



## Receiving GP letters from GSTT and Kings

Tip Sheet for DOCMAN 10 – Vision workflow

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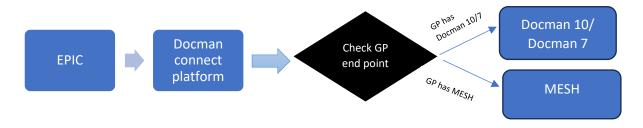




Starting from October 5th, there will be changes in how GSTT and Kings communicate with GP practices using different document management systems:

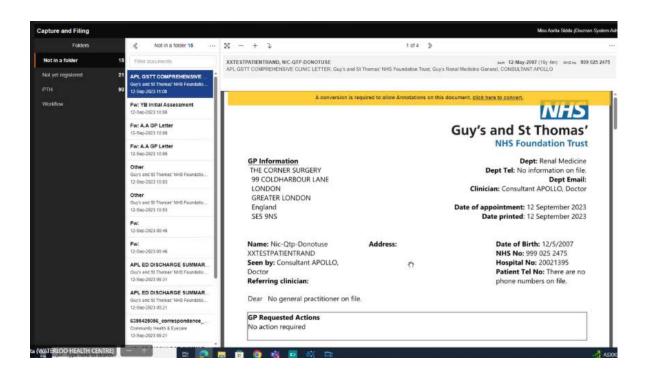
- If your GP practice is currently using Docman 7 or Docman 10, you will receive letters directly into your Docman system from the Trust.
- For practices using MESH, you will receive letters through the MESH EMIS workflow.

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 - Vision environment

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



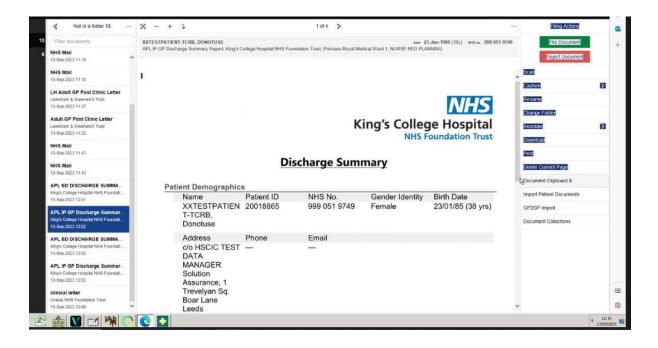




• The following screenshot shows how the ED attendance summary will be shown in EMIS

New Press	Tasks Open PATCHS			2 Sealing		
ure and Filing				Jaz Gill (Doomen System	n Administrator) - INGLETON AVENUE SU	RGER
Folders	Not in a folder 13 ····	x - + j	1 of 2 💲		··· Filing Actions	
in a folder 13	Filter documents	EDITESTPATIENT, ONE	EDITESTPATIENT, ONE Joon 27 Jan 1925 (30y) Avig no 999 999 1 APL ED DISCHARGE SUMMARY REPORT, King's College Hospital NHS Foundation Trust, Danmark Hill Emergency Department			
Julie G	NHS Mall 13-Sep-2023 11:18	i and a state of the second se	<ul> <li>Sector Sector Secto Sector Sector Sect</li></ul>	ann c'ea muaillairt à mathannaist.	Reject Document	
	NHS Mall			NHS Foundation Trust		
Baby Registrations	13-Sep-2023 11:18				Capturo	1
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	13-SHp-2023 11.27			Change Folder		
	Adult GP Post Clinic Letter Lewisham & Greenwich Trust			Date: 13/09/23	Annotate	
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	APL IP GP Discharge Summar		Waterlinks		Document Collections	
	13-8ep-2023 12:02		Aston Cross England		Document Collections	
	APL ED DISCHARGE SUMMA		B6 5RQ			
	13-Sep 2023 12:02	Hosp. No:	20000065 / NHS No: 999 999 9468			
	APL IP GP Discharge Summar King's College Hospital NHS Foundati 13-Sep-2023 12:02	Dear Doctor,				
	clinical letter Oxicas NHS Foundation Trust 13-Sec-2023 12:09	The above patient attended Denmark Hill Emergency Department on: <b>13/9/2023 11:52</b> . Our management summary is as follows:				

• The following screenshot shows how the Discharge summary will be shown in EMIS







# 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.

13 Elling				E 🖂 🚭 🕄 🏝 AS Search 🕸 Search	A gs User	
			Reject Documents	Miss Asrita Sidda (Docman System Adr	ministrator) - 1	
	🐇 Not in a folder 19 \cdots	X - + J	Reject Documents			
19		XXTESTPATIENTRAND,	You're about to reject the selected document, please provide a	bom 12.May-2007 (16y 4m) NHSAC 999 025 2475	We	
21	APL GSTT COMPREHENSIVE	Other, Guy's and St Thom	reason before you continue.		with	
90	Guy's and St Thomas' NHS Foundatio 12-Sep-2023 11:49		Patient is no longer registered at this practice *			
	Fw: Letter		Optional Notes			
	12-Sep-2023 11 44		Enter additional notes			
	Fw: Letter 12-Sep-2023 11:44		1		-	
	APL IP GP Discharge Summar					
	Guy's and St Thomas' NHS Foundatio 12-Sep-2023 11:27	Peritoreal	Please note that maximum character limit for additional notes is 150 characters.		Scan	
	APL GSTT COMPREHENSIVE	Performat			Capture	
	Guy's and St Thomas' NHS Foundatio 12-Sep-2023 11:08		Reject Cancel	_	Rename	
	Fw: YB Initial Assessment	T CHS			Change F	
	12-Sep-2023 10:06				Annotate	
		Who does the procedure?				
	Guy's and St Thomas' NHS Foundatio		ure can be done either by a kidney doctor under local anaesthetic (medical PD catheter insertion) or by n theatre under sedation or general anaesthesia. The options will be discussed with you beforehand.			
	12-Sep-2023 10:03		ends in part on whether you have already had any su		Import Pa	
	Other				GP2GP In	

#### 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>