

**Programme Documentation**

**MR002 Docman Transfer Project  
Importing EMIS Scanned Documents and Referrals into Docman**

**PSD Strategic Programme Office**

Release: V1.0  
Date: 06/06/08

Author: SCIMP

Owner: Practitioner Services

Document Number: eMed 040

# Document History

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**Document Location** This document is only valid on the day it was printed.  
The source of the document will be found on the project's PC in location:  
G:\Business Systems\Medical Programme\Programme Support Office\Programme Quality Folders\Configuration Management\Approved\MR002\Med 040 Docman Transfer Importing EMIS Scanned Docs&Referrals to Docman V1.0.doc and in the relevant file on ePO.

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**Revision History** Date of revision: 06/06/08

Revision date	Previous revision date	Summary of Changes	Version
06/06/08		First Issue	

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**Approvals** This document requires the following approvals.  
Signed approval forms are filed in the project files.

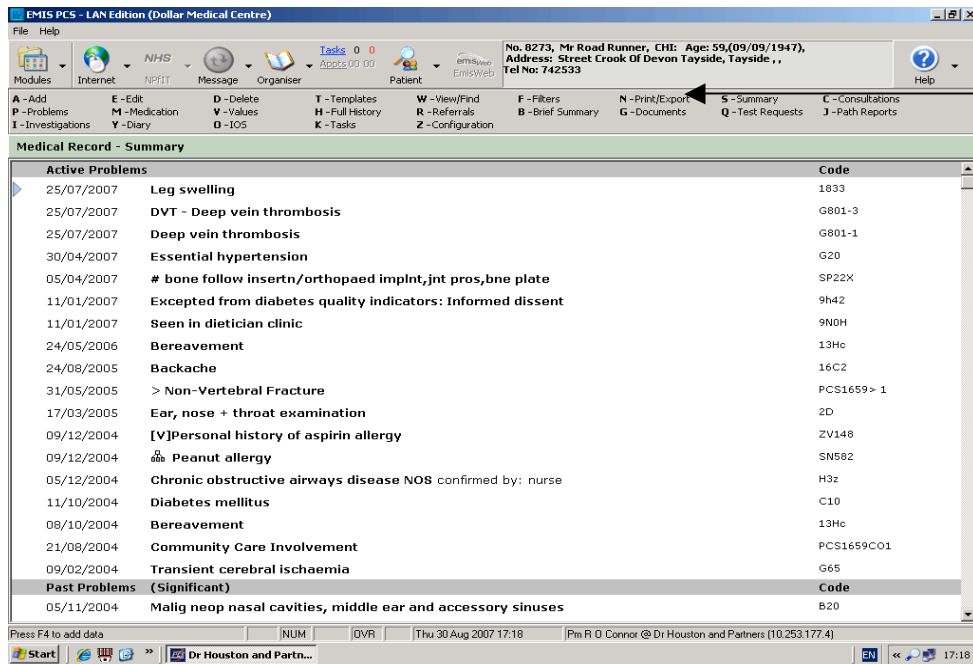
Name	Signature	Title	Date of Issue	Version
Tammy Watchorn		PSD – Consultant Programme Manager	06/06/08	V1.0
Ros O'Connor		SCIMP	06/06/08	V1.0
Colin Brown		SCIMP	06/06/08	V1.0
Libby Morris		SCIMP	06/06/08	V1.0

