


# EMIS Web Installation Guide

## 'Covid-19 – PHE HPT Notification' Protocol

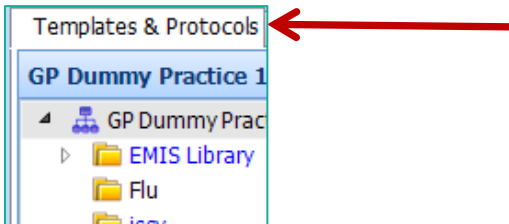


## Import Protocol

Left-click the EMIS button (  in top-left corner of screen), then select 'Configuration' (by hovering over it for a moment), then:

- (a) If your EMIS system has the 'Template Manager' module rather than 'Resource Publisher' module:

left-click 'Template Manager'. Left-click the 'Templates & Protocols' tab (near top-left corner of screen) :



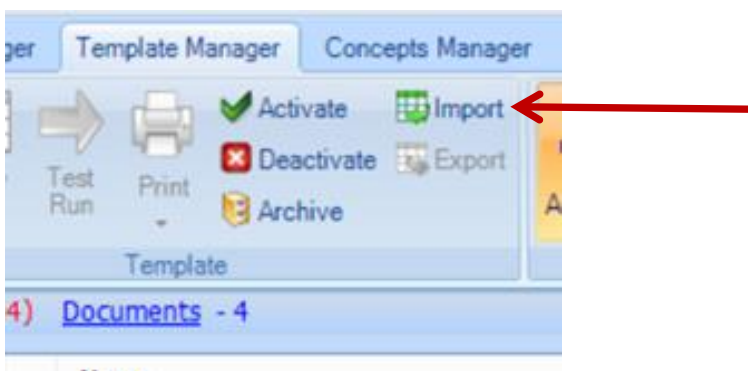
OR

- (b) If your EMIS system has the 'Resource Publisher' module rather than 'Template Manager' module:

left-click 'Resource Publisher'. Left-click the 'Protocols & templates' tab (in bottom-left corner of screen):



Then left-click on the folder into which you would like to save the protocol. (We would suggest the same location as the clinical template.) Left-click 'Import' from the top-hand menu, then navigate to (and left-click on) the protocol xml file (titled '**Covid-19 - PHE HPT Notification NCLCCG**') which you saved from the GP website. Click 'Open'.



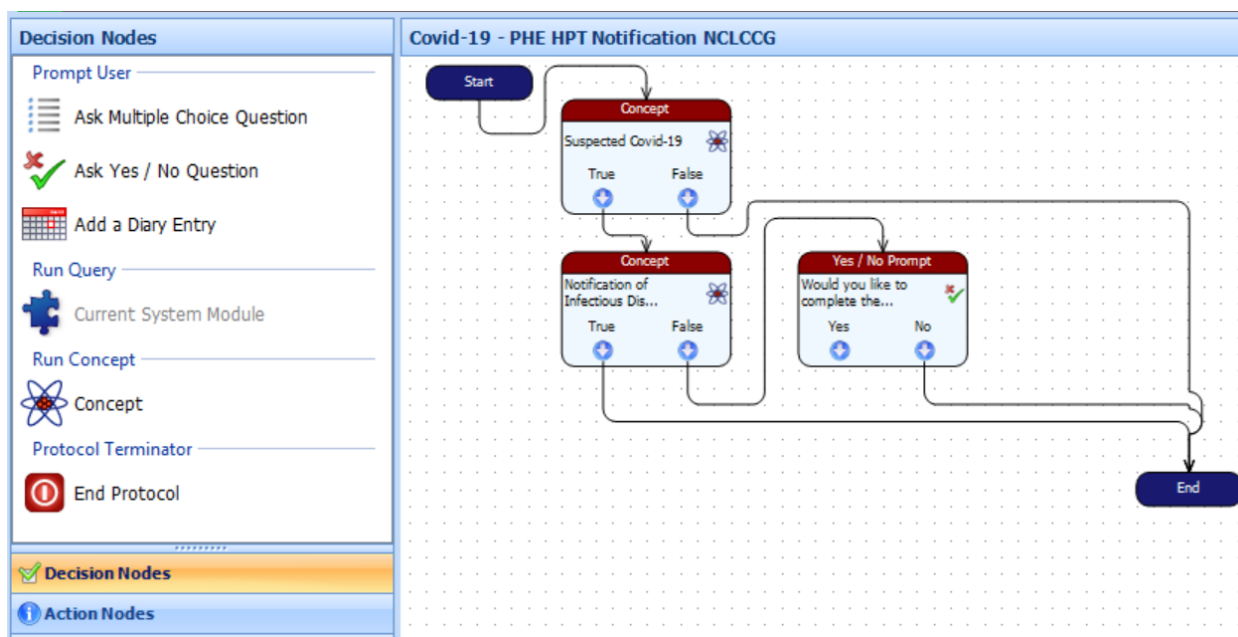
If you are now prompted to do so: select a folder for any imported concepts to be saved to. Click 'OK'.

