



# Receiving GP letters from GSTT and Kings

# Tip Sheet for MESH – EMIS workflow

## Contents

Background	2
GP letters in MESH environment	2
When GP clicks Reject Report in EMIS to reject letters received from the Trust	5
For any errors if GP letters are not sent via MESH	5





#### Background

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 in MESH environment

• The following screenshots show how the admission information will be shown in EMIS

CH (2 × 8 KL)	10 OF 45	○ (3) (3, (2) (1) ÷		B	15 Web Health Care System – New Cross Hea	Nh Centre - 10453	-	.0	- 24
Warkfilm Manager We	orkillow Tank					SAFE @ 4	SR	0.8	
Previous 2 Com Next 2 Add	Note m Note	Complete Unmarch Task Unmarch	Add a Unit to New Young Add a Unit to Code Reference	Add Link to Run Comment problem template					
vanter	Action		Task Actions	Consultation					
5 Documenta - 53 lew priority Workflow D	H (2) No	done Naragement - 46. (4 d - Taska	<li>80 Registration - 950 (22) Lab Reports - 28</li>	(14) <u>Taiks</u> - 45 (32)					×
ctive ∀ EDITEST	PATIENT,	Eight ()		Bern 12-Mar-1972 (51y)	Gender Male EMIS No. 2184	9 Usual GP ODUNFA, Olakunle (Dr)		885	
TaskList		Type	inical document	Source	~   p				
NER, Heather (Miss)	12-Sep ^	Clinical document	Yes O No 🛞 Not specified	Document Title (12-Sep-20	23) Cinical document				
TON, Derothy (Ms) ical document	12-Sep	Letter Date	2-Sep-2023	ation Date Department	he mitteef's writes over toriest				
NNAKA, Obinna (Nr.) ical document	12-5ep	T		Citate vocacy loopay on t	ne peceico unite care recirci			-	
JVIN, Hichael (Hast ical document	12-Sep	Ede + 50% +	None Specified	GSTLS		AI			
RTINS, Ibironko (Nrs) ical document	12-540	2	none opeonied	00110	in monine moorn				
BAKKA-SERUGO, Ste ical document	12-Sep	n Refer	This patient wa	s admitted on 12/9/20	23 and discharged or	n <u>12/9/2023</u> .			
CA, Alina Gabriela ( Ical document	12-Sep	utero							
A, Odemiro (Hr) ical document	12-Sep	5 Ac	mission Information						
EAMA, Monique (Ns) ical document	12-Seo		Current Information						
, Nghi (Miss) ical decument	12-5ep		Attending Clinician at						
IL, Wafaa (Ms) kcal document	12-560		Discharge	Admitting Clinician	Admission Type	Admission Status			wy.
TESTPATIENT, Eight ical document	12-5ep		Consultant APOLLO, Doctor	Consultant APOLLO, Doctor	Elective - Booked	Confirmed Discharge			Sum
TESTPATIENT, Eight	12-Sep								
, Zainab (Ms) ical document	12-Sep		Inpatient Admission	Discharge Date/Time	Hospital Service	Auth/Cert Status			
TESTPATIENT, Eight ical document	12-5ep		12/09/23 11:12	12/09/23 11:22	General Medicine	Incomplete			
ORU, Wendy (Mrs) scal document	12-Sep		TEROTEO TITE	1.001.0 11.66	Seneral Medicine	moonprote			
RES, Michael (Mr) ical document	12-5ep		Hospital Area	Unit	Room/Bed				
			GSTT ST THOMAS'	STH ADMISSIONS	BYG/BYG-37				
Rem 23 of 27	,	Page: 1 of 4	HOSPITAI	WARD			Annotations: 0	~	
Derical   RAHM	AN: Sharif (Mr	Location: New Cross	Health Centre			III (2) ট 🕲 🚃	🖌 Available	-	Alerts





