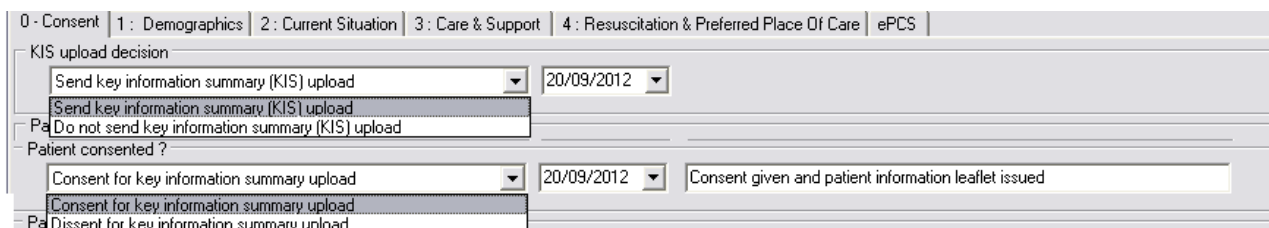


KIS Information

Consent

Explicit Patient Consent required for consented patient information to be entered onto the KIS form.

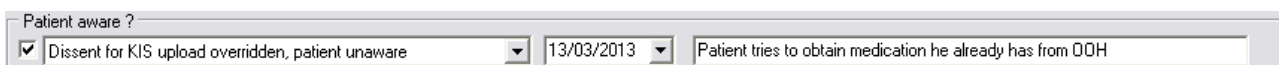
To consent a patient you need to complete both drop downs (as in screenshot below) – if you wish to stop sending the KIS to OOH change the upload decision to ‘Do Not Send Upload’.



Override Consent - It is possible to override this consent only under special circumstances which are described in the Data Protection Act. These special circumstances exist only in the following cases:

- Vulnerable
Adult
- Vulnerable
Child
- Danger to
Patient
- Danger to
Others

If you choose to override consent, then you should choose to ‘Send KIS Upload’ and ‘Dissent for KIS Upload’ which will then make ‘Patient Aware’ options available where you can still send information and let OOH know if the patient is aware or unaware.



Patient Information

Patient Information Leaflets are available from Samantha.robinson3@nhs.net and on the FV KIS Intranet Page

There are also Patient FAQ's and Clinical FAQ's and a paper template of the KIS screens available on the FV KIS Intranet Page:

<http://staffnet.fv.scot.nhs.uk/index.php/a-z/ehealth-programme-office/projects-supported-systems/key-information-summary-kis>

KIS Information

ePCS Coding Issue

It has been highlighted to Practices of the ePCS coding issue within KIS, when you select Yes in the dropdown 'Add Patient to Palliative Care Register' – it is not coding this, it solely sets a diary date.



The screenshot shows the 'KIS Data Entry' window with tabs for 0 - Consent, 1 : Demographics, 2 : Current Situation, 3 : Care & Support, and 4 : Resuscitation & Preferred Place Of Care. The 'ePCS' tab is selected. Below the tabs, there are three fields: 'Consent for Electronic Transfer to ePCS Services' with a dropdown set to 'No', 'Add Patient to Palliative Care Register' with a dropdown set to 'No', and 'Palliative Care Review Date Due' with a date dropdown set to '13/03/2013'.

Until this issue is sorted in September a workaround is to manually add the code '8CM1' - 'On Palliative Care Register' to the records of anyone with the palliative care tab of the KIS completed followed by code '9e02' – Notification to primary care service OOH.

A template is available from: Samantha.robinson3@nhs.net to facilitate this workaround.