The protocol is imported into the selected folder.

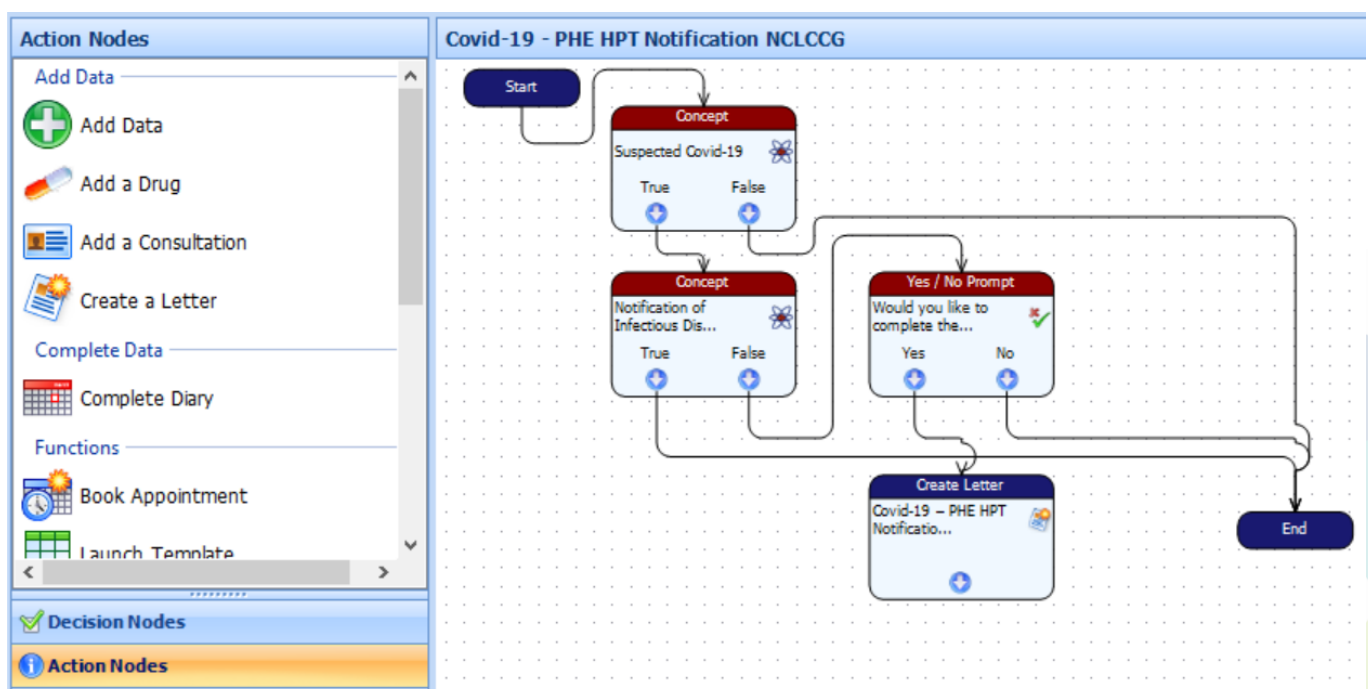
## Configure Protocol to Launch 'Covid-19 – PHE HPT Notification Form'

Left-click on the protocol to select it. Left-click 'Edit' from the top-hand menu.