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

E/Dee	e Note	Table Tablet Late Face. Long Holever Lynness professe professe	
Ykavigation	Action	Tak Accine Consultan	
ICR - 85 Documents - 53	(2) Me	LSCnr.Measement - 46 (46) Resistration - 650 (22) Lan.Reports - 28 (14) Tasks - 45 (32)	
P New protect Transient Te	ing restore		
🐉 Active 🗧 EDITESTI	PATIENT, I	Eight () Born 12-Mar-1972 (31y) Gender Male EHIS No. 21049 Usual CP ODUNFA, Okukunie (Dr)	- IR
This task is owned by : GP,	Workflow (	(0)	
TaskList		Type Oncal document V P Source V	
Clinical document	12-Sep ^	Clinical document O Yes O No      (I) No	
W4LTON, Dorothy (Hs)	12-Sep	Letter Date 12-5ep-2023 🕱 🖂 Use for Consultation Date Department	
CIIICal Cocamena	12-Sep	Parson Online Vability Display on the patient's online care record v	
Clinical document	12.640		
Clinical document	vs-teb	8	^
MARTENS, Ibironke (Mrs) Clinical document	12-Sep		
MABAKKA-SERUGO, Ste Clinical document	12-Sep	E Discharge Medication List (continued) START taking this medication (continued)	
FUICA, Alina Gabriela ( Clinical document	12-Sep	5 Pharmacy As GP to	
LIMA, Odemiro (Mr) Clinical document	12-5ep	Supplied Morning Afternoon Evening Bedime Needed Continue	
KASEAMA, Monique (Ms) Clinical document	12-5ep		
LAI, Nghi (Niss) Clinical document	12-Sep	i ase i g overy four houes if	
M JALIL, Wafaa (Hs) Clinical document	12-5ep	neaded for pain.	
EDITESTPATIENT, Eight Clinical document	12-Sep		
EDITESTRATIENT, Eight Clinical document	12-Sep	Plan of care Plan of care	
MI, Zainab (Hs) Clinical document	12-Sep	Current Resuscitation Status Resuscit	
EDITESTPATIENT, Eight Dinical document	12-Sep	ation Order Contre Date Active Status ID Comments User vt	
M OPOKU, Wendy (Hrs) Clinical document	12-Sep	Assume Full Advance Care Planning Documents	
HARRIS, Michael (Mr) Clinical document	12-Sep _	There are no Advance Care Planning documents on file.	
	>	Unitering Associates uniters	Acceptations: 0
item 22 of 27			

• The following screenshot shows how the GP information will be shown in EMIS

	6 N/ 4.	1 0 8 B	DMG Web Health Care System - New Cross Health Centre - 19453	
Close Lineat Next Cover	rkflow Task er • ]]H Note In Note	atary 222 25 25 2 20 2 2 2 2 2 2 2 2 2 2 2 2	SARE C C SR	9.
Manigation	Actor	Taik Actors Constitution		_
SCR - 85 Documents - 531	5 (2) <u>Me</u>	Active Management - 46 (46) Registration - 950 (22) Lab Reports - 28 (14) Tasks - 45 (32)		-
	ting receive	n rang.		-
Active V EDITEST	PATIENT, I	ight () 8/12 Har-1972	(S1y) Centler Make BHS No. 21849 Usual GP ODUNFA, Olukunke (Dr)	a
This task is owned by : GP,	Workflow (	0r)		
TaskList	*	Type Cincal document v 2 2 Source		
Clinical document	19-94b	Cirical document O Yes O No   Not specified Document Title (12)	Sep 2023) Clinical document	
MALIVAN, Hichael (Hast Clinical document	12-Sep	Latter Date 12:560-2023 III E/ Use for Consultation Date Department		
MARTINS, Bironke (Hrs)	12-Sep	Person Online Vability Disp	aby on the patient's online care record	1.1
MABAKKA SERUGO, Ste	12-Sep	Eat+ GS+N, N, N	ZO□OG S·■· A·KA· P Z M Sevencer settings	
Clinical document PUICA, Alina Gabriela ( Clinical document	12-Sep	Royal Brompton	Guy's and St Thomas'	
LINA, Odemito (Mr) Clinical decument	12-Sep	and Harefield	NHS Foundation Trust	
KASIAMA, Monique (Ns) Clinical document	12-5ep	a faita		
LAL, Nghi (Miss) Clinical document	12-Sep	<u>a</u>		
🗎 JALIL, Wafaa (Ns)	12-Sep	GP Information	Dept: Renal Medicine	
EDITESTPATIENT, Eight	12-Sep	NEW CROSS CENTRE (HURLEY GROUP)	Dept Tel: No information on file.	
Clinical document	12-Sep	SUITE 3	Dept Email:	1.1
Clinical document	12-Sep	WALDRON HEALTH CENTRE	Clinician: Consultant APOLLO, Doctor	Sum
Clinical document		AMERSHAM VALE		
Cinical document	12-Sep.	LONDON	Date of appointment: 12 September 2023	
OPOKU, Wendy (Mrs) Clinical document	12-Sep	England	Date printed: 12 September 2023	
HIARDS, Michael (Mr) Clinical document	12-Sep	England SE14 G D	vate printed: 12 September 2023	
EDITESTRATIENT, Eight Clinical document	12-Sep	SE14 OLD		
EDITESTRATIENT, Eight	12-Sep			
<				ý.
Item 28 of 29		Page: 1 of 3		
WEG Clercal   BAHMA	N. Sharif (Mr)	Location: New Cross Health Centre		T Alerta





