

This user guide outlines how to import and add triggers for: **"Under 16 attended consultation with" protocol**

The purpose of this protocol is to prompt the clinician when consulting with a patient under the age of 16 to record who attended the appointment with the patient. This is to ensure good record keeping for safeguarding purposes.

When loaded into EMIS the protocol will run when a clinician adds a consultation to a patient's record who is under the age of 16. The prompt that appears is as follows;

Multiple Choice Question					
Patient Under 16 - who are they attending with? (attended with)					
PLEASE ASK AND DO NOT ASSUME!					
<u>Alone</u>					
Mother					
Image: Pather					
Grandmother					
Grandfather					
Brother					
Sister					
Other relative					
Other Other					

Each option adds a code into the patient's record to allow search and reports to be run should they be necessary.

Special thanks to Dr Rizvan Ali, GP Lead at Falmouth Road Surgery for his input into the creation of this protocol.





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Step 1: Save the zipped folder to a place on your PC that you can easily locate

Step 2: Right click on the folder and select *Extract files...* again to a place on your PC that you can easily locate



Step 3: To import this protocol into EMIS please go to EMIS > Configuration > Template Manager (shown on the left)

Step 4: Select your destination folder, or create a new folder in the *Templates & Protocols* tab

Templates & Protocols Document Templa

Step 5: Select the Import option on the ribbon (shown below)

Search	View	Test Run	Print	Activate Import		
Template						

Step 6: Locate the file to import, select the file and open



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oms Open		•••
🕞 🗢 📕 🕨 Lil	braries Documents EMIS Protocols	Search EMIS Protocols
Organize 🔻 Ne	ew folder	i 🕶 🗖 🔞
☆ Favorites ■ Desktop	Documents library EMIS Protocols	Arrange by: Folder 🔻
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🗼 Downloads	Under 16 attended consultation with protoco	ol 16/04/2019 12:37 ×
 Libraries Documents Music Pictures Videos Homegroup 		
19 Computer	File name:	▼ XML Files ▼ Open Cancel



Step 8: Set the System Trigger as Add a Consultation

Step 9: Set the Run Mode as Always Run

Step 10: Select Specific Job Categories (go to step 11 to see the list of categories)



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Edit Trigger		х		
System Trigger	Add a Consultation - 8			
Run Mode	Always Run 🔹 😣 9			
Job Categories				
Define the Job	o Categories for this Trigger			
Enable Trigger	r for 💿 All Job Categories			
	Specific Job Categories 10 & 11			
🖽 🗹 Clinical	Practitioner			
🗄 🖳 🗖 Admin,	/Clinical Support			
	dical Scientist			
🗄 🗆 🗌 Clerica	1			
🗄 🗆 🗖 Clerica	l Manager	E		
🗄 🗇 🗖 Clinical	l Coder			
Health Professional				
· I Health Records Manager				
Healthcare Student				
	e Manager	-		
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		OK Cancel		
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Step 11: Select the following *Specific Job Categories* then select OK;

- Clinical Practitioner
- Health Professional
- Healthcare Student
- Nurse
- Nurse Manager