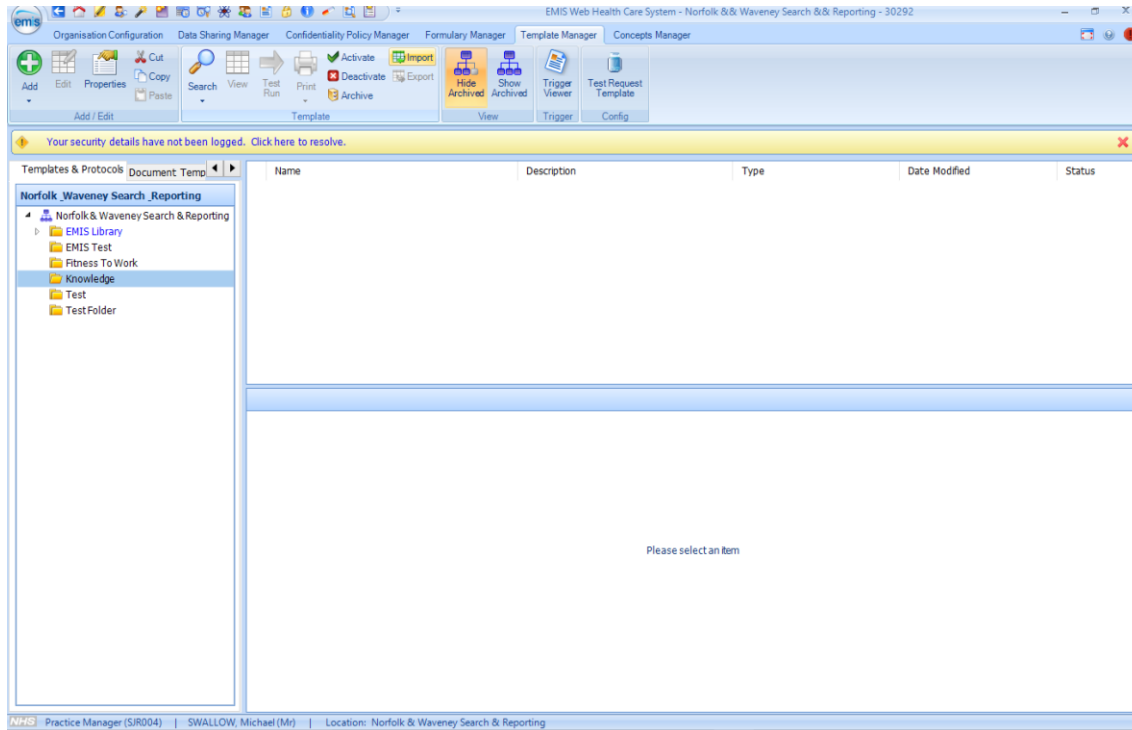
Import the forms into EMIS

Go to Template Manager

Select Document Template tab in the header in the left hand tree

Select folder in left hand tree that you want to import the template into

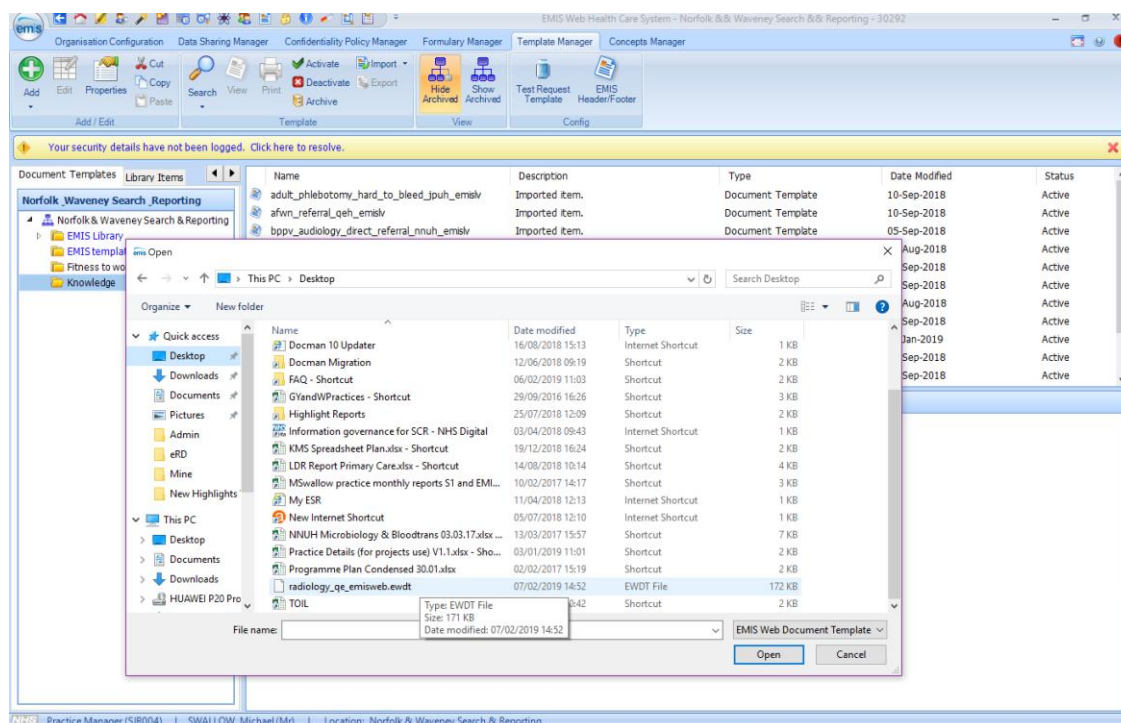
NOTE: You cannot import into the root folder of the hierarchy