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

Workflow Manager 1 Wo	orkflow Task					SAFE A	SR SR	
Previous Com	note Note Note	Complete Stream User	Att a Useral Code Reference Code	Ed Linking Shan reard problems inergalate				
• B4 Documents - 53	4 (2) Hed	icne Nanagement +46 (46) Rec	estution - 950 (22) Lub Reports - 28 (14)	Tasks - 45 (32)				
New priority Workflow It	ems received	f - Taska						
Active V EDITEST	PATIENT, E	ayht ()		florn 12-Mar-1972 (51y)	Gander Male EMIS No. 21849 Usua	il GP ODUNEA, Olukunie (Dr)		
TaskList	*	Type Cincol docu	ment v P	Source	- I P			
JOCK, Justin (Mr) Sinical document	11-562.*	Clinical document 🕓 Yea	O No 🖲 Not specfied	Document Title (12-Sep-20	23) Cinical document			
ALIVAN, Michael (Nast	12-Sep	Letter Date 12-Sep-202	3 📰 😥 Use for Consultation D	ate Department				
BUALREESH, Wael (Mr)	12-Sep	Person		Online Visibility Display on 1	the patient's online care record			
ancea document ALEVAN, Nichael (Hast Cinical document	12-Sep	Edt - 105 - 4 4	N S & Con A A S	881420170		Sove user settings		
furmer, Heather (Miss) Clinical document	12-502	500				NHS F	oundation Trust	
	10.00	fere						
WALTON, Durathy (Ms) Clinical document	12-542	age -						
WALTON, Dorathy (Ms) Clinical document OJINNAKA, Obinna (Mr.) Clinical document	12-545	ultion for		Di	scharge Sumi	marv		
WALTON, Donathy (Ms) Clinical document OJIINNAKA, Obinna (Mr.) Chrical document NALEVAN, Hichael (Mast Chrical document	12-5ep 12-5ep 12-5ep	consultation fai		Di	scharge Sumi	mary		
WALTON, Doothy (Mk) Clinical document OJINNAKA, Obenes (Mr.) Chrical document NALIVAN, Michael (Mast Chrical document MARTINS, Iblirarko (Mrs) Chrical document	12-5ep 12-5ep 12-5ep 12-5ep	Concludenta		Di	scharge Sumi	mary		
WALTON, Dootby (Nk) Clinical document Dinical document MalpNA, Nichsel (Nest., Chrical document MACTINS, Delonka (Nes) Dirical document MARTINS, Delonka (Nes) Dirical document	12-5ep 12-5ep 12-5ep 12-5ep 12-5ep	Pati	ent Demographic	<u>Di</u>	scharge Sumi	mary		
NATON, Dossthy (Mi) Sincal document SJIINAKA, Obinne (Mr.) Jincal document 44,UVAN, Michael (Mast., Sincal document 44ATINS, Déronke (Mrs.) Sincal document MARAXA-SERUSO, Ste., Sincal document MICA Akna Gabriela (.	12-5ep 12-5ep 12-5ep 12-5ep 12-5ep	Pati	ent Demographic Name	s Patient ID	scharge Sumi	<b>mary</b> Gender Identity	Birth Date	
NATON, Dossthy (Mi) Disnical document DJINNAKA, Obsma (Mr.) Zhrical document datawa (Hast., Zhrical document AAATINS, Zibonka (Mis) Dinical document AABABA, SERUGO, Ste. Zinical document JAN, Oldenrio (Mr) Dinical document	12-5ep 12-5ep 12-5ep 12-5ep 12-5ep 12-5ep 12-5ep	Pati	ent Demographic Name EDITESTPATIE	Di s Patient ID 20010156	NHS No. 999 999 9530	Gender Identity	Birth Date 12/03/72 (51 yrs)	
WALTON, Doubly, (Mi) Clinical document 2011/NAGA, Obmes (Hr.) Clinical document MALTINS, Disorial (Hest) Clinical document MABMSA 6EPUSO, Ste. Clinical document MICLA, Alea document MICLA, Alea document Clinical document Clinical document Clinical document Clinical document Clinical document Micla, Alea document Clinical document Micla, Monique (He)	12-565 12-565 12-565 12-565 12-565 12-565 12-565	Pati	ent Demographic Name EDITESTPATIE NT, Eight	s Patient ID 20010156	NHS No. 999 999 9530	Gender Identity	Birth Date 12/03/72 (51 yrs)	
