


EMIS COVID Resources #6: Quick Consultation and Notification

Introduction

This document replaces EMIS COVID Quick Tips #2

It gives instructions on how to import and use 3 resources to assist with managing COVID19

Resources

Included in the folder: COVID19 consultation template [COVID19 template NGCCG] Cremation form 4 medical certificate Notification of infectious disease form Shielding Splenectomy	 COVID template resources.zip
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Description of resources:

- The consultation template offers a quick means of consulting in relation to patients with suspected COVID. At this time, it is not intended to support consultations not related to COVID. The template provides information on key risk factors, a symptom check list, examination template (with some quick entry keys) and a quick reference symptom guide. It also includes key palliative care codes that link with the EHCP and codes for use after death that link with the electronic cremation form
- Cremation 4 medical certificate is an electronic form of the standard cremation form. To get the best out of the form, complete the relevant section in the COVID template. However, a number of fields will have to be completed manually
- Notification of infectious disease form. This is a duplicate of the standard NOID form with the exception that it is optimised for Coronavirus. Note that at the time of writing, only confirmed cases require notification (not suspected cases)

Instructions

LOAD THE RESOURCES

Newcastle Gateshead practices do not need to follow this step.

If you have previously uploaded a prior version of the COVID19 template and Notification of Infectious disease form, they will need archiving first (from the resource manager / template manager)

Open the zip file at the top of the page and save the 3 files to a suitable location on your computer.

Navigate to the resource manager / template manager in EMIS.

Go to the template manager and in a suitable folder, click import and choose the COVID19 template. Once loaded activate it by right clicking over the template and setting status to “active”

Go to the document manager and in a suitable folder, click import and choose the cremation form and notification of infectious disease documents. Again once loaded, right click over each document and set the status to “active”.

These resources should now be available to users once they next sign in.

Use of Resources

The template can be found by clicking on “launch template” whilst in a consultation and searching for COVID.

The documents themselves work best if the relevant sections of the template have been completed first (for the notification form, see the history section and management section; for the cremation form complete the death review section)

Version Control

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Disclaimer – given the expediency, this document has not been through quality assurance and therefore is offered as is without any guarantees. The template should not be taken to infer management guidance