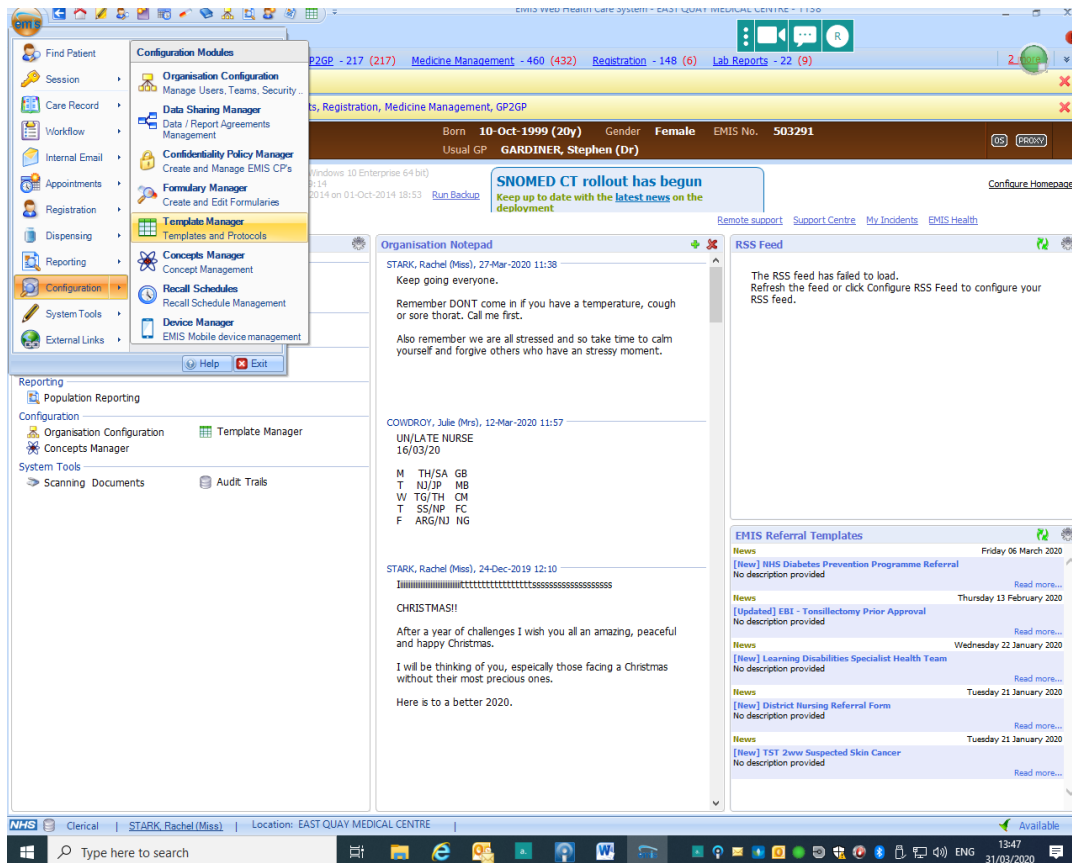**Importing the new cardiology form**

Save the EMIS document (you can't open it in word) to a folder on your PC/desktop etc

Import it by going into EMIS, configurations, template manager.

Find the folder you want it to be saved in in EMIS and then click import.

Retrieve the EMIS document template you saved in stage 1.

Test it. It should pre-populate everything.

EMIS Web Health Care System - EAST QUAY MEDICAL CENTRE - 1138

Organisation Configuration | Data Sharing Manager | Confidentiality Policy Manager | Formulary Manager | Template Manager | Concepts Manager | Reca... | ...ager

Add | Edit | Properties | View | Print | Search | Copy | Cut | Paste | Activate | Deactivate | Archive | Import | Document | Folder | Show Archived | Test Request Template | EMIS Header/Footer

Add / Edit | Template | View | Config

SCR - 13 | Test Requests - 1221 | Documents - 20 | GP2GP - 217 (217) | Medicine Management - 460 (432) | Registration - 148 (6) | Lab Reports - 22 (9) | 2 more

All protocols have finished loading

New priority Workflow Items received - Tasks, Lab Reports, Registration, Medicine Management, GP2GP

Active | EDIT, Eastquay (Miss) | Born 10-Oct-1999 (20y) | Gender Female | EMIS No. 503291 | Usual GP GARDINER, Stephen (Dr) | OS PROXY

