EMIS Community (Clinical Services) Virtual Training (MS Teams)

15th February 2024 – (Revised) Programme

Time	Session	Content to be covered	Who would benefit	Prerequisites

13.00 – 14.00	Using Appointment Books (Admin/Reception staff/DSTs)	1. Creating session templates, slot types, appointments lengths, etc.
		2. Applying GP connect filters correctly (reserving slots)
		3. Patient journey
		  o Booking in patients (incl via GP Connect)
		  o Arriving patient
		  o Consultation
		  o How to record consent given by the patient for each appointment
		  o Consultation write-back
		  o Cancelling appointments (including doing this through EMIS Web)
		4. Viewing consultations in EMIS web that were done in EMIS Community
			Practice managers, Admin (back office) staff, Receptionists, Digital Support Technicians	1. Participant logged into EMIS Community (Clinical Services) for attending session
				  a. Smart card
				  b. Active login
				2. Test sessions already created for participants who do not need to learn how to create sessions

14.00 – 14.45	Searches, troubleshooting, functionalities, technicalities, reporting (DSTs/Advanced Users)	Q&A session focusing on things like:
		  o Searches e.g.
		    o number of appointments taken up by patients from particular practice in the PCN
		    o number of diabetes patients between the ages of 40 and 50 that were treated in EA clinics, would that be possible?
		  o Functionalities e.g. patient admin manager, formulary manager, etc.
		Preparing for future use of the system
			Digital Support Technicians, Advanced users of EMIS Community (Clinical Services) at practices/BHNC	1. Participant logged into EMIS Community (Clinical Services) for attending session
				  a. Smart card
				  b. Active login
				2. Participant should be an active and confident user of EMIS Community who want to specialise in
				  a. Technical support
				  b. Searches
				  c. Using the system efficiently
				1.

15.00 – 16.00	Consultations and	1. Appointment Book Overview –	Clinicians, Practice managers,	2. Participant logged into EMIS

Prescribing (Clinicians/DSTs)	o Consultations Writeback (repeat prescriptions)
	o Remote Consultation
	2. Loading in patients' record
	o Remote Consultation
	3. Managing Medication Screen
	o Amending
	o Ending
	o Issuing Printed Only
	4. Adding Consultations – Consultation Write Back
	o Issuing EPS
	o Starting Medication
	5. How to edit DXS forms within EMIS
	6. How to search for EMIS templates and forms incl. off line blood test forms
		Digital Support Technicians	Community (Clinical Services) for attending session
			    a. Smart card
			    b. Active login
			3. Admin staff member who created sessions should be available to support
			4. Appointments must already be created and fictional patients booked for Clinician to practice on