watron, bouster, (He) Gincal document Chicral document Hatrona, Oteney (He) Chicral document Hatrona, Hochael (Heat, Chicral document Hatros, Berniel (Heat) Chicral document Hatro, Alexandra (Heat) Chicral document Hatro (Heat) Chicral document Hatros (Heat) Chicral document Hatros (Heat)	12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562	Pati	ent Demographic Name EDITESTPATIE NT, Eight Address	Di s Patient ID 20010156 Phone	NHS No. 999 999 9530 Email	<b>mary</b> Gender Identity Male	Birth Date 12/03/72 (51 yrs)	
year Took, Dousting (He) Sinical document Distrikada, Osimes (He) Distrikada, Osimes (He) Distrikada, Osimes (He) Marcial document MARDING, Blavinda (He) Marcial document Discal document	12-565 12-565 12-565 12-565 12-565 12-565 12-565 12-565 12-565	Pati	ent Demographic Name EDITESTPATIE NT, Eight Address	Di S Patient ID 20010156 Phone	NHS No. 999 999 9530 Email	Gender Identity Male	Birth Date 12/03/72 (51 yrs)	
year Took, Dousting (He) Sinical document Distrikada, Osmeng (He) Distrikada, Osmeng (He) Distrikada, Osmeng (He) Marcial document MARTINS, Distrikad (He) Marcial document Discal document	12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562	Pati	ent Demographic Name EDITESTPATIE NT, Eight Address sdsdsdsdsd sdsdsd	Patient ID 20010156 Phone —	NHS No. 999 999 9530 Email —	Gender Identity Male	Birth Date 12/03/72 (51 yrs)	
nxarcho, Douster, (Hu) Sinical document Districture (Consect Her) Districture (Consect Her) Districture (Consect Her) Districture (Her) Districture (Her) Di	12-565 12-565 12-565 12-565 12-565 12-565 12-565 12-565 12-565 12-565	Pati	ent Demographic Name EDITESTPATIE NT, Eight Address sdsdsdsdsd sdsdsdsd England	Patient ID 20010156 Phone —	NHS No. 999 999 9530 Email —	Gender Identity Male	Birth Date 12/03/72 (51 yrs)	
Nat Took, Doubler, (Ma) Sincial document Sincial document Listavia, Michael (Mc) Michael (Mc) M	12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562	Pati	ent Demographic Name EDITESTPATIE NT, Eight Address sdsdsdsdsd sdsdsd England sdsdsd	Di Patient ID 20010156 Phone —	NHS No. 999 999 9530 Email —	Gender Identity	Birth Date 12/03/72 (51 yrs)	
owa Took, Doubler (Ha) Dimitada, Conse Jonato, Hai Dimitada Consent Harvard Mourneset Harvard Mourneset Harvard Mourneset Harvard Accurrent Joncal document Joncal document Joncal document Joncal document Joncal document Joncal document Joncal document Joncal document Jancal Jancardon Jancal Jancal Jancal Jancardon Jancardon Jancal Jancardon Jancal Jancardon Jancal Jancardon Jancard Jancard Jancardon Jancard Jancardon Jancard Jancard J	12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562 12-562	Pati	ent Demographic Name EDITESTPATIE NT, Eight Address sdsdsdsdsd sdsdsd sdsdsd England sdsdsd	Di Patient ID 20010156 Phone —	NHS No. 999 999 9530 Email	Gender Identity Male	Birth Date 12/03/72 (51 yrs)	ns: 0