Document Templates | Library Items

EAST QUAY MEDICAL CENTRE

- EAST QUAY MEDICAL CENTRE
  - Ardens-QMasters
  - Doctors Letters
    - Enough is enough
    - Leaflets
  - East Quay Health Ltd
  - EMIS Library
  - EMIS templates - 50004
  - End of Life, General Care Plans and OO
  - General Office
  - Home visit print
  - Labels
  - Legal, Insurance or Incapacity Reports
  - Letters to Patients from Reception - Mes
  - Medicines
  - Monika Zak
  - Nurse HCA ref letters
  - Nurses
  - Online Prescriptions and access
  - Practice Letters
  - Protocol Letters
  - PSD
  - Secretaries Referral Letters
  - SG Test files
  - TWW Combined Proformas

Name	Description	Type	Date Modified	Status
Enough is enough		Folder	16-Mar-2015	Active
Leaflets		Folder	27-Mar-2017	Active
ACES	Standard Referral Letter to ACES Clinic	Document Template	14-Feb-2020	Active
Active Problems	Imported item.	Document Template	14-Feb-2020	Active
Allowances and Expenses V1.4 230715	Imported item.	Document Template	14-Feb-2020	Active
Autism Spectrum Service	Imported item.	Document Template	14-Feb-2020	Active
Bariatric referral form	Amended for Snowmed 2019	Document Template	14-Feb-2020	Active
Bariatric Service Referral Form	Imported item.	Document Template	14-Feb-2020	Active
Basic coil Information leaflet	Patient leaflet re coils	Document Template	14-Feb-2020	Active
BOC Community Respiratory Service Referral ...	Verified: 23/10/17	Document Template	14-Feb-2020	Active
Bunion - prior approval form	Bunionectomy prior approval form	Document Template	14-Feb-2020	Active

Basic coil Information leaflet

General | History

Basic coil Information leaflet

Type: Document Template
Description: Patient leaflet re coils
Code system: SNOMED CT
Version: N/A
Modified: 14-Feb-2020 13:53
Author: TOTTLE, Natasha (Mrs)
Organisation: EAST QUAY MEDICAL CENTRE
Status: Active

NHS | Clerical | STARK, Rachel (Miss) | Location: EAST QUAY MEDICAL CENTRE | Available

Type here to search | ENG | 13:48 31/03/2020

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Organise | New folder

Quick access
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Downloads
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Pictures
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East Quay Medic
rotas_and_appts
Staffing
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3D Objects
Desktop
Documents

Name	Date modified
Cardiology Shared Access Referral Form....	25/10/2019 0
My Diabetes My Way Leaf...	
Joint Injection consent for...	
Minor Op Consent Form.e...	
NPT monitoring letter met...	
Somerset NDPP letter.ewdt	09/10/2018 1:
BLF event October 2018 Bridgwater.ewdt	05/09/2018 1:
JIC chart V1.4.ewdt	29/08/2018 1(
Cardiology clinic evaluation 2018.ewdt	22/08/2018 1(
MMR letter May 2013.ewdt	13/07/2018 1(
CCG Template - Oviva Referral digit...	13/07/2018 0!
CCG Template - Oviva Referral Form.ewdt	12/07/2018 1:
Treating Respiratory Tract Infection RTI Le...	06/07/2018 0!
Treating Urinary Tract Infection UTI leaflet...	06/07/2018 0!

Cardiology Shared Access Referral Form.ewdt
Type: EWDT File
Size: 41.6 KB
Date modified: 25/10/2019 08:41

Select a file to preview.

File name: | EMIS Web Document Template

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Home visit print
Labels
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Letters to Patients from Reception - Mes
Medicines
Monika Zak
Nurse HCA ref letters
Nurses
Online Prescriptions and access
Practice Letters
Protocol Letters
PSD
Secretaries Referral Letters
SG Test files
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		Type	Date Modified	Status
		Folder	16-Mar-2015	Active
		Folder	27-Mar-2017	Active
	d Referral Letter to ACES Clinic	Document Template	14-Feb-2020	Active
	ed item.	Document Template	14-Feb-2020	Active
	ed item.	Document Template	14-Feb-2020	Active
	ed item.	Document Template	14-Feb-2020	Active
	ed for Snowmed 2019	Document Template	14-Feb-2020	Active
	ed item.	Document Template	14-Feb-2020	Active
	leaflet re coils	Document Template	14-Feb-2020	Active
BOC Community Respiratory Service Referral ...	Verified: 23/10/17	Document Template	14-Feb-2020	Active
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