Review Date

This is a mandatory field in KIS, it will create a diary date in the patients record

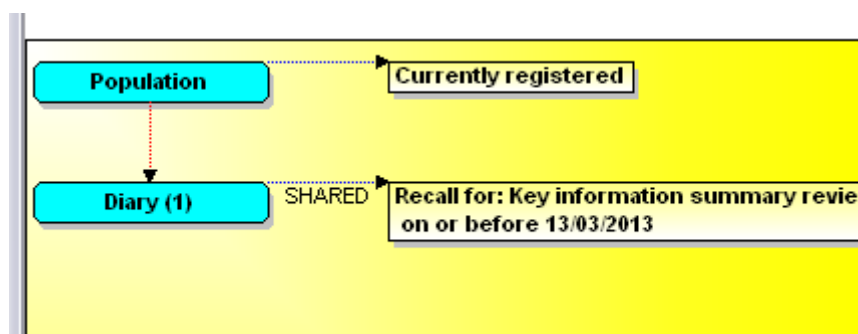


The screenshot shows the 'KIS Review Date (Practice Use Only)' field. It has a checkbox labeled 'KIS Review Date' which is checked, and a dropdown menu next to it showing '+10m'.

If you feel this should be in the future then you could set to (e.g. 2 years in advance), in the example above the Review Date will be set 10 months in advance.

Out of Date KIS records - Review Dates

A simple search of diary entries can be created to check if your Practice has any out of date KIS reviews



KIS Information

FAQ'S – Created from Questions/Issues raised at WSW Workshops

Q. Forth Valley stated that Adastra Special Notes will be 'Phased Out' will Practices need to recreate all the Adastra Special Notes onto KIS?

A. In the future Adastra Special Notes will be phased out and KIS will be the preferred place for this information, this will require consent– see Consent information on Page 1. Further guidance will follow.

Q. Can a Practice check to see who has an Adastra Special Note to allow us to now put them on KIS

A. Yes, in Adastra Web Access and left-click on the Note Edit button, Adastra should retrieve all patients with notes. Please refer to

http://intranet.fv.scot.nhs.uk/home/Depts/EHPO/Adastra/Adastra_Web_Access_1.asp where the Adastra Web Access Guide can be downloaded (page 6).

Q. There are issues viewing KIS records in the GP OOH Cars

A. Awaiting response/advice from OOH Clinical Lead, further information to be sent to Practices separately

Q. How do I print a KIS for the patient or Nursing Home

A. *MR* Medical Record > 8 KIS > *R* Report View > Print HTML Report

Q. Is there a paper format of KIS available that I take out on home visits.

A. Yes, there are 2 different formats available on the KIS FV Intranet Page.

Q. There is often duplication in the Consultation when I enter a KIS.

A. This issue has been raised with EMIS and will be fixed in the April release of EMIS.

Q. Would be good to be able to view the Medical Record when creating a KIS

A. Forth Valley will feed this back to EMIS however this issue is not solely related to KIS.

Q. Are we able to attach documents to KIS

A. It is not possible to include any attachments on KIS. Not allowing attaching of docs helps speed up the sharing of information especially for the SAS and NHS24.

Q. When I enter DNACPR through KIS it is coded as 'None Significant'

A. In the Release B of EMIS DNACPR will be coded as 'Active Significant'

KIS Information

FAQ's Cont

Q. Can I create a 'User Defined Summary' to include KIS information

A. KIS is not an option for selection in User Defined Summary but if you choose to print the Intermediate Summary this will show KIS information.

Q. When will our Practice going to Increased Extracts (Uploading every 2 hours to OOH)

A. After ensuring successful pilot full rollout in FV will commence around the 18th April

Q. I cannot see the KIS option in Medical Record and/or Consultation Mode

A. This will be to do with the Security Profile you are linked to, ask your Practice Manager to check and edit your profile to include KIS.

Q. The patient has opted out of ECS can I still send an ePCS/KIS upload.

A. No, the patient needs to be consented to ECS, it is good practice to add a Read code to indicate if a patient has opted out of the ECS system. We would recommend using the code 9Ndq (Dissent for emergency care summary upload). This should be recorded in such a way that it shows on the patient summary (an Active Problem or a high priority code, possibly Priority 1). Ideally, in future addition of this Read code would trigger removal of ECS consent by the clinical system (this facility is not yet available). Adding this code will mean that the patient's consent status can follow them if they change practices