**Distribution** This document has been distributed to:

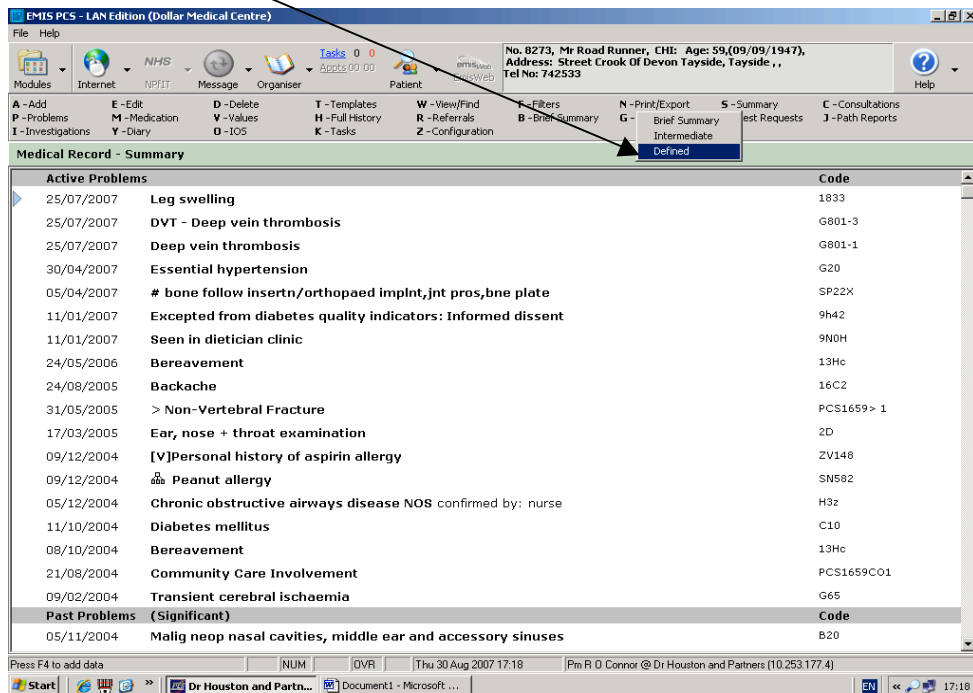
Name	Title	Date of Issue	Version
Tammy Watchorn	PSD – Consultant Programme Manager	06/06/08	V1.0
Kevin McInnelly	PSD – Project Manager	06/06/08	V1.0
Robert Jones	PSD – Project Leader	06/06/08	V1.0
Mandy Barlow	PSD – Business Change Manager	06/06/08	V1.0
Colin Brown	SCIMP	06/06/08	V1.0
Libby Morris	SCIMP	06/06/08	V1.0
Ros O'Connor	SCIMP	06/06/08	V1.0
Annabel Chambers	SCIMP	06/06/08	V1.0
Chris McMail	Microtech	06/06/08	V1.0
All Health Boards IM&T		06/06/08	V1.0

The following guidance has been produced to enable GP Practice to import into Docman documents previously scanned using the PCTI/EMIS solution.

In the clinical system, select **Medical Records** for the relevant patient



Select Defined.



The following screen will appear:

EMIS PCS - LAN Edition (Dollar Medical Centre)

No. 8273, Mr Road Runner, CHI: Age: 59,(09/09/1947), Address: Street Crook Of Devon Tayside, Tayside ,

Print Options

Right click on any tree node to change options

- Registration Details
- Medical Record
  - Problems
    - Active
    - Past
  - Health Admin
  - Investigations
  - Values
  - Attachments
  - Diary Entries
  - Due
  - Outstanding
  - Alerts
  - Allergies
    - Drug Allergies
    - Non Drug Allergies
  - Family History
  - Referrals
  - Immunisations
  - Health Status
  - Other Observations
- Consultations
- Medication
  - Current
  - Past

Sort Options:  Date  Read Code  Descending  Ascending

Buttons: Print, Print Preview, Export, Close

Annotations:
 

- Tick/Untick everything except for Attachments and Referrals (pointing to Attachments and Referrals)
- Select Export (pointing to Export button)

From the Export Type, select HTML and then OK.

Document1 - Microsoft Word

Print Options

Right click on any tree node to change options

- Registration Details
- Medical Record
  - Problems
    - Active
    - Past
  - Health Admin
  - Investigations
  - Values
  - Attachments
  - Diary Entries
  - Due
  - Outstanding
  - Alerts
  - Allergies
    - Drug Allergies
    - Non Drug Allergies
  - Family History
  - Referrals
  - Immunisations
  - Health Status
  - Other Observations
- Consultations
- Medication
  - Current
  - Past

Export Type Select

HTML

Text (CSV)

