

## Hints and tips for ePCS

### EMIS

The ePCS can either be updated through medical records (**MR**) or the consulting screen (**CM**). To enter information, press **9**. (appropriate palliative care code must be present before access is permitted)

The patient must give consent and the review date must be entered, for the OOH summary information to be uploaded. This can only be done in MR.

In MR

- Click Demographics or press **P**.
- Click Diagnosis or press **D**.
- Click Treatment or press **T**.
- Click Nurse or press **N**.
- Click Wishes or press **W**.

On the screen displayed, double-click a heading or an individual item in order to enter the relevant information.

In CM – quick update of information can be performed, although not all aspects of ePCS are available.

- Click Palliative Care **P**
- Click Patient Understanding **A**
- Click Out of Hours **O**
- Click Agencies **G**
- Click Care at Home **C**

### Carer's details

The carer's details are taken from the practice carer's register which are entered via User Manager. Only the administrator of the practice (i.e. someone with high access level rights) can enter these. User Manager is found on the Main Menu page. Once the carer's details are entered on the practice carer register, their details appear on a picking list on ePCS.

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