Select Import from the ribbon, this will open a dialog in which you can navigate to where the template was downloaded and saved.

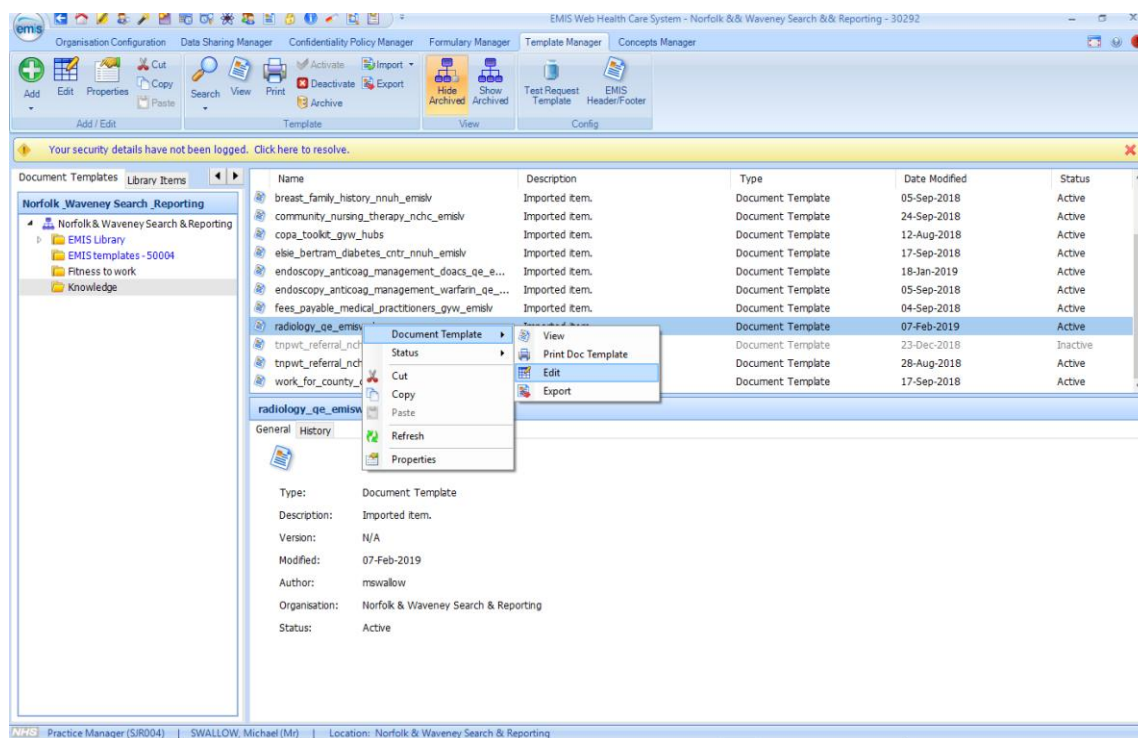
NOTE: If the template was an LV template as opposed to a WEB one you will need to change the file type selection in the dialog to 'all template files'.