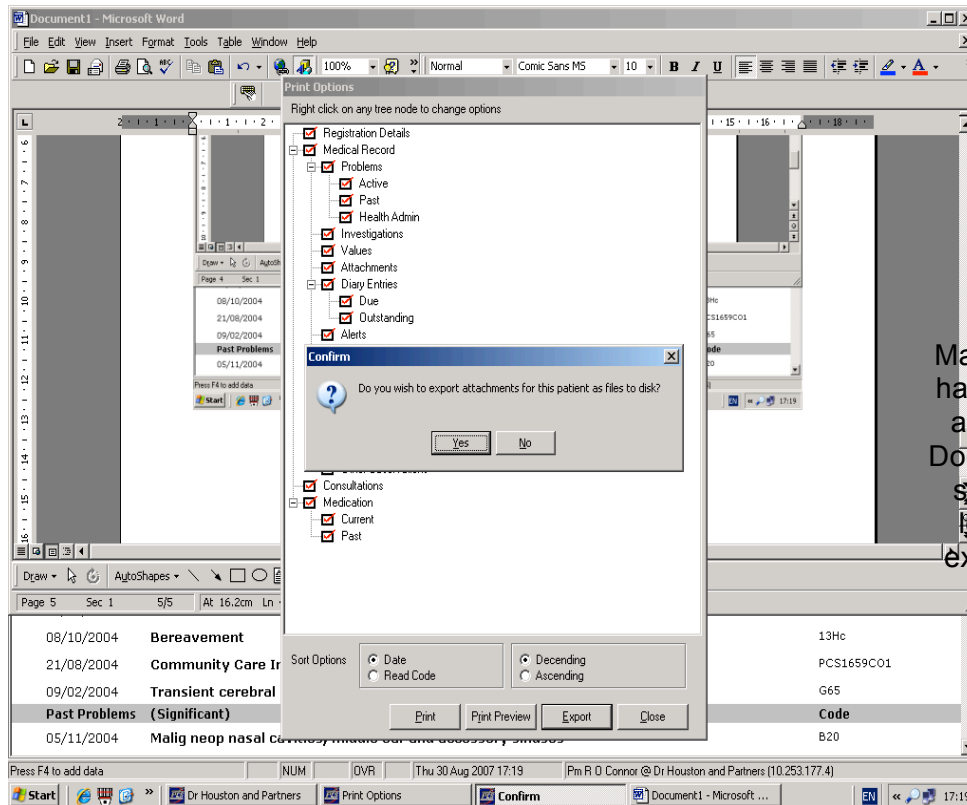
Text (Other)

Buttons: OK, Cancel

Sort Options:  Date  Read Code  Descending  Ascending

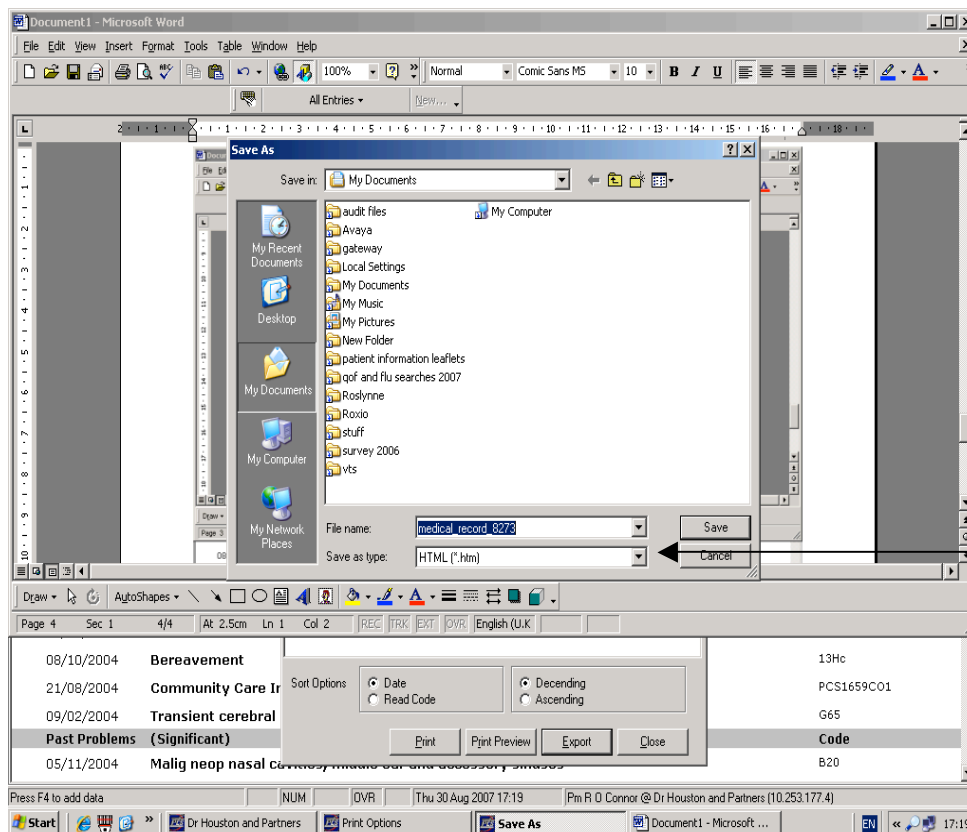
Buttons: Print, Print Preview, Export, Close

