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

Document 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\eMedical Programme\Programme Support Office\Programme Quality Folders\Configuration Management\Approved\MR002\eMed 040 Docman Transfer Importing EMIS Scanned Docs&Referrals to Docman V1.0.doc and in the relevant file on ePO.

Revision

Location

History

Date of revision: 06/06/08

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

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	Version
		Issue	
Tammy Watchorn	PSD – Consultant Programme Manager	06/06/08	V1.0
Kevin McInneny	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

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25/07/2007	DVT - Deep vein thrombosis	G801-3	
25/07/2007	Deep vein thrombosis	G801-1	
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05/12/2004	Chronic obstructive airways disease NOS confirmed by: nurse	H3z	
11/10/2004	Diabetes mellitus	C10	
08/10/2004	Bereavement	13Hc	
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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 than have been scanned into EMIS, word referral documents and referrals saved using EMIS LV.

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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.