



Receiving GP letters from GSTT and Kings

Tip Sheet for DOCMAN 10 - EMIS workflow

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Starting from October 5th, there will be changes in how GSTT and Kings communicate with GP practices using different document management systems:

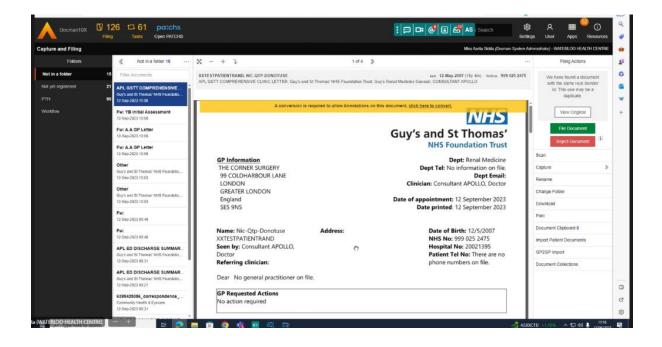
- If your GP practice is currently using Docman 7 or Docman 10, you will receive letters directly into your Docman system from the Trust.
- For practices using MESH, you will receive letters through the MESH EMIS workflow.

We strongly recommend that all practices make use of this document to review and update local document filing processes. This document contain important information to ensure a smooth transition and compliance with the GP letters transmission.



## GP letters received in DOCMAN 10

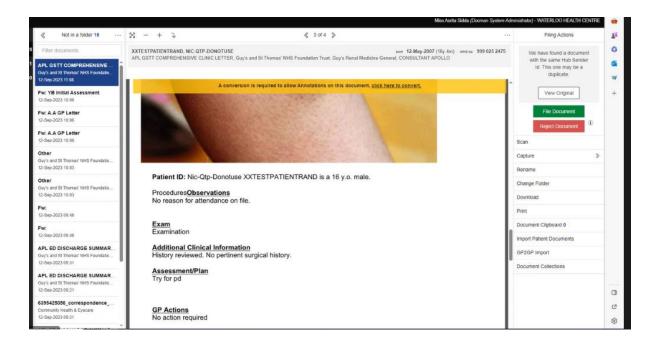
• The following screenshot shows how the GP information will be available via Docman 10

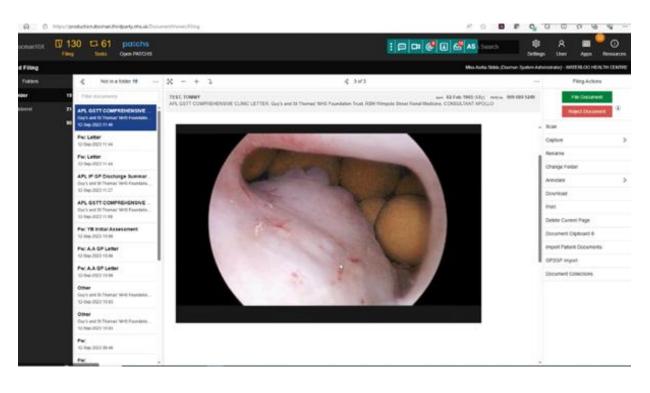






• The following two screenshots show how the GP information will be available via Docman 10

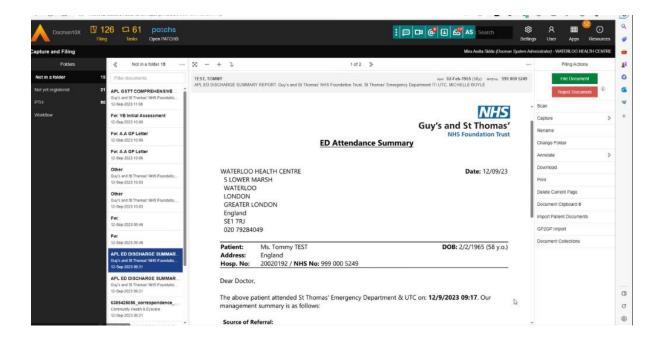








• The following screenshot shows how the ED Attendance Summary will be visible via Docman 10



When GP clicks Reject Document in DOCMAN 10 to reject letters received from the Trust

- This will raise an error message via DOCMAN CONNECT and Trusts will act accordingly.
- This has been tested in the test environment and worked as expected.

130 🗔 61 patchs ng Tusks Open PATCHS			📭 🛃 🚰 🗚 Search 🕸 🗚 Settings Use
Not in a folder 19	8 -	Reject Documents	Miss Asrita Sidda (Docman System Administrator) -
P Filter documents  APL GSTT COMPREHENSIVE Guy's and 31 Thomas' NHS Foundatio 12-Sep-2023 11-49	XXTES Other, (	You're about to reject the selected document, please provide a reason before you continue.	son 12.May-2007 (16y 4m) aintine 999.025.2475 We with
Fw: Letter 12-Sep-2023 11:44		Patient is no longer registered at this practice *	1
Fw: Letter		Optional Notes	
APL IP GP Discharge Summar Guy's and St Thomas' NHS Foundatio 12-Sep-2023 11:27		Enter additional notes	Filing Actions
APL GSTT COMPREHENSIVE Guy's and St Thomas' NHS Foundatio. 12-5ep-2023 11 08		Please note that maximum character limit for additional notes is 150 characters.	File Document
Fw: YB Initial Assessment 12-Sep-2023 10.06			Deject Desument
Fw: A.A GP Letter 12-Sep-2023 10 06		Reject Cancel	Reject Document
Fw: A.A GP Letter 12-Sep-2023 10 00	Wh	o does the procedure?	Print Delete Ci
Other Guy's and St Thomas' NHS Foundatio 12-Sep-2023 10.03	a su	procedure can be done either by a kidney doctor under local anaesthetic rgeon in theatre under sedation or general anaesthesia. The options will l	e (medical PD catheter insertion) or by be discussed with you beforehand.
Other	The	choice depends in part on whether you have already had any surgery or p	problems with your tummy.





## For any errors if GP letters are not sent to Docman10/7

- If files are not sent to Docman 10/7, due to any errors, the Trusts will receive a failed delivery error notification and will take the responsibilities of the letters to be sent out via post.
- The letters will be available via London Care Record
- If you find a letter available in London Care Record but not available via Docman 10/7, please raise a helpdesk ticket with ICT via Halo <u>Self-Service Portal Login (haloitsm.com)</u>