The following message will appear asking you to confirm whether you wish to export attachments for the patient as files to disk. Select Yes.



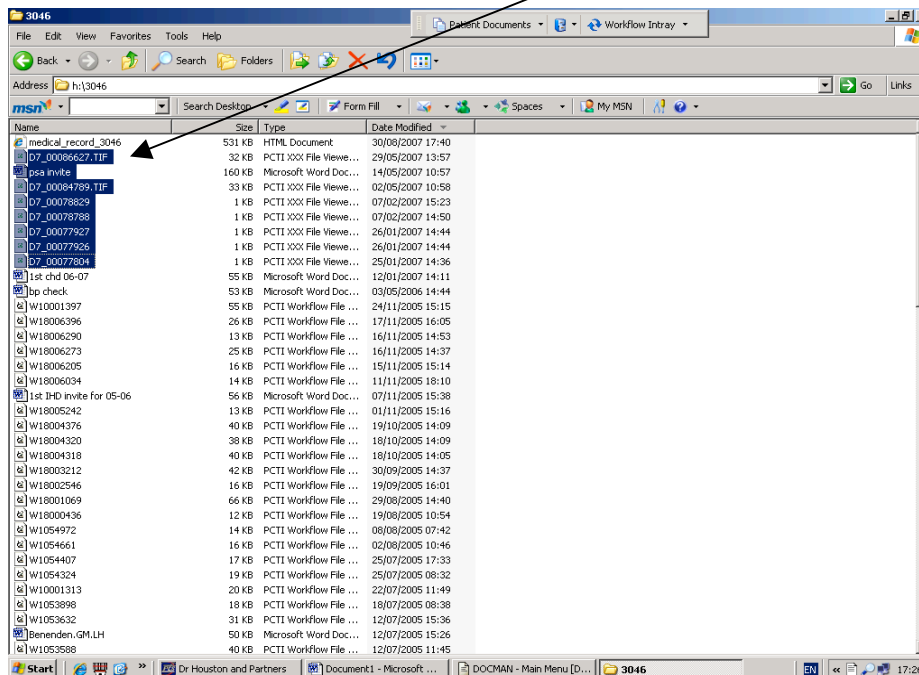
Make sure it has file type as (\*.htm) Docman only support 3 letter file extensions

Save the exported files to a location of your choice.



Access the saved exported files in the location specified.

From the list of files, delete any that have been scanned into Docman or Scanagent (this should be anything scanned directly into EMIS, before the date that you started using Docman or Scanagent). All that should remain are the documents that have been scanned into EMIS, word referral documents and referrals saved using EMIS LV.



Referrals typed using LV all have the file name of STANDARD then a number and are in rich text format and are all saved at the same date and time.

\*\*If you have been using SCI-Gateway these referrals are back saved into full medical record and will need to be printed and scanned into Docman as well.\*\*

## IMPORTING THE EXPORTED FILES INTO DOCMAN

Open Docman.

Import the scanned EMIS images from the saved location and file.