Clicking the 'open' option at the bottom of the dialog will import the template.



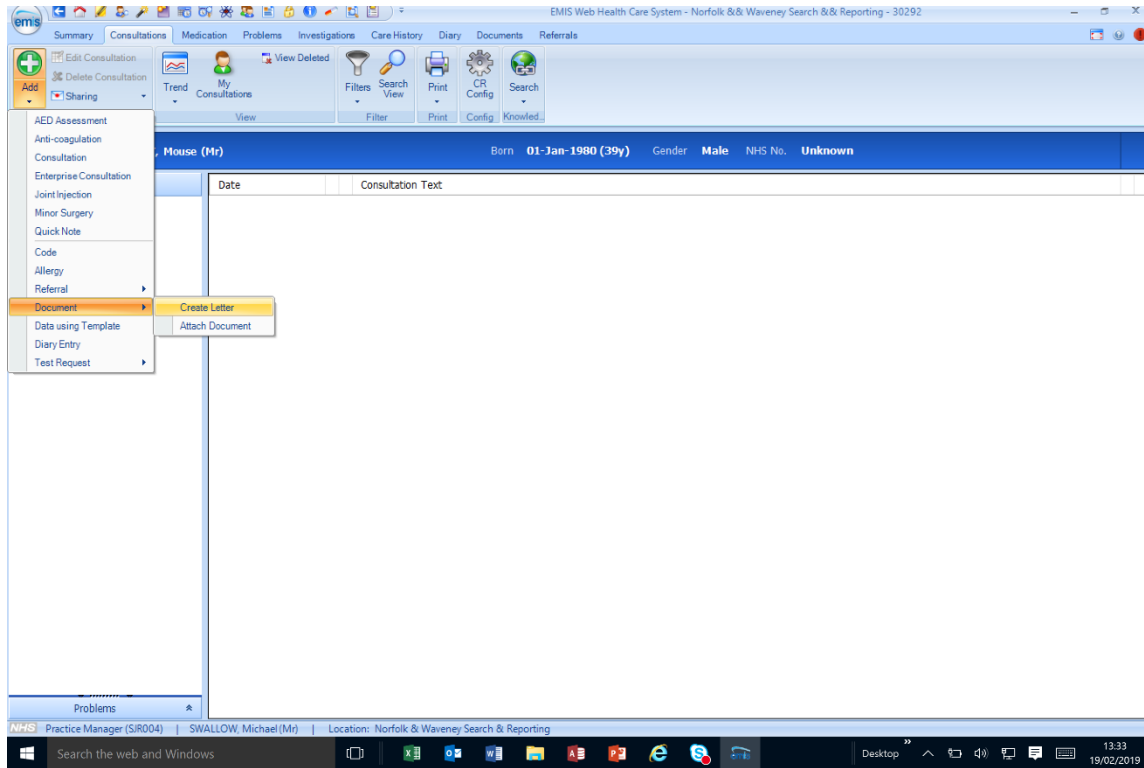
Once the template has been imported you can view and amend it by right clicking on it and selecting 'document template edit'.

NOTE: If the imported template is an LV template rather than a Web one, some fields such as patient mobile number will need replacing with the correct merge field as some of these have changed between versions.