You will see:

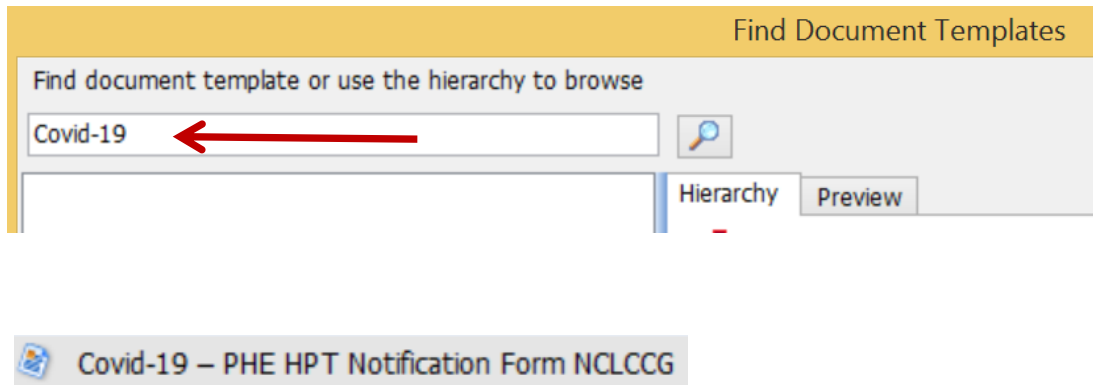


Edit the protocol to match the diagram below. (Details on how to do this are below.)



For this, you will need to:

- Left-click on the 'Action Nodes' tab (bottom-left corner).
- Left-click and drag the 'Create a Letter' item (left-hand pane) into the right-hand pane.
- Type keyword 'Covid-19' into the 'Find Document Templates' browser-window that pops up and press [enter], locate the '**Covid-19 – PHE HPT Notification Form NCLCCG**' document template (which you saved from the GP website, then imported into EMIS) and double-left-click on it:

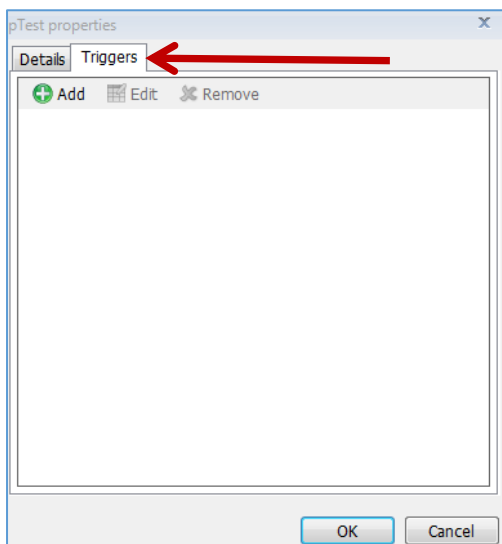


- Left-click on the arrow below 'Yes' within the 'Yes / No Prompt' box and, holding down the mouse button, drag to the 'Create Letter' box (to the centre point of its top edge) and release. There should now be an arrow joining those 2 boxes.
- Click the 'Save and Close' button (in top-left corner of screen).