- The following screenshot shows how to manage Inbound documents in EMIS using some or all of the following steps:
- Changing the owner of Document Management tasks.
- Adding notes to Document Management tasks.
- Coding the documents (if they have not already been coded).
- Filing the documents.
- Dealing with overdue coding/filing tasks.

Depending on procedures within your organisation, a different member of staff may be responsible for each of these stages.

Workflow Marager	R Row Task						SAFE	🦽 🗊 🛃 SR		🗂 U 🜒
Close Next State	n - Hi Inte Mate	Complete Constant Match Add	k as Viewed Add a Units Add	d Link to Run rent problems template						
Navigation	Action	Task Actions	Ceta	ultition						
SCR - 85 Documents - 53	(2) Med	che Management - 46 (46) Registration - 9	50 (22) Lab.Reports - 28 (14)	Tasks - 45 (32)						~
	Ind received	- 19763								·
Active ¥ COFTEST	WITTENT, C	whit ()		Born 12-Mar-	1972 (51y) Gender Male	EMES No. 21849 U	Isual GP ODUNEA, Olukunle (Dr)	<u> </u>		(16)
Taskust		Type Cinical document		Source		~ P				
LOWERY, William (Nr) Clinical document	11-Sep *	Clinical document O Yes O No	Not specified	Document Title	(12-Sep-2023) Clinical documen	t				
ROCK, Justin (Mr)	11-Sep	Letter Date 12-5cp-2023	I Use for Consultation Da	të Department						
MALIVAN, Michael (Mast	12-Sep	Person		Online Visibility	Display on the patient's online of	are record v				
Cinical document	12.6-1	Edn - 63% - 4, 4, 1	6 00 - # A A 5	884420	NAGOOL 1	·≡· <u>b</u> ·ÁÁB /	U Save user settings			
Clinical document	12-Sep	noo O		Change Task Owner		? ×				^
MALEVAN, Michael (Mast Cinical document	12-Sep	auce		Select new owning	) users/teams					
TURNER, Heather (Miss) Clinical document	12-Sep	1 201		Pau H er det s	with to select term				AND ALL AND A	
WALTON, Derothy (Hs) Clinical document	12-Sep	eu la se							ILIS	
Cinical document	12-Sep	8								
MALEVAN, Michael (Mast Clinical document	12-Sep					OK Cancel	Guy's a	ad St The	mac	
HARTINS, Ibironke (Mrs) Cinical document	12-Sep						Guy S al	iu st me	Jillas	
MABAOKA-SERUGO, Ste Olinical document	12-5ep						N	<b>HS Foundati</b>	on Trust	5
FUTCA, Alma Gabriela ( Clinical document	12-Sep									Sum
EIMA, Odemiro (Mr) Cinical document	12-Sep				Dischar	de Sum	mary			
KASE4MA, Monique (Ms) Clinical document	12-Sep				Dischar	ge sum	mary			
LAL, Nghi (Miss) Clinical document	12-Sep									
M JALIL, Wafaa (Hs) Clinical document	12-Sep	Patient I	Demographics	S		2				
EDITESTPATIENT, Eight Clinical document	12-Sep	Nar	ne	Patient II	D NH	S No.	Gender Ide	ntity Birth Dat	e	
EDITESTPATIENT, Eight	12-Sep ~	ED	TESTPATIE	2001015	6 999	999 9530	Male	12/03/72	(51 yrs)	
Item 22 of 27		A Page: 1 of 4				888			Annotations: 0	
NAS COmical   R/HM	L Start (Mr)	Location: New Cross Health Centre				688	CO 🔮		🖌 Avalistik	1 Alerts





# When GP clicks Reject Report in EMIS to reject letters received from the Trust

- If someone clicks REJECT DOCUMENT in EMIS it does **NOT** send any notification to the trusts.
- Practice must follow local communication protocol (**email / phone call**) to inform the trusts that you have rejected document.
- EMIS has affirmed that When you reject a report, no rejection message is sent to your trading partner, so you must make a note of the report details and the rejection reason and contact the trading partner to let them know that you have rejected the report.

W	orkflow Ma	anager				
Workflow View View	Config Admin	Add Note	View History High Priority Print	Open Document Task Action	Reject Document	Document rejection reason X Please provide additional details for rejecting this document.
<u>SCR</u> - 50	<u>Docu</u> v priority	<u>ments</u> - 27 <u>Me</u> Workflow Items rec	edicine Manageme eived - Registrati	ent - 273 (273) ion, Medicine Manag	Registration ement	
🤹 No p	patient	selected				OK Cancel
Tasks	Global Vie	« « 0,0	Created 29-Sep-2	Due 2023 29-Sep-20	Deta 23 Inbo	nd Document Unmatched

#### For any errors if GP letters are not sent via MESH

- If files are not delivered via MESH due to any errors (e.g. large sized file is sent etc.) 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 MESH, please raise a helpdesk ticket with ICT via Halo <u>Self-Service Portal Login (haloitsm.com)</u>