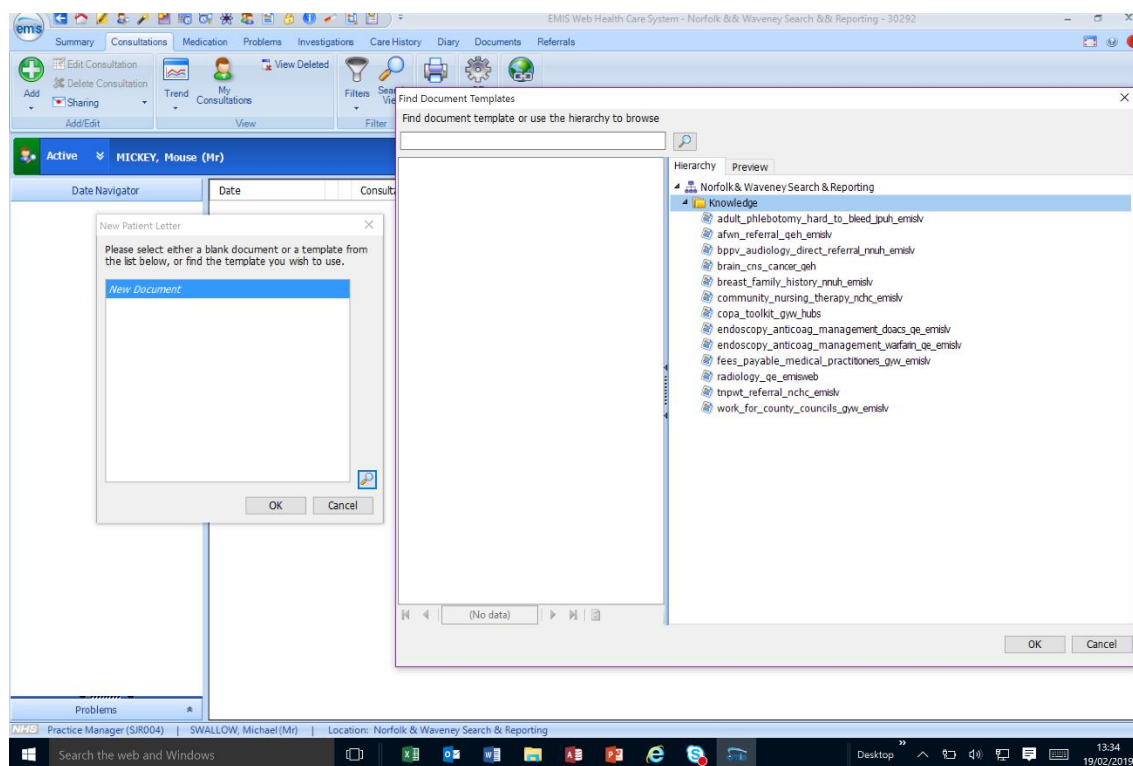
Using Referral Forms in EMIS

Open the appropriate consultation
Select Referral from the left hand menu
Add > Document > Create Letter



Select New Document/Find appropriate template

Commonly used templates will appear in the New Document dialog.
If the template you require is not in the dialog, clicking on the magnifying glass in the bottom right hand corner will open the 'Find Document Templates' dialog box.
Double click on the template you wish to use.



The template will pre-populate with the merge fields from the patient record.
Add any other appropriate information.

Once you are happy with the document, click File > Save and Close.

The template will then be saved as a document in the Patient record.

The screenshot displays the EMIS Web Health Care System interface. The top navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, and Patient Document. The patient record for Mickey Mouse (Mr) is active, showing birth date 01-Jan-1980, gender Male, and NHS No. Unknown. The left sidebar contains a 'Mail Merge Fields' list with options like Save, Save As, Close, and various patient details. The main area shows a 'Radiology Referral' form with the following sections:

PATIENT DETAILS

Title: Mr	Subj: 01-Jan-1980
Surname: Mickey	Hospital No:
Forename: Mouse	NHS No:
Address:	Gender: Male
Postcode:	Tel No:

REFERRAL DETAILS

Registered GP:	Referring GP:
Practice Name:	Category: <input checked="" type="checkbox"/> NHS <input type="checkbox"/> Cat2 <input type="checkbox"/> PP
Address:	Is transport required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Referral date:	If yes, is it: <input type="checkbox"/> Ambulance <input checked="" type="checkbox"/> Car
Print name:	Referrer's signature:

CLINICAL INFORMATION

Clinical Problem:

Examination requested: ☐ Priority ☒ Routine

ADDITIONAL INFORMATION

Is the patient: ☐ Breastfeeding ☐ Pregnant ☐ Partially sighted ☐ Hard of hearing

Does the patient require help with: ☐ Changing ☐ Transferring

The patient needs an: ☐ Interpreter (specify language) ☐ Lipspeaker ☐ BSL Interpreter

For examinations that require intravenous contrast media, you must state recent: EGFR result: Date of result:

Department Use Only: Authorised by: ☐ U ☐ S ☐ R

Open Access Chest X-Rays – Take this form to the Radiology Department at the Queen Elizabeth Hospital, Monday to Friday (except Bank Holidays) 9.00 am – 4.00 pm. No appointment needed.

End of document

The bottom status bar shows 'SCREENS 1-2 OF 2' and a zoom level of 100%.

Completing Forms

When completing the form, please note the following:

To follow the Hyperlinks

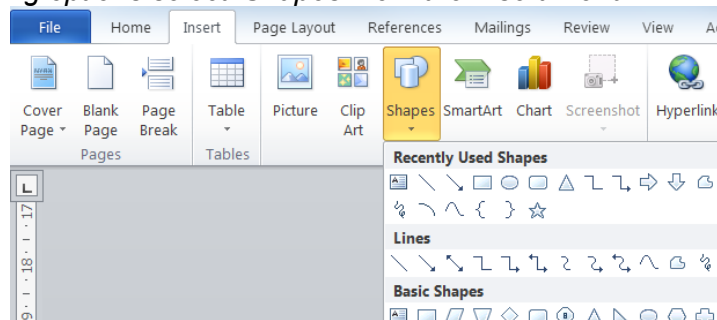
All forms with supporting text in the system have a blue hyperlink at the top of the form. These links only work if the document is unprotected. see adding additional text below.

To annotating Images

The Word drawing function can be used to annotate anatomical diagrams if they need to be marked as part of the form completion, the Word drawing function can be used.

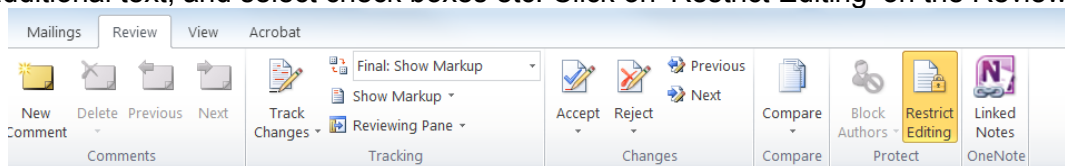
NB This can only be done whilst the document is unprotected.

NB To See Drawing options select 'Shapes' from the Insert menu:

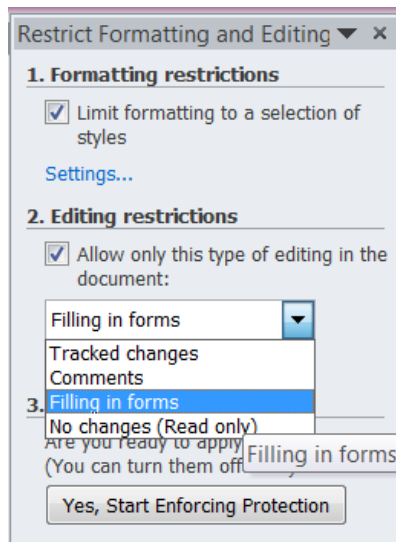


To select options and add additional text

to enter additional text, and select check boxes etc. Click on 'Restrict Editing' on the Review menu:



To protect the form, select the following:



You can then type in the greyed out areas only, or click into the Check boxes to select.

NB - do not un-protect the form after you have entered information into the greyed out boxes, as when re-protecting the form, you will lose your changes.