## Set Triggers on Protocol

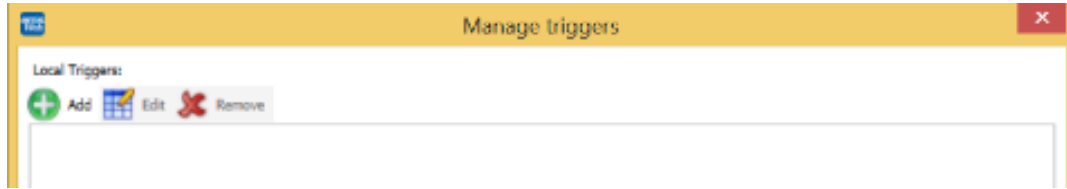
Navigate to the 'Triggers' tab of your protocol. To do this:

- (a) If your EMIS system has the 'Template Manager' module rather than 'Resource Publisher' module: right-click on the protocol, then left-click on 'Properties', then left-click the 'Triggers' tab of the box which pops up. You should now see:

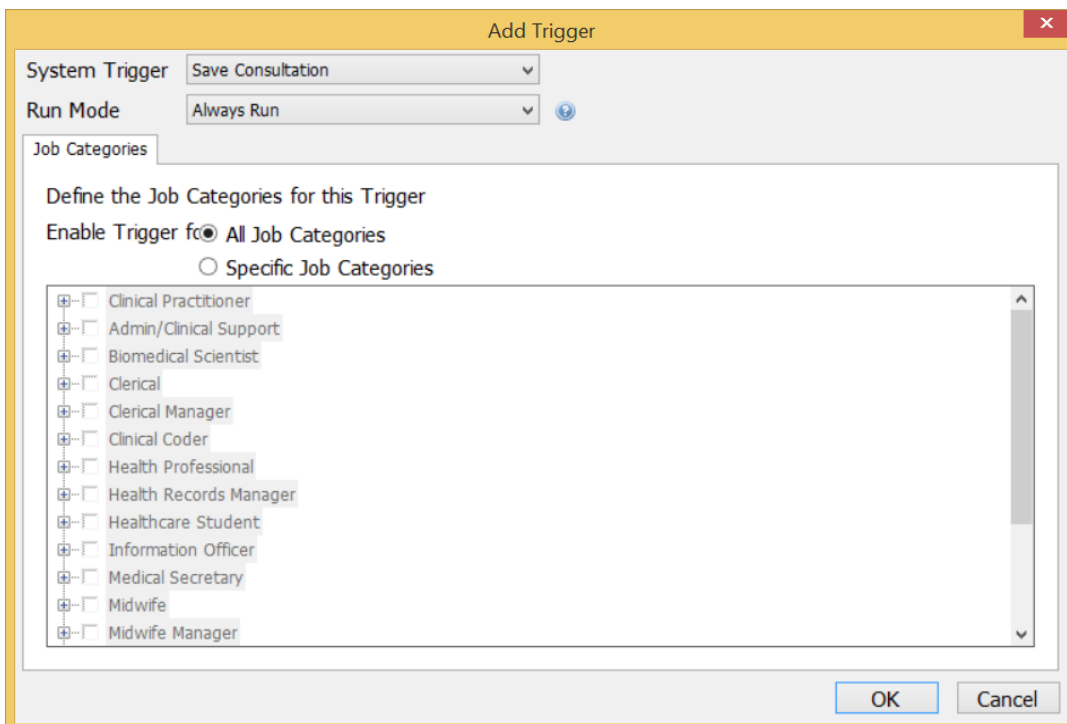


OR

(b) If your EMIS system has the 'Resource Publisher' module rather than 'Template Manager' module: left-click on the protocol to select it, then left-click the 'Manage Triggers' button along the top of the screen. You should now see:



Left-click on the 'Add' button, then choose the 'System Trigger' option of 'Save Consultation' and the 'Run Mode' option of 'Always Run' using the drop-down arrows, as shown below.



Left-click 'OK', then left-click 'OK' again, to confirm changes.

You have now configured the protocol to launch the '**Covid-19 – PHE HPT Notification Form NCLCCG**' document template whenever a consultation is saved (and providing the patient's record has been coded with 'suspected covid' withOUT 'notification of infectious disease' having been coded since 01.05.2020).